



# **ICR FLORIDA EDUCATION**

SCHOOL CATALOG  
VOLUME 1  
2019

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## **LICENSURE STATEMENT**

Licensed by the COMMISSION FOR INDEPENDENT EDUCATION (CIE)  
FLORIDA DEPARTMENT OF EDUCATION (License Number: 6286)  
Additional information regarding this institution may be obtained by contacting the Commission at 325 West  
Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684

## **STATEMENT OF OWNERSHIP**

ICR Florida Education. is a corporation formed under the laws of the State of Florida. The owners are Sebastian Paramo, CEO and Hernan Auci, President.

## **GOVERNING BODY**

The governing board is constituted by the Board of Directors and address is the same as the school as follows:  
ICR Florida Education  
633 NE 167th RD ST Suite # 913  
(786) 254-0520

## **PRESIDENT'S MESSAGE**

Welcome to ICR Florida Education! Here you will find a dynamic, learning environment focused on helping you achieve your most important educational, professional and personal goals. Fostering student success is at the core of all we do at this school.

## **HISTORY**

The owners of ICR Florida Education possess over two decades of experience with adult learners in career training. ICR Florida Education is licensed by the State of Florida Commission for Independent Education License Number: 6286.

The purpose of ICR Florida Education is to offer affordable training and employable skills in the challenging and rewarding Patient Care Technician, Medical Assistant and Home Health Aide fields. The school is the accomplishment of a dream to share many years of working experience in the medical field.

## **EDUCATIONAL PHILOSOPHY**

To create a climate of Vocational education that fosters professional accountability and excellence, where students learn they have the authority, not just the responsibility, to practice in the healthcare field. Faculty and administration of the School believe in and are committed to:

- Advancing the understanding of healthcare social contract to care for the vulnerable and suffering;
- Integrating classroom and clinical teaching and learning to create a powerful learning experience and promote deep learning;
- Using situated cognition and action in teaching and learning to build knowledge and develop sense of saliency to quickly recognize what is most important;
- Engaging in reflective practice to develop knowledge, skills, ethical comportment and formation, and the development of clinical and moral imagination;
- Developing perceptual abilities and the ability to draw on knowledge and skilled know-how as a way of being and acting in practice and in the world; and
- Preparing graduates with a commitment to lifelong learning and with skills and dispositions to be reflective practitioners and expert learners.

## **SCHOOL MISSION**

ICR Florida Education is dedicated to helping students graduate and get a much better job sooner. We focus on educating people for rewarding careers and enriching lives. Our goal is for students to achieve success in career-oriented programs and enhance their skills in critical thinking, communication, problem solving, and using technology culminating in satisfactory career placement or advancement in current employment.

To fulfill this goal, the Institution will:

1. Provide a solid foundation of specific competencies that will enable students to acquire the skills required in their chosen occupation.
2. Provide students with education and knowledge to become competent members of their communities, enabling them to appreciate and successfully cope with the human relation problems encountered in the workplace.
3. Provide programs that include a variety of skills that will bring students to a fuller realization of the world in which they live and work, so that they will be capable of achieving a satisfactory and rewarding career and lifestyle.

## **FACILITY AND EQUIPMENT**

ICR Florida Education offers its students a modern, completely air conditioned, well-lighted building providing an atmosphere conducive to learning and containing teaching aids and audio/visual equipment. The facility is composed of 3836 square feet of space. It includes theory classrooms, medical labs, a student lounge, a reception area, fully equipped administrative offices, a library/resource information area with available hard references, as well as online subscription databases of journals and information for students to study and research. Bathrooms are available and are in compliance with the Americans with Disabilities Act guidelines. The physical plant is spacious and attractive, including elevator access to the ninth floor and there are plenty of parking spaces available for the students. The building is located close to public transportation and local restaurants.

## **HOURS OF OPERATION**

The school business office is open Monday thru Friday from 9:00 a.m. to 7:00 p.m.  
Classes are scheduled Monday through Thursday from 8:30 a.m. – 1:30 p.m. and 5:30 p.m. – 10:30 p.m.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

ICR Florida Education is in compliance with the amended Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student's records is strictly protected, which requires that the school provide a student or former student with the right to inspect his/her educational record maintained by the school. Students who wish to inspect their school records must make an appointment with the School Director. All record inspections will be done under the supervision of a member of the administrative staff. The school will not release any information about a student unless agreed upon with the student in writing. The school provides a form for this purpose.

## **STATEMENT OF AFFIRMATIVE ACTION**

ICR Florida Education admits students of any sex, race, creed, color, age, disability, national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of sex, race, color, age, disability, national origin, religious beliefs or political affiliations in the administration of its educational policies, admissions policies, job placement assistance and any other school administered programs.

## SPECIAL NOTE

Information in this catalog is accurate at the time of publication. The school reserves the right to change courses of study, course content, fees, program requirements, class schedules, and academic calendar, or to make other changes deemed necessary or desirable, giving advance notice of change whenever possible. Students already enrolled will not be affected by tuition increases or changes.

## ADMISSIONS REQUIREMENTS

1. In order to enroll, prospective students must arrange for an interview through the Admissions Office. It is the policy of the school not to allow any enrollment unless the prospective student visits the facilities. An Admission Officer will explain to the applicant the school programs and policies during the interview.
2. The prospective student must be a U.S. Citizen, a U.S. Legal Alien or have an approved immigration legal status by the Department of Homeland Security.
3. The student must be a high school graduate, have GED certificate or provide proper documentation of home school credentials. Applicants lacking a high school diploma, its equivalent or who are beyond the age of compulsory school attendance, may be admitted upon demonstrating the ability to benefit (ATB) test offered and successfully attaining the following minimum score of 200 in the Verbal Skills /210 Quantitative Skills on Wonderlic Basic Skills Test.
4. All applicants will have a school catalog made available one week prior to signing the Enrollment Agreement.
5. All applicants must complete and sign an Enrollment Agreement. If an applicant is less than 18 years of age, a parent or legal guardian must also sign the Enrollment Agreement. Age **Disclaimer:** NOT all employers may hire a person younger than 18 years of age.

**Disclosure:** Presence of criminal convictions on record may prevent a student from being employed in the field for which they have been trained.

## ACADEMIC INFORMATION

### Credit for Prior Education

ICR Florida Education reserves the right to accept or deny transferring clock hours received from another school. These courses must adhere to the following transfer credit approval criteria: The granting of credit for prior education or exams cannot exceed twenty-five percent (25%) of any program. Significantly similar in content and duration to those offered in the program for which the student has applied. Transfer clock hours that are five years old or less. Transfer credits with a grade on “C” or better.

An official transcript from the transferring institution is required when requesting the credits to be transferred to ICR Florida Education. Programs and tuition will be adjusted according to the number of clock hours accepted by ICR Florida Education.

Any student, who starts a program at the institution and wishes to transfer to another program, will receive credits for passed and completed courses and tuition will be adjusted accordingly.

Students who transfer out of the institution may receive a transcript reflecting hours and grades, providing that all financial obligations have been met by the student to ICR Florida Education. The acceptance of the transferability of credits is the decision of the receiving institution.

**DISCLAIMER:** ICR Florida Education is a post-secondary career school designed to teach students the skills needed for obtaining or enhancing employment. Credits earned at ICR Florida Education may not be transferable to any other post-secondary institution. The eligibility of transfer of credits is awarded at the discretion of each post-secondary institution. It is the student’s responsibility to confirm whether or not credits will be accepted by

another institution of the student's choice. ICR Florida Education does not guarantee any credits will transfer to any other institution.

### **Definition of Clock Hour**

The definition of unit at ICR Florida Education is the clock hour. A clock hour consists of 50 minutes of instructional time.

### **Definition of Academic Year/Course Length**

The definition of academic year is 45 weeks. The program length for the Patient Care Technician program length is 38 weeks (7 months), Medical Assistant program length is 45 weeks (11.25 months), and Home Health Aide program length is 8 weeks (1 month).

### **Class Schedule and Class Size**

ICR Florida Education has open registration for all programs. Class schedules will be given to students on the first day of classes. Classes are scheduled: Day session from 8:30 a.m. to 1:30 p.m. and Evening session: 5:30p.m. to 10:30 p.m. The institution does not offer online classes.

The maximum time frame a student may take to complete a program of study is one and one-half times the length of the program, e.g. course length = 30 weeks, maximum time frame = 45 weeks. If the student is unable to complete the program in this time, the student will be terminated and not allowed to graduate.

### **Attendance**

Students are expected to attend all scheduled class meetings and to arrive on time. Students are expected to inform faculty in advance of any pending dates where a student may be absent. It is the responsibility of the student to make up work missed. Students with excessive absences will be subject to disciplinary action, including termination from classes. Students who miss fourteen consecutive days of classes will be terminated from the program. Students who miss 20% of the program will be terminated from their program of study. Student attendance will be monitored, and any student found with excessive absenteeism will be warned concerning the consequences of non-attendance.

### **Absences**

Permission will not be granted to leave class for personal or business reasons. Students must take care of personal business on their own time. Continuous unexcused absences may result in academic probation or dismissal. A class cut is considered an unexcused absence.

The following are defined as an **EXCUSED ABSENCE**:

- "A student's serious illness" means a condition such as pneumonia, surgery, hospital confinement or valid medical reason. A physician's note verifying illness must be presented by the student should the faculty member request it.
- "Death in the immediate family" is interpreted to mean mother, father, spouse, child, brother, sister, grandparents or significant other. Documentation must be provided.
- "Statutory governmental responsibilities" refers to such matters as jury duty or subpoena for court appearance. Documentation must be provided.

### **Tardiness**

Attendance and promptness reflect an individual's level of professionalism and work ethic. Since ICR Florida Education trains students for careers, we believe our policies should reflect the work environment. A student

arriving after attendance has been taken is considered late. The instructor will advise the student concerning tardiness, and how to make up the work missed. A student who is tardy three times will have one absence recorded on their attendance record.

### **Leave of Absence**

A student will be granted one (1) leave of absence during the training. When this leave is for personal or medical reasons, it may not exceed 60 days and must be requested in writing by the student and approved by the School Director. If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be used for refund purposes.

### **Records**

Student records are permanently kept by the School on file, safe from fire and other perils. These records are available to the student upon written request.

### **Progress Report**

The school will provide a progress report and a transcript to each student.

## **SATISFACTORY PROGRESS & PROBATION POLICY**

A student's record is reviewed periodically in order to determine whether the student is making satisfactory progress academically and attending classes in order to complete the course within the specified time frame in accordance with this policy.

A student may be placed on probation for any of the following reasons:

1. Not maintaining satisfactory progress.
2. Excessive absenteeism.
3. Inappropriate behavior.

All hours attempted by the student will be utilized to calculate satisfactory academic progress. Generally incomplete courses, repetitions, and non-credit remedial courses do not apply and will have no effect on satisfactory progress.

When a student is not meeting the Academic Progress Standard, faculty will conduct a formal meeting with the student in order to prepare a plan of improvement for the student and discuss the possible consequences that may occur if progress is not made.

Students moving through the program must maintain a grade point average of 2.0 ("C") or higher in order to be considered to be making satisfactory progress. Students who fall below this standard at the midpoint of the program, will be placed on academic probation for 4 weeks. After the academic probation period, the student's academic performance will be reviewed, if the student is able to improve grade point average of 2.0 or higher will be taken out of probation. If the student's grade point average remains below 2.0 after the academic period or by the time of clinical externship, the student will be academically terminated. Students who are academically terminated will be able to re-enter the program if they follow the re-entry policy. Students will not be sent to externship if their grade point average is not 2.0 or higher.

The Academic Progress Standard is not intended to discourage or penalize students who are sincerely trying to make good use of the school's instructional services. The standard reflects the commitment of ICR Florida Education faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals.

The overall objective of the Academic Progress standard is to improve performance by students who are experiencing academic difficulty and to increase public support for ICR Florida Education efforts to provide sound educational programs of the highest quality.

### Academic Progress Standard

Consequences of sustained poor academic performance are summarized as follows:

Cumulative GPA

0.0 to 1.99

Results

Academic Probation

\* Student must have a minimum of 2.0 overall GPA to graduate.

### Grading System

Evaluation will be accomplished by a final exam on every subject or course of instruction in a program. Each letter grade has a point value. To compute the grade point value for a course, multiply the grade point value by the number of clock hours. For example, a “B” (3.0) in a 24-clock hour course is equal to 72 points (3.0 x 24 = 72). To calculate a Grade Point Average (GPA), add the total grade point values for all courses and divide that figure by the total number of clock hours attempted.

Students are graded according to the following Grade Point Average (GPA) system:

*Used in GPA computation:*

<u>Letter</u>	<u>Number</u>	<u>Status</u>	<u>Grade Point</u>
<u>A</u>	<u>100 - 90%</u>	<u>Outstanding</u>	<u>4.0</u>
<u>B</u>	<u>89 - 80%</u>	<u>Good</u>	<u>3.0</u>
<u>C</u>	<u>79 - 70%</u>	<u>Satisfactory</u>	<u>2.0</u>
<u>D</u>	<u>69 - 60%</u>	<u>Unsatisfactory</u>	<u>1.0</u>
<u>F</u>	<u>Below 60%</u>	<u>Failed</u>	<u>0.0</u>
<u>I</u>	<u>Incomplete</u>	<u>Incomplete</u>	<u>Withdraw / No Grade</u>

*Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass*

### Dismissal/Withdrawal

“Academic Dismissal” represents a separation of students from ICR Florida Education for at least three (3) months. “Academic Dismissal” occurs after students fail to meet the minimum requirements during academic probation.

The student who withdraws voluntarily is called a “Withdrawn” student. The last physical date of attendance is considered the withdrawal date of the student whether the student is dismissed or withdraws. Any refunds due will be based on the last date of attendance.

Students are eligible to re-apply for enrollment at ICR Florida Education after dismissal. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student’s circumstance. A withdrawn student may re-enter anytime.

## **Incomplete Grade**

When a student is unable to complete the requirements of a course by the end of the course, the student may be given an “Incomplete” or “I” grade. The instructor will grant a grade of “I” if the student has valid reasons for not being able to finish the work. The student and instructor will complete an “Incomplete Grade” form, which stipulates the work to be completed for a grade. Students have 30 days from the end of the course to complete the coursework. If the coursework is not completed by the determined date, a failing grade for the courses will be assigned.

## **Make-Up Work**

Students who have been absent from class for any reason or have been tardy are required to make up work missed from classes. The student is required to discuss make-up work opportunities with the instructor. All externship hours that are missed must be made up. Excessive absences from externship assignments without prior notice may result in termination from school.

## **Program Changes/Cancellation**

Because many changes occur daily in both business and education, it is sometimes impossible to guarantee long term particulars. Therefore, the school reserves the right, at its discretion, to change, to cancel or to modify course content, materials, text, schedules, and is not responsible for loss or damage from any cause. Changes will be made prior to the start of a course. Current students will not be affected by any program change or cancellation.

Program and/or course changes and cancellation are only made after receiving prior approval from the Commission for Independent Education (CIE).

## **Repeating Courses**

Students may repeat courses taken at ICR Florida Education if they received a “W”, “D”, “F” or NP grade. Students may repeat a course twice. Credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student’s transcript. The first attempt will also be shown, but the cumulative GPA will be re-computed to count the last attempt only.

## **Recognition Awards**

Directors List: Students achieving 4.0 for a semester will be placed on the Directors List.

Academic Achievement: In order to qualify for this achievement award, students must maintain a 3.5 grade point average throughout their studies up to the time of graduation.

Perfect Attendance: In order to qualify for this achievement award, students must have perfect attendance during their course of study.

Certificate of Appreciation Or Recognition Award: Students who volunteer to work on special school projects will be awarded a Certificate of Appreciation/Recognition Award.

## **Graduation Requirements**

Upon graduation from the enrolled program the student will receive a Diploma. The student must comply with the following requirements:

1. Meet all financial obligations incurred with the institution.

2. Complete the total number of hours required by the student's program and have an overall GPA of 2.0 (C) or better

## **Transcripts**

A complete transcript of each student grades is kept in a permanent file. Students must request transcripts in writing. One copy is provided free; additional copies cost \$5.00 each. Transcripts will not be issued unless the student financial obligations to the school are current at the time of the request.

## **STUDENT SERVICES**

### **Advising Services**

Advising and guidance begins with the admission interview and continues throughout the student's course of study. Since ICR Florida Education is a small vocational school, faculty advising is possible for academic counseling. All personal issues should be referred to the appropriate outside agency.

### **Financial Advising Services**

The Business Office will inform students of all options regarding private funding or payment plans.

### **Job Placement Services**

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board.

**Employment Guarantee Disclaimer:** ICR Florida Education will gladly assist students in obtaining suitable employment at no additional charge, **it is understood that ICR Florida Education does not promise or guarantee job placement for its students or graduates.**

### **Tutoring Services**

Faculty members are available for tutoring half hour after school. Students are encouraged to contact the instructor if they need this service.

### **Housing**

ICR Florida Education does not offer housing to its students. A list or booklets of reliable realtors and rental properties in close proximity of the school will be provided to the student that requests housing assistance at the time of enrollment.

### **Lost and Found Services**

ICR Florida Education assumes no responsibilities for articles lost by student. Students may check the office for any lost and found item. Any items found on school premises should be turned into the office. These items are kept for 30 days and then disposed of property.

### **Personal Property Services**

ICR Florida Education cannot be responsible for the student's books, materials or any personal belongings. Students are thus responsible for keeping their belonging with them while at school.

## **Learning/Library/Information Resource Area**

ICR Florida Education has a Learning Resource Area where students or faculty can go to do research, prepare for classes or homework. Faculty will inform the students of hours of operation; sign-in/out procedures: print material available (fiction/nonfiction material; reference material; periodicals, etc), and non-print material available (information maintained on the computer and/or internet). The Learning Resource Area has reference books, general books, magazines and various other publications, journals and periodicals relating to their field of study. The center is opened to students, faculty, and staff during school hours. At the end of each course the students will complete a class/faculty evaluation which will include a section for the student to rate/evaluate the learning resource and the Media Resource Center (library). The results of the evaluations are utilized to modify and/or improve the resources made available to the students. Information will also be provided to students regarding public libraries near the school and online resources that provide services free of charge for research.

## **Parking**

Public transportation is available to all students. Students may contact the office for bus schedules and routes. Since ICR Florida Education is located in a building, ample parking facilities are available for student use.

## **Class Registration**

Class registration is held in a continuous basis. Students may register for courses in person or via the telephone. However, program offerings are scheduled in three week cycles. For more information concerning program start dates please see Start Date Calendar last page of school catalog.

## **Emergency Contacts**

ICR Florida Education is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid emergency health service. At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. Students should carry emergency information at all times, as well as any medical insurance card(s).

## **Student Activities**

Students interested in extracurricular activities help create a friendly atmosphere and provide a pleasant environment for the development of self-confidence and leadership. Activities vary depending upon student's preferences. Please contact the Instructor/Assistant School Director/School Director to discuss any planned activity.

## **SCHOOL RULES AND REGULATIONS**

### **Drug/Alcohol Policy**

Law regarding the possession, sale, consumption or furnishing of alcohol is controlled by the State of Florida, Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco. ICR Florida Education has a substances abuse policy that is inclusive of alcoholic beverages. ICR Florida Education adheres to the Drug Free Workplace Act of 1988 and the Drug Free Alcohol and Communities Act amendments of 1989. Substance abuse has been proven to be detrimental to an individual's health and may jeopardize safety in the work place. Therefore, the unauthorized use or possession, consumption, sale or distribution of any alcoholic beverage or drugs, except for those prescribed by a physician, are strictly prohibited everywhere on school grounds or during any activity sponsored by ICR Florida Education. Students and employees are prohibited from being under the influence of alcohol or drugs (except those prescribed by a physician and properly documented) while on school premises. This policy delineates the appropriate action to take in the event that a staff member or student

exhibits behavior consistent with alcohol or drug use in the workplace. All employees and students should also be advised that possession use, manufacture or distribution of a controlled substance or inappropriate use or abuse of alcohol, may carry its own penalties under local, state and federal. Violation of this policy constitutes grounds for dismissal.

### **Drug-Free Workplace Policy**

ICR Florida Education is a drug-free workplace for staff, faculty and students.

Listed below are resources of drug prevention programs:

The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)

The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)

U.S. Department of Health and Human Services (1-800-WORKPLACE)

U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

### **Weapons Policy**

Use and/or possession of guns, knives or any other kind of weapon are not permitted on the premises of ICR Florida Education Violation of this policy constitutes grounds for dismissal.

### **Conduct Policy**

Students enrolling in ICR Florida Education assume an obligation to conduct themselves in a manner compatible with ICR Florida Education function as an educational institution. To fulfill its functions of imparting and gaining knowledge, ICR Florida Education retains the power to maintain order within the school and to exclude those who are disruptive of the educational process.

Generally, prohibited conduct for which a student is subject to disciplinary action defined as follows:

- Physical or sexual assault of any person on ICR Florida Education campus or conduct which threatens the health or safety of any such person or the physical or sexual assault of any ICR Florida Education student, faculty member or employee.
- Substantial damage to ICR Florida Education - owned or leased property or to property of a ICR Florida Education student, employee, faculty member or visitor occurring on ICR Florida Education - owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of ICR Florida Education facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as **hazing** ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of ICR Florida Education.
- Use of alcohol or illicit drugs while on campus or at an externship site. Students at ICR Florida Education are training for careers that involve direct interaction with patients, and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Persons who engage in such actions while enrolled at ICR Florida Education will be reported to the local authorities for criminal actions. Drug testing may be asked of students who display behaviors consistent with drug abuse.

## **Suspension/Dismissal/Termination Policy**

A student may be suspended/dismissed or terminated from the school because of inappropriate conduct, violation of the Drug/Alcohol/Weapon policies, possession of school property without authorization, academic reasons, unsatisfactory academic progress, nonpayment of tuition, or for the good of the school. If dismissed/terminated, the portion of the refund policy in effect at the time of the dismissal/termination will apply.

A student may appeal a determination of suspension/dismissal/termination by submitting a written appeal to the School Director within 30 days of the decision. The School Director will review the appeal and make a determination of the re-entry. The decision of the School Director shall be final.

## **Voluntary Withdrawal/Re-Entry Policy**

A student may withdraw from his/her program of study in writing to the School Director. All refunds will be made in accordance with ICR Florida Education refund policy as published in this catalog. It is understood that a student may request re-entry at a later date. If re-entry occurs after 90 days an Academic Evaluation Exam for courses taken is required.

## **Health and Safety Policy**

ICR Florida Education complies with requirements and regulations of state and local building codes, the Board of Health and Fire Departments.

## **Adverse Weather and Emergency Closing Policy**

All times, emergencies such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. When the decision to close ICR Florida Education is made AFTER the workday has begun, employees will receive official notification from the School Director and students will be informed appropriately.

## **Emergency Evacuation Plan Policy**

In case of FIRE or any other DISASTER, please listen to the School Director or School Personnel in charge for instructions.

- All instructors are in charge of their class. Follow the EVACUATION FLOW CHART to evacuate the building IMMEDIATELY and in an organized and orderly manner.
- DO NOT take time to gather books or other belongings. The instructor of each class is the EVACUATION COORDINATOR and shall maintain their class calm.
- The EVACUATION COORDINATOR for the main office is the School Official in charge.
- Do not TRY TO EXTINGUISH the FIRE.
- The EVACUATION COORDINATOR or other School Official will handle contacting the appropriate fire and rescue departments.
- In case of a SECURITY PROBLEM, listen to the School Director or other school official for security instructions. In all instances, you must remain calm. The Security Person will coordinate with the Police Department the proper actions necessary to assure Student and School Personnel Safety.

- ICR Florida Education has this Emergency Evacuation and Security Plan posted on bulletin boards and in conspicuous places for the view of all employees, students and visitors.

### **Incidents/Accidents Policy**

In case of an incident or accident please inform the School Director or Instructor so the appropriate forms and measures can be taken. In case of an emergency during school hours, ICR Florida Education will take appropriate action to obtain medical assistance.

### **Dress Code Policy**

Since the primary purpose of ICR Florida Education is to train the student for employment, students are required to be neat and clean in appearance while attending classes. Students enrolled in any medical program must wear uniforms.

### **Smoking and Beverages Policy**

Smoking is prohibited anywhere in the building. Food and beverages such as (soda, coffee, etc.) or the chewing of gum are not allowed in the classrooms or laboratories.

## **STUDENT FAIR CONSUMER RIGHTS**

You have the right to ask the school:

1. The name of the associations, agencies or governmental bodies which license ICR Florida Education and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the schools licensing and accreditation.
2. The cost of attending the institution, including: Tuition and fees, books and supplies; estimates of typical commuting costs, and any additional cost of the program in which the student is enrolled or expresses a specific interest.
3. The academic program of the institution; Educational and training programs; the instructional laboratory and other facilities which relate to the academic program; the faculty and other instructional personnel.
4. A statement of the refund policy.
5. The methods by which and locations in which students and prospective students may obtain the information concerning their rights.
6. Availability of financial assistance including all federal, state, local private and institutional financial aid programs. The procedures and deadlines for submitting financial aid applications; Criteria used to select financial aid recipients; how is financial needs determined; how financial aid is awarded; and type and amounts of assistance in the financial aid package.
7. The standards which the students must maintain in order to be considered to be making satisfactory academic progress.
8. Special facilities and services provided to the handicapped.

9. Availability information on how to enroll in the GED preparation or ESOL workshops at no charge in the community.

### **STUDENT RESPONSIBILITY**

Education costs time, money and effort. Because it represents such a big investment you -as student- should carefully evaluate the education or training you are considering in helping you make a good choice. You should gather information about the school, its academic programs, dropout rate, complete cost of education/training, refund policy, financial programs and any other information you may find helpful in making a wise decision. You must:

1. Provide all documentation requested.
2. Read and understand all forms that you are asked to sign and keep copies of them.
3. Accept responsibility for the promissory note and all other agreements that you sign.
4. Promptly provide any information requested by the school.
5. Keeping the school informed if any change in address, name, marital status, financial situation, or change in their student status.
6. Notifying the school if they need to withdraw from the school or wish a leave of absence.

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURES**

ICR Florida Education strives to have an excellent relationship with its students and, as such, we work hard at keeping all student communication open and accessible in order to timely address student needs. A student, staff or faculty member with a grievance should make an effort to resolve the grievance with the individual against whom the grievance is lodged with a one-one meeting with student/ staff member or providing a written notice, and /or reporting to the appropriate authorities. In the event that a student complaint emerges, including complaints pertaining to fair consumer practices, students are expected to resolve such grievances in an appropriate, and timely manner. Most students' complaints are often resolved through open dialogue with the parties involved. If that doesn't resolve the matter an appointment may be made with the School Director. The School Director will meet with the student in effort to reach a resolution. If the result of this level of discussion does not produce a fair resolution, the next step would be to submit a formal written grievance for final consideration and resolution. The School director will respond to the formal grievance within five business days in writing. If the result of this grievance does not produce a fair resolution, the next step would be to notify:

COMMISSION FOR INDEPENDENT EDUCATION (CIE)  
FLORIDA DEPARTMENT OF EDUCATION  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245-3200 / Toll Free 888-224-6684

## **FINANCIAL INFORMATION**

### **Fee & Payment Schedule**

The Registration fee of \$100.00 is due at the time of signing the application for admissions. It is suggested the books and materials be purchased prior to attending the first class.

The student has the option of paying the tuition cost 1) in full prior to attending the first class; 2) or paying the balance of the tuition cost in installments as agreed upon with the Business Office. In addition to the Registration fee and down payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

In the event that a student's account is sent to collections, ICR Florida Education shall be entitled to collection, attorney fees and cost on the account thereof.

### **Cancellation and Refund Policy**

ICR Florida Education has a fair and equitable for refund of tuition, fees and other institutional charges. The refund computations will be based on scheduled clock hours of class attendance through the last date of attendance:

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by Certified Mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, through 40% of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program, the student is obligated for the full tuition and fees – no refund.
6. For refund computation purposes, the last date of actual attendance by the student will be used as the termination date.
7. Refunds will be made within 30 days of the date of termination and the student is no longer attending classes. Date of determination will be within 14 days from the last date of attendance. For students with eight (8) consecutive unexcused absences, or the date the student provides official notice to the school then the student is considered as a withdrawal.
8. A student can be dismissed, at the discretion of the School Director, for insufficient progress, nonpayment of costs, or failure to comply with rules.
9. Books, materials and fees will not be refunded; thus, will not be included in the refund calculation.

A full refund of all monies paid will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and Legal Holidays) after the enrollment contract is signed and a tour of the facilities and equipment is made by the prospective student; the enrollment of the student was procured as a result of any misrepresentation in advertising, promotional materials of the School, or

misrepresentation by the owner or representatives of the School. Cancellation must be written in accordance with the terms of the enrollment agreement.

Students will be held responsible for any monies still owing to ICR Florida Education and will be billed accordingly. The effective date of the termination for refund calculations will be the last recorded date of attendance or the date of receipt of written notice from the student— whichever is earlier.

The effective date of termination will be:

- The day following fourteen consecutive days of absence;
- The date the student fails to return from a leave of absence;
- The date the student notifies the school of withdrawal;
- The last day of attendance if the student is terminated from the school for any other purpose.

If tuition is collected in advance of entrance, and if after expiration of the 72-hours cancellation privilege, the student does not begin class, not more than \$100 shall be retained by the school.

A refund of tuition and fees is due and refundable in each of the following cases:

- An applicant is not accepted for enrollment;
- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representative of the school;
- If a course is discontinued.

Refunds will be totally consummated within 30 days after the effective date of termination on students who withdraw or who are terminated by the school. Upon request by a student or any state or federal department, the institution shall provide an accounting for such amounts retained within five workdays. Refund on graduates and completed students will be consummated within 30 days.

The school shall provide a full refund if educational service is discontinued by the School preventing a student from completing the program.

## **Tuition, Fees, Programs & Curriculum**

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

**(Note: The total cost does not include licensing or any other regulating agency fees and materials. Students will be given an optional list of where to purchase materials needed for the program in which they are enrolled).**

### **Financial Obligations**

The tuition must be paid on time according to the terms on the Enrollment Agreement. In case of extenuating circumstances, the student should consult the School Director.

## **COURSE NUMBERING**

Because ICR Florida Education is currently a clock hour school, all courses will be considered as first level courses. The prefixes contain letters found in the course title. The numbering system will be 00. Course numbers are the first letters of the program name followed by two code numbers.

The course codes are based on program and related topic. Those are defined as follows:

**HHA:** Home Health Aide

**MAS:** Medical Assistant Courses

**PCT:** Patient Care Technician Courses

**GMA:** General

**GEN:** General

**PMC:** General

## ACADEMIC PROGRAMS

**Home Health Aide**  
**165 CLOCK HOURS**

**Patient Care Technician**  
**760 CLOCK HOURS**

**Medical Assistant**  
**1300 CLOCK HOURS**

## HOME HEALTH AIDE PROGRAM

### PROGRAM DESCRIPTION:

Students of the Home Health Aide program will be prepared to perform the home health care duties and physical comfort and safety for patients, residents and clients at their homes. The student will be prepared in the patient care procedures, principles of nutrition, care of the elderly, apply principles of infection control and assist with rehabilitative activities. The student receives all required in-service training and certifications such as Domestic Violence, HIV/AIDS, OSHA, Infection Control and Universal Precautions, Understanding Alzheimer's disease, Assistance with Self-Administered Medication Training, CPR. Upon completion of the program the student will receive a certificate. The student may be working as Home Health Aide as soon the certificate is received.

### PROGRAM OBJECTIVE:

Home Health Aides (HHA) provide health, safety and personal grooming assistance to clients in their homes or in residential settings. Upon completion of the program graduates will qualify for employment as Home Health Aides, working for Home Health Agencies approved for Medicare and Medicaid coverage.

Program Length: 8 weeks

Monday to Thursday 8:30 a.m. - 1:30 p.m.

Monday to Thursday 5:30 pm- 10:30 pm

Credential: Certificate

The student will attend a total of 20 hrs. per week.

Program Length:

Total Contact Hours:

Clock Hours: 165

Theory Hours: 80

Credit Hours: N/A

Lab Hours: 85

### PROGRAM COST:

*APPLICATION FEE (Not applied to tuition) .....	\$ 100.00
Tuition.....	\$ 800.00
**Books and Supplies.....	\$ 110.00
<b>TOTAL COST (School Charges) .....</b>	<b>\$ 1010.00</b>

\*Students must pay registration fee prior to first day of class.

\*\*Books and supplies after cancellation period are not refunded.

Students for this program must wear proper medical attire. Uniforms are purchased by the student.

## PROGRAM BREAKDOWN BY COURSE

Course Code	Course Title	Clock/ Theory Hours	Lab Hrs.	Total
HHA101	Introduction. The role of the Home Health Aide. Communication and interpersonal skills.	10	10	20
HHA103	Basic Anatomy and Physiology. Understanding and using medical terminology.	10	10	20
GEN100	Basic mathematics and science skills.	10	10	20
HHA105	Understanding a Geriatric Patient. Rehabilitative and Geriatric Care. <b>In-services: Understanding Alzheimer's disease.</b>	10	10	20
HHA107	Understanding your clients and Home Management and Nutrition. BLS for Healthcare Providers (CPR). In-services: Domestic Violence, OSHA, Infection Control and Universal Precautions, Prevention of Medical Error.	10	15	25
HHA109	Client Care, Special Clients and Special Needs. <b>In-services: HIV/AIDS.</b>	10	10	20
HHA201	Procedures and Lab Skills I. <b>In-services: Medical Record.</b>	10	10	20
HHA203	Procedures and Lab Skills II. <b>In-service: Assistance with Self-Administered Medication Training.</b>	10	10	20
	<b>Total Hours:</b>	<b>80</b>	<b>85</b>	<b>165</b>

### PROGRAM COURSE DESCRIPTION

**HHA101: Introduction. The role of the Home Health Aide. Communication and Interpersonal Skills.** This course introduces the students in the home health care services, the history and purpose of the home care, and the role of the Home Health Aide, the care team and care plan, professionalism, and the legal and ethical aspects as well as employability skills. In addition, the course includes the composition and functions of a healthcare team, the foundation of patient care, communication techniques, infection control, safety and body mechanics, as well as medical emergencies and disaster guidelines.

**HHA103: Basic Anatomy and physiology. Understanding and using medical terminology.** This course is designed to provide an overview of basic anatomy and physiology. Students will develop a basic understanding of the major body systems, their structure and function, and related pathologies of diseases. Students will also develop their medical terminology skills in this course.

**GEN100: Basic mathematics and Science Skills.** Students will study basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, dose calculation as well as other applications of math to medicine: Draw, read and report on graphs, charts, and table, measure temperature, distance, capacity, and mass/weight convert from regular to 24 hours, demonstrate ability to evaluate and draw conclusions.

**HHA105: Understanding a Geriatric Patient Rehabilitative and Geriatric Care.** This course focus in the dynamics of the aging process, as well as describe general characteristics, particular needs, and problem of the elderly. Student also will understand their role in the process of rehabilitation, list the purpose of restorative programs. Students will learn communication techniques and real-world circumstances involved in caring for the elderly. **In-services: Understanding Alzheimer's disease.**

**HHA107: Understanding your clients and Home Management and Nutrition. BLS for Healthcare Providers (CPR).** This course focuses in the aspects of culture and family: basic human needs, cultural differences, and families; the aspects of body systems: common disorders and observing and reporting; and the aspects of human development such as stages/common disorders, aging, death, and hospice care, also this course will orient to the student in the client's environment, housekeeping, laundry, bed making, client's proper nutrition, special diets, and managing time and money. Protocols for patient care include nourishment, nutrition and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets, other special needs diets, and essential nutrition principles for patients. **BLS for Healthcare Providers (CPR). In-services: Domestic Violence, OSHA, Infection Control and Universal Precautions, Prevention of Medical Error.**

**HHA109: Client Care, special clients and special needs.** This course emphasizes in develop the student's skills in the patient care techniques, maintaining mobility, skin care, and comfort, the personal care procedures, such as bathing, grooming, toileting, taking vital signs, I & O, catheter care, etc. In addition, understands the importance of verbal and written communications, guidelines for communicating with patients with special needs and focuses in special clients with special needs, such as clients with disabilities and mental illness, arthritis, cancer, diabetes, Alzheimer's disease, etc. Students will demonstrate knowledge of HIPAA guidelines, and the general laws and ethical responsibly of healthcare workers. Student will learn to communications skills concepts and understand the developmental principles of the life cycle. **In-services: HIV/AIDS.**

**HHA201: Procedures and Lab Skills I.** In this course students develop the skills to perform patient care procedures, such as ambulation, output measurements, patient positioning, range of motion exercises, personal care, bed making, taking vital signs, and other important functions and procedures required in patient care. Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment for patients. **In-services: Medical Record.**

**HHA203: Procedures and Lab skills II.** This course is designed to help students understand the needs of surgical patients, the common, chronic, and acute conditions. Students will learn the standard protocols, physical care and comfort, as well as to provide personal patient care and procedures. **In-service: Assistance with Self-Administered Medication Training.**

## PATIENT CARE TECHNICIAN

### PROGRAM DESCRIPTION:

The Patient Care Technician (PCT) program is designed to train the student for an entry level position in all of the relevant aspects of patient care technician assistance, diagnostic testing specifically electrocardiography (EKG), phlebotomy, nursing assistant, home health care needs. This program is designed for those interested in an entry level position as patient care technician in a nursing home, rehabilitation facility, extended care facility, a hospital or as Home Health Care Aid. The student learns to use basic types of patient care technician/home health care, phlebotomy and EKG equipment. The student receives all required in-service training and certifications such as Domestic Violence, HIV/AIDS, OSHA, Infection Control and Universal Precautions, Geriatrics, Understanding Alzheimer's Disease, Assistance with Self-Administered Medication Training, BLS Training. Upon completion of this program, student will possess the skills and hands on experience needed at an entry level Patient Care Technician utilizing patient care skills in a variety of healthcare settings.

### PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and hands on experience needed to become entry level Patient Care Technicians, utilizing patient care skills in a variety of healthcare settings.

Program Length: 38 weeks

Monday to Thursday 8:30 a.m. - 1:30 p.m.

Monday to Thursday 5:30 pm- 10:30 pm

Credential: Diploma

The student will attend a total of 20 hrs. per week.

Program Length:

Total Contact Hours:

Clock Hours: 760

Theory Hours: 320

Credit Hours: N/A

Lab Hours: 320

Externship Hours 120

### PROGRAM COST:

*APPLICATION FEE (Not applied to tuition) .....	\$ 100.00
Tuition.....	\$ 8900.00
**Books and Supplies.....	\$ 275.00
<b>TOTAL COST (School Charges) .....</b>	<b>\$ 9275.00</b>

\*Students must pay registration fee prior to first day of class.

\*\*Books and supplies after cancellation period are not refunded.

Students for this program must wear proper medical attire. Uniforms are purchased by the student.

## PROGRAM BREAKDOWN BY COURSE

COURSE CODE	COURSE TITLE	CLOCK/LECTURE HOURS	LAB HOURS	TOTAL
GMA109	Introduction to Allied Health Careers. Legal and ethical behavior within the role and scope of Patient Care Technician responsibilities	40	40	80
GMA108	Basic Anatomy and Physiology. Basic Math. Understanding and using medical terminology.	40	40	80
PCT200	Fundamentals of Patient Care I	40	40	80
PCT202	Fundamentals of Patient Care II	40	40	80
PCT204	Patient Care Technician Procedures and Lab Skills	40	40	80
PMC110	Specialized Medical Exams I (Phlebotomy)*	40	40	80
PMC112	Specialized Medical Exams II (EKG/ECG)*	40	40	80
PCT206	Employability Skills	40	40	80
PCT210	Patient Care Technician Clinical Externship	-	-	120
	<b>TOTAL</b>	<b>320</b>	<b>320</b>	<b>760</b>

## COURSE DESCRIPTIONS

**GMA109 Introduction to the Allied Health Career.** The course is designed to offer the student a foundation in allied health career skills. Students will learn medical terminology, as well as first aid procedures and CPR. Students will demonstrate knowledge of the healthcare delivery system, and health occupation, basic infection control procedures, HIPAA guidelines, and the general laws and ethical responsibly of healthcare workers. Student will learn to emergency situations, practice safety and security procedures, apply science skills, interpersonal communications skills concepts, and understand the developmental principles of the life cycle. In services given in this course: HIPAA, OSHA, Domestic Violence, Communication with cognitively impaired clients, and Medical Errors certificates.

**GMA108 Basic Anatomy and Physiology. Basic Math. Understanding and using medical terminology.** Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions, as well as Medical Terminology skills. Instructor may provide additional resources or materials as a part of the lesson plan. Basic mathematics and Science Skills Students will study basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, dose calculation as well as other applications of math to medicine.

**PCT200 Fundamentals of Patient Care I.** In this course students develop the skills to perform patient care procedures, such as ambulation, output measurements, patient positioning, range of motion exercises, personal care, bed making, taking vital signs, and other important functions and procedures required in patient care. Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment for patients. Protocols for patient care include nourishment, nutrition and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets, other special needs diets, and essential nutrition principles for patients.

**PCT202 Fundamentals of Patient Care II.** This course is designed to help students understand the needs of surgical patients, the common, chronic, and acute conditions. Students will learn the standard protocols, physical care and comfort, appropriate communication with post-operative patients and their families. Also, this course is designed to provide safety, sanitation and emergency skills in the context of the Nursing Assistant. Students will

learn to identify emergency situations from possible adverse pharmaceutical reactions, to cardiac arrest. Students will learn to survey each setting in which a patient is located in order to assess safety, and practice sanitation skills. Students will learn the process, techniques and procedures involved in rehabilitative care. Students will learn their role in the process of rehabilitation. This course also provides training in geriatric care. Students will learn communication techniques and real-world circumstances involved in caring for the elderly. Students will become oriented as to the purpose and history of home health care. Students will learn about the medical workers involved in home health care and the role of the home health aide in the home health setting. Students will practice patient care skills and administrative skills involved in home health; this includes new born care and children with disabilities. In Services: ***Assistance with Self-Administered Medication Training, and Resident Right.***

**PCT204 Patient Care Technician Procedures and Lab. Skills.** This course is designed to provide student with knowledge on how to deal with the different types of wounds, wound healing, hot and cold applications and assisting patients with physical examinations. Student will learn how to deal with patient comfort, rest and sleep, mental and health problems, developmental disabilities. Student practices in applying hot compresses, dry sterile dressing, changing leg bag to a drainage bag, inserting catheters, give tube feeding and setting up oxygen administration.

**PMC110 Specialized Medical Exam II. Phlebotomy.** In this course students will learn the basic concepts behind laboratory testing. Students will learn phlebotomy skills, use of Vacutainer, proper techniques involved in collecting biological specimens and material, appropriate storage and processing. Students will also learn how to perform urinalysis, hematology testing, immunology testing, and other labs performed in the medical office and laboratories.

**PMC112 Specialized Medical Exam I (EKG/ECG).** The course is designed to introduce basic principles of ECG. Students will be prepared to performed electrocardiogram procedure including the recording of the traces as well as ability to read them and recognize cardiac disorders.

**PCT206 Employability Skills.** This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee.

**PCT210 Patient Care Clinical Externship.** This 120-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the field of study. The PCT Extern Student provides direct patient care under the direction of the RN professional to all assigned patients and maintains a safe patient area. He/she assumes responsibility and accountability for patient care as a team member in order to achieve established outcome.

# MEDICAL ASSISTANT

## Program Objective/Description:

The Medical Assistant program is designed to train students in all of the relevant aspects of medical office management including reception, booking appointments, records management, informatics, insurance billing, preparing patients for physical examinations, and minor surgeries, performing specialized medical tests including urinalysis, and collecting biological specimens, phlebotomy, EKG, limited X Rays, and processing and recording pharmacological data. Graduates of this program will be prepared and possess the skills and hands on experience to work at the entry level in medical offices, clinics and various medical practices.

Program Length: 65 weeks

Monday to Thursday 8:30 a.m. - 1:30 p.m.

Monday to Thursday 5:30 pm- 10:30 pm

Credential: Diploma

The student will attend a total of 20 hrs. per week.

Program Length:

Total Contact Hours:

Clock Hours: 1300

Theory Hours: 520

Credit Hours: N/A

Lab Hours: 520

Externship Hours: 260

## PROGRAM COST:

\*APPLICATION FEE (Not applied to tuition) ..... \$ 100.00

Tuition..... \$ 7800.00

\*\*Books and Supplies..... \$ 340.00

**TOTAL COST (School Charges) ..... \$ 8240.00**

\*Students must pay registration fee prior to first day of class.

\*\*Books and supplies after cancellation period are not refunded.

Students for this program must wear proper medical attire. Uniforms are purchased by the student.

## PROGRAM BREAKDOWN BY COURSE

COURSE CODE	COURSE TITLE	CLOCK/LECTURE HOURS	LAB HOURS	TOTAL
GMA109	Introduction to Allied Health Careers. Legal and Ethical Behavior within the role and scope of Medical Assistant responsibilities	40	40	80
GMA108	Basic Anatomy and Physiology. Understanding and using medical terminology	40	40	80
GMA 100	Basic Math and Science skills	40	40	80
GMA106	Employability/Career Planning Skill	40	40	80
MAS300	Medical Office Procedures/ Medical Insurance	40	40	80
MAS301	Pharmacology	40	40	80
MAS302	Record Management & Informatics	40	40	80
MAS303	Introduction to X-Ray and Diagnostic Imaging	40	40	80
MAS304	Patient Preparation & Clinical Procedures	40	40	80
MAS305	Specialized Medical Exam I. Phlebotomy. Skills and Lab.	40	40	80
MAS306	Specialized Medical Exam II. Phlebotomy. Specimen Transfer, Accessioning & Processing	40	40	80
MAS307	Specialized Medical Exams I (EKG/ECG)	40	40	80
MAS308	Specialized Medical Exams II (EKG/ECG)	40	40	80
MAS309	Medical Assistant Externship	-	-	260
	<b>TOTAL</b>	<b>520</b>	<b>520</b>	<b>1300</b>

## COURSE DESCRIPTIONS

**GMP109 Introduction to Allied Health Careers. Legal and Ethical Behavior within the role and scope of Medical Assistant responsibilities.** The course is designed to offer the student a foundation in allied health career skills. Students will learn medical terminology, as well as first aid procedures and CPR. Students will demonstrate knowledge of the healthcare delivery system, and health occupation, basic infection control procedures, HIPAA guidelines, and the general laws and ethical responsibly of healthcare workers. Student will learn to emergency situations, practice safety and security procedures, apply science skills, interpersonal communications skills concepts, and understand the developmental principles of the life cycle. In services given in this course: **HIPAA, OSHA, Domestic Violence, Communication with cognitively impaired clients, and Medical Errors certificates**

**GMA108 Basic Anatomy and Physiology. Understanding and using medical terminology.** Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and

reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions.

**GMA 100 Basic Math and Science skills.** Basic mathematics and Science Skills Students will study basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, dose calculation as well as other applications of math to medicine: Draw, read and report on graphs, charts, and table, measure temperature, distance, capacity, and mass/weight convert from regular to 24 hours, demonstrate ability to evaluate and draw conclusions.

**GMA106 Employability/Career Planning Skill.** This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. Topics emphasize how to maintain certification and State's registry, continuing education, and learn how to manage stress and stressors. Information on Medical Assistant Certification and requirements for job placement will be reviewed. Information including professional ethic, guides to trade associations and memberships.

**MAS300 Medical Office Procedures/ Medical Insurance.** In this course students will develop the basic skills necessary to initiate the claims development procedures of the medical office. Students will learn how to collect pertinent insurance information, integrate it into a patient's file, complete billing forms, perform procedural and diagnostic coding and communicate with insurance companies, phone techniques; understand the role of the medical assistant in the medical office, and the appropriate professional behavior. Students will also demonstrate good written communication skills and mail processing, demonstrate how to schedule appointments, and basic bookkeeping.

**MAS301 Pharmacology.** Dosage and calculations are the basic concepts of this course. Students will develop the knowledge needed to understand basic dosage orders, as well as measure and record calculations for such dosages.

**MAS302 Record Management & Informatics** This course is designed to provide students with training in common medical file systems. Students will learn how to initiate and maintain new files, patient charts, maintain clean forms and organize information in chronological order. Emphasis will be place on the computational, cognitive and social aspects of Informatics in the medical office. Students will learn about electronic medical record systems and their benefits. This course will introduce computer skills to prepare students for working using electronic record systems.

**MAS303 Introduction to X-Ray and Diagnostic Imaging.** This course prepares students to prep and perform limited X-Ray work on extremities and body region. Students will learn about machine maintenance, principal of use, safety precautions and X-Ray procedures. The course is also designed to provide a basic knowledge on other imaging procedures including MRI, CT as well as Ultrasound.

**MAS304 Patient Preparation & Clinical Procedures** Students will study patient care concepts involved in preparing patients for a medical examination or specialized test. Students will learn appropriate draping procedures, procedures for preparation for minor surgery, interpersonal skills required for patient communication, and the importance of maintaining well stocked, clean and well-prepared examination areas.

**MAS 305 Specialized Medical Exam I. Phlebotomy. Skills and lab.** This course is designed to provide students with the knowledge and practice of procedures required for blood draws. These include sanitation techniques and sterilization procedures, venipuncture, identification of labeling, identifying orders and other essential information for the development of the phlebotomy skills base.

**MAS306 Specialized Medical Exam II. Phlebotomy. Specimen Transfer, Accessioning & Processing.** This course concentrates on the specific procedures involved in transferring blood products and specimens, its proper storage and the processing involved. The course also places emphasis on the importance of accessioning, the entry

portal for the record of a specimen entering the laboratory system. Ultimately students will learn the importance of accuracy and following procedure to increase safety and reduce the risk of error. OSHA In-Service certificate is covered.

**MAS 307 Specialized Medical Exams I (EKG/ECG).** This course is designed to prepare the students in the knowledge of the basic dysrhythmias and electrophysiology aspects of the cardiac system, the location, function and structures of the heart's electrical and mechanical components and the positioning of leads. Also, this course will provide an overview of the cardiac cell and its action potential. Topics emphasized are the conduction system of the heart, electrocardiographic monitoring and its purposes, how to record and measure EKG trace and to be able to measure the EKG waves, rate, rhythms and axis, as well as recognize Myocardial Infarction and in the different types of cardiac hypertrophy. Students will learn communication techniques involved in instructing patients, the physical handling of patients, preparing the area for testing, and other substances, and supplies utilized in the testing procedure.

**MAS308 Specialized Medical Exams II (EKG/ECG).** This course emphasizes in arrhythmias recognition including: Atrial, Junctional, ventricular and Heart Blocks. Student will also learn procedures related to other tests such as Holter monitor, stress test and how recognize the artificial pacemaker. The student will be able to recognize the related cardiac diseases and conditions that cause alterations in the function and rhythm of the cardiac muscle.

**MAS309 Medical Assisting Externship.** This 260-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working medical office. Students will gain exposure to "on-the-job" experiences and training in the Medical Office setting and practice of skills, gaining experiences in all aspects of assisting patient's physical examination, vital signs electrocardiography, phlebotomy as well as office procedures, and other administrative duties.

## **ADMINISTRATION**

Jorge Gomez School Director  
Isnier Parodis Admissions Representative

## **FACULTY**

### **Jorge Gomez, Bachelor's in Nutrition Science, Kaplan University**

National Registered and Certified EKG Technician, National Allied Health Test Registry, 1991  
National Association for Health Professionals, Registered Medical Assistant, 2018  
National Registered and Certified Phlebotomy Technician, National Allied Health Test Registry, 1991

### **Yurienys L. Elvirez Rodriguez, Practical Nurse, Instituto Politecnico Eusebio Hernandez, Cuba**

Nursing Assistant Diploma, Florida Vocational Institute, 2013  
Patient Care Technician Diploma, Florida Vocational Institute, 2013  
CNA License –Florida

### **Marta K. Marrero, Registered Nurse**

Bachelor's Degree in Nursing Science- University of Havana, 1995

## **ADVISORY BOARD**

Anaima Hernandez, RN, BSN.  
Jose Luna, RN, BSN  
Irina Valdes, ARNP, FNP

# SCHOOL CALENDAR 2019

## Anticipated Start & End Dates for Programs offered in 2019

Home Health Aide	
Start Date	End Date
06/07/2019	07/27/2019
08/02/2019	09/21/2019
09/27/2019	11/16/2019
11/22/2019	01/23/2020

Medical Assistant & Patient Care Technician	
Start Date	End Date
06/10/2019	07/04/2019
07/08/2019	08/02/2019
08/05/2019	08/30/2019
09/03/2019	09/30/2019
10/01/2019	10/28/2019
10/29/2019	11/25/2019
11/26/2019	01/06/2020

**Important Note:** Class schedules are subject to change without notice. Current students will not be affected by any program change or cancellation. School closure for inclement weather situations will follow public school closures for Miami Dade County.

It is the responsibility of the student to apply for graduation according to the deadlines published in the School Calendar.

THE SCHOOL WILL BE CLOSED IN OBSERVANCE  
OF THE FOLLOWING HOLIDAYS:

**2019**

<p><b>Martin Luther King</b></p> <p><b>Memorial Day</b></p> <p><b>Independence Day</b></p> <p><b>Labor Day</b></p> <p><b>Veterans Day</b></p> <p><b>Thanksgiving</b></p> <p><b>Christmas Recess – Dec 23rd – January 3rd</b></p>
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