



**Official School Catalog  
2022 Edition**

**901 West Park Avenue  
Cobblestone Village  
Ocean, NJ 07712  
Phone: 732-695-1190  
Fax 732-695-1160  
[www.mcinj.edu](http://www.mcinj.edu)**



This is the official and current Medical Career Institute Catalog containing a summary of school's policies, rules, regulations and procedures current at the time of publication.

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Medical Career Institute reserves the right to make changes, additions and/or deletions at any time and in any area of the school's policies including, but not limited to modification of curriculum, classroom locations, combining classes, equipment, instructional materials, tuition, fees, academic programs, academic courses, faculty, procedures, rules and regulations

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Notice of any change will be delivered in a revised catalog as an addendum or supplement to the school's catalog or in any other written format

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It is the student's responsibility to understand all rules and regulations that the school may make known to student body

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All didactic and lab classes at Medical Career Institute are delivered on-campus  
All Clinical training is delivered off-campus at Clinical Educational Sites

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While not all photographs in this publication, school's web site, printed flyers, brochures or newspaper ads may have been taken at Medical Career Institute, they do however accurately present the general type and quality of equipment and facilities found at Medical Career Institute

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## Introduction

### Mission Statement

*Our mission is to inspire and motivate adult students by providing them with a comprehensive education, state of the art equipment and clinical training in order to perform in the job market of today's health care environment.*

*Our goal is to ensure that each student will emerge with exemplary skills and the confidence needed to meet the demands of today's growing health field for both providers and patients.*

*Our commitment to excellence of a teaching and learning environment sustains the knowledge and skills to meet the standards and needs of the community we serve...*

### School Ownership and History

Medical Career Institute is owned by Bogdan Jasinski who founded Medical Career Institute, Inc. in New Jersey in February of 2006. The school formed an educational alliance with dedicated members of the community such as physicians, dentists, nurses, ultrasound sonographers, surgical technicians, medical assistants and medical billers and coders whose desire along with the dedicated school personnel is to support their community by educating and inspiring students. All theory and lab training is provided at school and all clinical externship training is provided by healthcare faculties who have demonstrated experience and excellence in teaching and as well as necessary credentials in their fields.

### Our School

Medical Career Institute is located at 901 West Park Ave, Ocean Township, NJ. School occupies approximately 9000 square feet on the second floor of the two story professional building in Cobblestone Village. The building is fully air conditioned with an elevator and it is environmentally tailored for educational purposes. Parking is available at the school parking lot and numerous varieties' of eateries are also within walking distance. The facility meets the requirements for handicapped students. The School's phone number is 732 695-1190.

Medical Career Institute provides an on-campus classrooms and work-simulated laboratory environment with program-appropriate equipment to further acquaint students with the health care atmosphere that they will encounter in their chosen field of employment specialty. Class size is limited to an average of ten to twenty students per instructor to maximize learning and personal attention. Lunchroom and lavatories are also available for students use.

The method of programs delivery at Medical Career Institute is residential and designed for individuals with a wide range of academic preparation and educational needs. Our curricula are guided by and meet requirements of national accrediting agencies in preparing students for national tests to achieve their licenses and certificates.

### Governing Body

Bogdan Jasinski, MS

Halyna Jasinski, R.N., B.S.N., CST



## Approvals and Accreditations

### Approvals

Medical Career Institute is approved by the United States Department of Education and New Jersey Department of Education and Labor and Workforce Development, Division of One Stop Coordination and Support, School Approval Unit, John Finch Plaza, Labor Building, 2<sup>nd</sup> floor, Trenton, New Jersey 08625. The programs offered at Medical Career Institute are approved for GI Bill® VA benefit programs. Medical Career Institute also participates in Workforce Investment Act (WIA) and vocational rehabilitation programs. Currently, all programs are eligible for participation in federal Title IV Students Assistance Program.

### Accreditations

Accreditation is a voluntary process undertaken by a school to demonstrate compliance with specific standards intended to indicate a level of educational quality. There are two types of accreditations: Institutional and Programmatic. Institutional accreditation involves a comprehensive review of the entire school. Thus, when a school in the United States is accredited, it means it has passed a set of criteria stipulated by an accrediting agency, consequently allowing eligible students to apply for governments grants and loans. Programmatic Accreditation is achieved by the school for individual programs. Programmatic Accreditation provides graduates with the eligibility to sit for various highly recognized registry exams immediately upon graduation without any requirements of work experience. Programmatic Accreditation thus serves as a further indication that the program meets the highest standards of the education and may therefore directly influence graduates with job opportunities.

### Institutional Accreditation

- **Medical Career Institute** is institutionally accredited by Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, 703 917-9503, [www.abhes.org](http://www.abhes.org)  
*\*As of February 17th, 2022 MCI is placed on a show cause action through its institutional accrediting agency, ABHES. This action requires the school to provide a proposed teach out plan. The current grant of accreditation is being extended and the teach out plan is not executed. An in-person re-accreditation visit is scheduled for May 2022 with consideration of accreditation renewal at the July 2022 Commission meeting.*

### Programmatic Accreditations

- **The Diagnostic Medical Sonography Program** is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North 158 Clearwater. FL 33763, P: 727-210-2350, [www.caahep.org](http://www.caahep.org). The Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) is a member of CAAHEP who votes to forward a recommendation of initial, continuing, transfer of sponsorship, probation, withhold or withdrawal of accreditation. JRC-DMS, 6021 University Boulevard, Suite 500, Ellicott City, MD 21043 P: 443-973-3251, [www.jrcdms.org](http://www.jrcdms.org).
- **The Cardiovascular Sonography Program** is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North 158 Clearwater. FL 33763, P: 727-210-2350, [www.caahep.org](http://www.caahep.org). The Joint Review Committee on Education in Cardiovascular Sonography (JRC-CVT) is a member of CAAHEP who votes to forward a recommendation of initial, continuing, transfer of sponsorship, probation, withhold or withdrawal of accreditation. JRC-CVT, 1449 Hill Street, Whitinsville, MA 01588 P: 978 456-5594, [www.jrccvt.org](http://www.jrccvt.org).
- **The Surgical Technology Program** is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, 703 917-9503 [www.abhes.org](http://www.abhes.org)

### Membership

Medical Career Institute and/or its staff are members of Society of Diagnostic Medical Sonography (SDMS), Association of Surgical Technologists (AST), American Medical Association (AMA), International Association of Healthcare Central Service Material Management (IAHCSMM), American Association of Medical Assistants (AAMA) and American Heart Association (AHA).

## School Staff and Faculty

### Administration/Staff

School Director FT	Bogdan Jasinski	<i>Master of Science, Higher School of Engineering of Poland</i>
Assistant Director FT	Christina Boyle	<i>Master of Business Administration, Georgian Court University</i>
Director of Education FT	Dr. Tarek Halim	<i>Bachelor of Medicine and Surgery, University of Assiut</i>
Admissions/Registrar FT	Bogdan Jasinski	<i>Master of Science, Higher School of Engineering of Poland</i>
Financial Aid Director FT	Jess Scherr	<i>Bachelor of Arts, Farleigh Dickerson University</i>
Financial Aid Counselor FT	Mary Burke	<i>Bachelor of Business, Rowan University</i>
Administrative Assistant	Eileen Ortega	<i>Sterile Processing Technology Certificate, Medical Career Institute</i>
Administrative Affairs Coordinator	Mailani Benjamin	<i>Medical Assisting, Lincoln Technical Institute</i>

### Faculty

Cardiovascular Sonography Director/ Instructor FT	Dr. Kalam Chowdhury, RDMS, RVT, RDCS
Cardiovascular Sonography Instructor PT	Iana Asenova, BS, RDMS (AB) RVT, RDCS <i>Bachelor of Science, State University of New York</i>
Cardiovascular Sonography Lab Instructor PD	Gregory Peluso, BS, RVT <i>Bachelors of Arts, Stockton University</i>
Cardiovascular Sonography Lab Instructor PD	Shirley Swaby-Brown, BA, RVT <i>Cardiovascular SonSanford Brown Institute</i>
Cardiovascular Sonography Clinical Coordinator PT	Rasa Sakalauskas, RDMS, RVT, RDCS <i>ASA College of Technology, Associate of Science</i>
Diagnostic Medical Sonography Clinical Coordinator PT	Mirela Elezi, BA, RDMS (AB, OBGYN), <i>Healthcare Training Institute, Ultrasound Certificate</i>
Diagnostic Medical Sonography Clinical Coordinator PD	Patricia Walker, BA, RDMS (AB, OBGYN) <i>Healthcare Training Institute, Ultrasound Certificate</i>
Surgical Technology Program Director/Instructor FT	Dr. Tarek Halim, CST <i>University of Assiut, Medical Degree</i>
Surgical Technology Program Director/Clinical Coordinator PT	Halyna Jasinski, RN, BSN, CST <i>Kean University, Bachelor of Science in Nursing</i>
Sterile Processing Program Director/Instructor FT	Dr. Wagdy Ibrahim, CRCST <i>Ain Shams University Hospitals, Medical Degree Sterile Processing Technology, Medical Career Institute</i>
Medical Assistant Program Director/Instructor FT	Dr. Mohsina Kaderi, CMA <i>Medical Assistant Certificate, Bucks County Community College Bachelor of Medicine and Surgery, Chittagong University</i>

*\*Medical Career Institute management team includes:  
School Director, Assistant Director, and Director of Education*



## School Calendar

The school will observe the following legal holidays and vacation. Classes will not be held. Legal holidays and vacation are not counted as part of the contracted time schedule. School's vacation time doesn't apply to students participating at the clinical externship sites.

### Legal Holidays

Memorial Day.....  
Labor Day.....  
Thanksgiving (2 Days).....

### Vacation – School Closed

Independence Day (July 4<sup>th</sup> Week) .....  
Christmas Day thru New Year's Day.....

'In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.'

## Daily Schedules

Programs may vary in length depending on start and end dates. Observed holidays, vacations and/or inclement weather may also cause program completion date to vary.

Day classes are 5 to 6.5 clock hours in length Monday thru Friday, (8:00 a.m. to 3:00 p.m.); depending on the selected program. See Program Schedule for specific program hours.

Evening classes are 5.0 clock hours in length Monday thru Thursday, (4:30 p.m. to 9:30 p.m.)  
See class hours schedule for selected program

Saturday classes are 6.0 clock hours in length (9:00 a.m. to 3:00 p.m.)

A clock hour is defined as a 60 minute theory class, laboratory session or externship.

Daily clock hours at school include a half hour lunch break and 10-minute breaks per hour.

Evening clock hours include 10 minute breaks per hour.

The total clock hours per program are as follows:

<b>DIAGNOSTIC MEDICAL SONOGRAPHY.....</b>	121.5 Quarter Credits / 2410 Clock Hours
<b>CARDIOVASCULAR SONOGRAPHY.....</b>	122.0 Quarter Credits / 2407 Clock Hours
<b>SURGICAL TECHNOLOGY.....</b>	81.5 Quarter Credits / 1631 Clock Hours
<b>STERILE PROCESSING TECHNOLOGY .....</b>	40.0 Quarter Credits / 854 Clock Hours
<b>MEDICAL ASSISTANT.....</b>	52.0 Quarter Credits/ 985 Clock Hours

**\*\* For upcoming class schedules please refer to School's web site: [www.mcinj.edu](http://www.mcinj.edu)**

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287 or email at [trainingevaluationunit@dol.nj.gov](mailto:trainingevaluationunit@dol.nj.gov).

## Rules and Regulations

It is the student's responsibility to understand all rules and regulations that the school may make known to student body. Medical Career Institute reserves the right to make changes in any area of the school's policies to include, but not limited to curriculum, faculty, location, equipment, rules and regulations.

### **Nondiscrimination Statement**

Medical Career Institute, Inc. is an Equal Opportunity Employer and educational training institution. Medical Career Institute does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or sexual orientation in all educational programs and activities as long as the applicant's special needs does not prevent them from properly providing the necessary and appropriate level of care to patients.

### **Admission Requirements and Procedures**

1. All candidates must be at least eighteen (18) years of age before enrolling.
2. All candidates must have a valid government issued picture ID and a Social Security card
3. All candidates must possess a High School Diploma (High School Transcripts showing graduation date), or copy of General Education Diploma (GED). Foreign graduates in addition must present certified English translation of required documents and evaluation confirming that the documents meet U.S. equivalency.
4. All candidates must be interviewed by an admission's representative and/or program director to review and discuss the program and prerequisites needed for enrollment.
5. All candidates must complete and sign pre-enrollment documents.
6. All candidates must sign the Enrollment Agreement and pay the appropriate application/registration fees.
7. Specific program's enrollment requirements may vary. College Degree, College Credits, Admission's Assessment Exam, Health Clearance and Immunizations, Cleared Background Check, Negative Drug Screening Results may be required prior to the program acceptance. Please refer to specific program requirements for details.

**\*School Director or Program Director makes the final decision of acceptance or rejection into the program.**

### **Transferability of Credits and/or Clock Hours**

Medical Career Institute uses clock hours and quarter credit hours (see specific program outline) for providing transcripts of all completed courses. However, decision regarding the transferability of issued credit hours for completed courses is at the discretion of the receiving institution. Medical Career Institute does not provide assurance as to the transferability of credits earned.

Students seeking to transfer course credits from other accredited educational institutions are responsible for having Official Transcripts forwarded to Medical Career Institute for review. Only courses completed within the last five years and congruent to the selected program for which the student has earned a grade of "C" or above will be evaluated. Submission of school catalog or course syllabus for a review may also be required. The Educational Director makes the final decision as to the acceptance of course transferability.

### **Advanced Placement/Experiential Learning Policy**

Students with credits from previous accredited programs may be eligible for Advanced Placement at designated periods within a specific program. Official transcripts will be evaluated upon receipt by the faculty and Educational Director. Experiential Learning for mastery of Medical Terminology from previous occupational experience may allow a perspective student to challenge Medical Terminology through examination. It is recommended that the curriculum be continuous and Medical Terminology be the initial course, even if the purpose is to reinforce knowledge.

## **Returning and Transferring Student's Policy**

Medical Career Institute allows students to return and/or transfer to a different program provided students were not dismissed from the school. Although not guaranteed, returning and/or transferring students may seek a monetary scholarship for completed courses, however, they will have to attend all of the new program's classes. There are no attendance exemptions. Only courses completed within one year of the new program start date and congruent to the new program curriculum will be considered. The new program admissions criteria and requirements will apply. The final decision of acceptance or rejection of the returning and/or transferring students is made by the Program Director.

## **Reasonable Accommodations Policy**

Medical Career Institute, Inc. as an Equal Opportunity Employer and educational training institution does not discriminate against individuals on the basis of special needs as long as the special needs do not limit the applicant in properly providing the necessary and appropriate level of care to patients and will be able to do so without creating a safety hazard to themselves or others, including patients. Applicants with special needs are required to complete a Special Accommodation Request form which is provided by the school.

## **ADA Compliance**

Medical Career Institute complies with the guidelines set forth in the Americans with Disabilities Act of 1990. Individuals with special needs are allowed to apply to any of the programs offered by the Medical Career Institute. However, applications of candidates who indicate that they cannot meet one or more of the "Physical and Technical Standards" expected in the healthcare industry will be specifically reviewed and considered by the Medical Career Institute's Review Committee which includes the Educational School Director, the Program Director, Faculty, Clinical Coordinator and/or Career Counselor. The Review Committee will determine if reasonable accommodations are possible to facilitate successful completion of the program in preparation for the national credentialing examination, the clinical lab and externship training. In its review of the applicant the Review Committee will determine if there are reasonable accommodations available for the applicant which will not create an undue hardship to the Medical Career Institute including but is not limited to making a fundamental alteration in the nature of the training activities program or in unwarranted financial or administrative burden. Applicant will be notified in writing of the decision of the Review Committee generally within fourteen (14) calendar days of the submission of the full and complete Special Accommodation Request Form. The decision of the Review Committee is final.

## **Physical and Technical Standards**

Admission applicants must be able to perform specific skills in order to care for patients safely and perform all the essential job functions that will require of them to demonstrate cognitive, psychomotor, and effective job related skills. Medical Career Institute has accepted the following standards for applicants to its programs:

1. Ability to communicate effectively and clearly in English to with patients, doctors and other personnel through speech, reading, and writing.
2. Ability to assist patients on and off exam tables, wheel chairs, etc.
3. Ability to regularly stand, walk, sit, kneel, squat, bend/stoop, use hands and fingers to handle or feel.
4. No limitations in the use of both hands, wrists, and shoulders.
5. Ability to manipulate dials, buttons, and switches.
6. Ability to distinguish audible sounds.
7. Ability to distinguish multiple shades of grey and colors.
8. Ability to read fine print with or without visual aid.

## **Registration for courses**

Prospective students may register (subject to availability of sets) at any time up to the first day of class for the initial courses. Students can register by mail or in person as long as the admission requirements are met and initial payment for the Registration fee was received (school accepts cash, money orders, personal and cashier checks). Students receiving financial assistance or who have a student loan should bring documentation of such when registering.

## Average Classroom Size

In order to ensure quality education classroom sizes are on an average from eight (8) to twenty (20) students per program, laboratory class sizes may be less, depending on a particular laboratory class.

## Orientation

All enrolling students are required to attend orientation prior to the start of classes. Orientation takes place on campus usually one or two days before the start of the class and it is two to four hours long depending on number of enrolled students. During the orientation students are introduced to school policies, administrative staff and faculty as well as navigating the school campus. Students receive a copy of the Medical Career Institute Student Handbook outlining the school's rules, regulations, policies and the privacy rights of students (FERPA) as specified in the Official School Catalog. Medical uniforms (scrubs) and program books are also distributed. Use of school facilities, code of conduct, academic integrity, dress code, attendance, school closings, communication and teamwork are part of the discussion. Time management tips are presented to students during orientation with a goal to develop successful study habits in order to obtain Satisfactory Academic Progress.

## Attendance

Medical Career Institute records the daily attendance of each student in accordance with NJ State Guidelines. Records of student attendance are kept on file and are available for each student's personal review. Regular class attendance is essential to student success. The School recognizes that unforeseen circumstances can arise that may result in student being late or absent from class. However, missing more than 10 % percent of the required module time counted in hours constitutes cause for arranging (with the instructor) a documented make-up time. It is the student's responsibility to notify the administration by 8:00 A.M. if the student will be late or absent from the class that day. Attendance during clinical components of a program must be completed at 100% of the assigned hours. In the event of the need for a clinical make-up, arrangements must be made with the Clinical Site Educator and approved by the Clinical Coordinator. It is the student's responsibility to notify in advanced externship site and school for any absenteeism.

**\*\* Failure to notify school administration of absenteeism may negatively impact student's potential employment assistance due to lack of reliable attendance history and professionalism. Students absent from the school activities for any reason must fill out the absentee (yellow) form available from the instructor or the main office.**

## Tardiness

Tardiness is documented as part of attendance. The following table is used to calculate the amount of time that will be deducted from scheduled hours:

1. 1 to 15 minutes late will be counted as 15 minutes late
2. 16 to 30 minutes late will be counted as 30 minutes late
3. 31 to 60 minutes late will be counted as 1 hour late

**\*\* Medical Career Institute encourages students to plan to arrive at school at least 15 minutes before the start of class. Developing good work ethics is an important part of the training at Medical Career Institute. "Arriving late to class causes interruptions for the instructor and other students". Should the class be testing, student is required to report to office and take the exam after classroom hours.**

## Class Hours and Class Cuts

Each instructional day is 5 to 6.5 clock hours in length for the day classes and 5.0 clock hours in length for the evening classes. Typically, one clock hour is defined as a sixty-minute (60) time period that includes a ten (10) minute break, or fifty-minutes (50) of an actual class or laboratory skills faculty supervised time. There is a thirty-minute (30) lunch break during morning classes only. Class cutting due to unavoidable documented circumstances will be recorded as absences, and it is the student's responsibility for making up lost time. Class-work and assignments arrangements can be made with the Instructors or Educational Director's approval. Time and lessons missed must be made up in order to meet the minimal attendance and graduation requirements. (Refer to the Make-up Time/Work Policy).

## Make-up Time/Work

In order for students to meet their educational goals, they must receive instructions in all aspects of the course. If a class is missed due to documented unavoidable circumstances the student might be offered an opportunity to make-up time (subject to approval by the Instructor or Educational School Director). The make-up time should not exceed 10% of the total time of the course. Students should make arrangements with the instructor, and get approval of class-work and assignments prior to starting make up time. Make up time is done before or after instructional class hours, but within the normal school day hours; at no extra cost. Make up time is completed in one hour minimum increments, not less. After the first whole hours, students can continue to make up time in 30 minute increments. Assigned make-up work has to be documented and delivered to the instructor. There is no make up time during regular classroom hours or during lunch breaks.

## Leave of Absence Policy

Leave of absence is a temporary interruption in a student's program of study and reflects the limited time period during a program when a student is not in attendance. The leave of absence can only be given for Medical Condition (including pregnancy), Family Care (children issues, unexpected medical care or loss of family member), Military or Jury Duty.

The following guidelines must be adhered to by student to be granted a leave of absence:

- 1) Leave of Absence Application (form available) must be submitted to the Director of Education.
- 2) The request must have the date that the student will begin the leave of absence, and the expected date of return to class.
- 3) The total time off requested cannot exceed 180 cumulative days in a calendar year and the student must return to class within time frame allowed for graduation of 150% of total program length.
- 4) Leave of Absence will always be honored within the upcoming class pending seat availability. Should a request take the student beyond this particular period, he/she may be the subjected to reentry under a new contract.
- 5) If the student does not reenter within the planned period, the student's contract will be terminated, and he/she will be granted a refund according to the Refund Policy of the catalog.

**\*\* Because tuition costs and syllabus may change with each new term, it might be necessary for the student to make arrangements with administration before being re-admitted to class.**

## School Closings

School delays or closures due to inclement weather conditions are posted on Medical Career Institute's web site [www.mcinj.edu](http://www.mcinj.edu) or [www.facebook.com/medicalcareerinstitute](https://www.facebook.com/medicalcareerinstitute). Students can access Local News Channel News 12 New Jersey [www.news12.com](http://www.news12.com) or tune into the News 12 television station for announcements - Cablevision (Channel 12), Comcast (Channel 62), and Time Warner (Channel 12). The missed days have to be made-up on the first available "no school day". Emergency school closing decisions will be made by 7:00 AM. Should weather conditions deteriorate after a delayed opening has been announced, the Director may elect to close school for the day. The decision will be made no later than 7:00 AM and announced through the designated radio/TV stations and school's web site.

## Dress Code

All students are expected to adhere to the student's dress code.

1. Must wear "Medical Career Institute's" scrubs with school logo.
2. White sneakers, nurse's shoes or (closed toe) professional shoes and white socks or stockings.
3. White turtleneck sweaters may be worn under scrubs in cold weather.
4. Clogs and pullover-hoods are not allowed.
5. Clean white lab coat may be required at some clinical sites.
6. Name Tag or picture ID may be required at some clinical sites.



## **General Appearance and Personal Hygiene**

Looking “Professional” helps one to act “Professional”.

1. Practice good personal hygiene, i.e. soap, water, deodorant. Abstinence from perfume, cologne and heavy makeup use is advised.
2. Nails must be clean and business length (no wraps nail polish or designs).
3. Long hair must be off shoulder and arranged in neat manner. No head covering, unless required for religious purposes.
4. Men – clean shaven, facial hair neat and trimmed.
5. Jewelry must be moderate and appropriate for a health care professional.
6. Facial piercing, i.e. eyebrow, nose, lip, etc., in most medical environments are not considered appropriate and may be considered hazardous to both the professional and the patient.
7. Tattoos shall be covered.
8. Scrub uniforms must be neat and clean, pants hemmed.

## **Code of Conduct/Professional Behavior Policy**

The following behaviors are unacceptable, will not be tolerated both on school premises or clinical sites, and will result in suspension and/or dismissal:

1. All forms of bias including race ethnicity, gender, disability, religion, national origin and creed as demonstrated through verbal and written communication and physical acts.
2. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
3. All types of dishonesty including cheating, plagiarism, and knowingly furnishing false information to the institution and forgery alteration or use of institution documents for identification with intent to defraud.
4. Intentional disruption or obstruction of teaching learning activities, administration, disciplinary proceedings, public meetings and any other school functions.
5. Physical, verbal abuse or behavior that is deemed by faculty or administration as unethical or unprofessional. Intimidation of any person on school premises, externship site or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on school premises.
7. Failure to comply with direction from institutional officials performing their duties.
8. Violation of the law on school premises in a way that affects the school community’s pursuit of its proper educational objectives. This includes but is not limited to the use of alcoholic beverages, smoking and/or controlled substances on school premises.
9. Unauthorized use of clinical site badges or attendance at clinical site outside of scheduled clinical hours is not allowed.
10. Use of cell phones or texting devices in classrooms during lectures or while performing duties at clinical lab or clinical externship.
11. Noncompliance with dress code.
12. Failure to comply with Federal, State, Agency or School standards.

## **Student Pregnancy Policy**

Work in the healthcare setting can involve exposure to chemicals, radiation levels, infectious diseases or tasks that present risks to the fetus especially in the first trimester. A student who becomes pregnant or suspects she is pregnant is advised to notify the school director of that fact at the earliest possible date. (Voluntary disclosure of pregnancy: It is the decision of the pregnant student as to whether or not she wishes to notify program faculty of her pregnancy.) The student should provide the school director with a doctor’s note stating the doctor’s approval for the student to continue in the program. It will be the decision of the student as to whether she will or will not continue in school, request a leave of absence, or drop from the program, provided the student has put her decision in writing to the school director. The student will be placed in the next year’s class only on a space available basis, should she decide to take a leave of absence. The school will not be obligated to permit any special work limitations to accommodate pregnant students. Once the school is informed of the pregnancy, and written statement by the student, the school shall not be responsible for any decision made by the student.



## Safety and Security Policies

Medical Career Institute strives to provide a safe facility and learning environment. The following policies are in place to ensure security, safety, and infection control in compliance with applicable local, state and federal regulations.

- 1. Alcohol and Drug:** Medical Career Institute is a drug and alcohol-free environment. This “Alcohol and Drug Policy” applies to all enrolled students. The unlawful possession, use and/or distribution of illicit substances or alcohol are strictly prohibited. This applies to every student on school property or participating in any school activities. Students who require prescription drugs that may impair their school activity should inform the school or their instructor and present the proper documentation.
- 2. Emergency Evacuation:** In the event of fire or smoke conditions, or other emergency situation which requires evacuation of the building, the fire alarm will sound, and the Police and local Fire Department will respond. At the sound of the fire alarm, all faculty, staff and students MUST evacuate the building immediately. Only after the condition has been rendered safe by Police will you be permitted to re-enter the building.
- 3. Firearms and Weapons:** The possession of or the use of any firearm, weapon, deadly weapon or other dangerous or flammable material is strictly forbidden on the property owned or operated by Medical Career Institute. “Deadly Weapon” is defined to be any firearm, knife or substance or thing which, in the manner it is used, is intended to be used or threatened to be used, is known to be capable of producing death or serious bodily injury.
- 4. Hazardous Waste:** All hazardous materials are to be stored and handled in accordance with manufacturers’ specifications. Where necessary, fume hoods, safety gear and other precautions must be employed. The disposal of all hazardous materials must also be handled in a responsible manner. Medical Career Institute maintains a contract with a licensed disposal firm for the removal and destruction of hazardous materials from Medical Career Institute property.
- 5. Material Safety Data Sheet (MSDS):** Each program’s laboratory includes a Material Safety Data Sheet (MSDS). Each lab also includes eye wash stations.
- 6. Medical Immunizations:** All students are required to submit their completed Medical Immunizations Forms to the administration one prior to starting lab classes. The medical immunization form is provided to all enrolling students during the admission process.
- 7. Infectious Disease Exposure:** Students or faculty exposed to patients or other students, family members or other individuals with infectious disease (i.e. tuberculosis, hepatitis, meningococcal meningitis, varicella, rubeola, rubella, mumps, COVID-19) the School Administrators should be notified and an incident report should be completed. The incident report may be reported to the NJ Department of Health.
- 8. Exposure to Bloodborne Pathogens:** Students or faculty who sustain puncture wounds, blood splashes or perimucosal contact with blood or body fluids in the classroom or clinical externship should report this to their instructor or the supervisor on site. An incident report should be completed.

## Graduation Policies

Medical Career Institute program faculty and school administration will support students to ensure they are successful in achieving program goals. In order to be considered for graduation, the following must be met:

- 1.** Successful completion of all lecture/laboratory courses with a minimum grade point of C (75%).
- 2.** An overall on-campus attendance rate of a minimum of 90%.
- 3.** Successful completion of all clinical training with 100% of clinical hours completed.
- 4.** Fulfillment of all current financial obligations to the school.

## Conditions for Dismissal of Student

Students may be dismissed from the school for the following reasons:

- 1.** Not adhering to the school or clinical site/agency rules, regulations, policies and code of conduct.
- 2.** Missing more than 20 % of instruction time that is recorded in hours as absences.
- 3.** Not maintaining the minimum grade C (75%).
- 4.** Exceeding Maximum Time Frame allowed for graduation.

5. Actions that exhibit poor judgment or jeopardize patient safety.
6. Cheating or Plagiarism.
7. Demonstrating disruptive or abusive behavior.
8. Not meeting financial responsibilities to the school.

## **Grievance Policy and Procedures**

The administration, faculty, and staff of Medical Career Institute maintain an atmosphere of open dialog and problem solving policy for students. If student would like to dispute a grievance or appeal a dismissal, the following procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a civil, professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the School Director or Educational School Director to attempt to mediate, arbitrate, or rectify the situation. In most cases, grievance can be settled at this level.
3. If the satisfactory result cannot be accomplished at this level, a written detailed description of the grievance can be directed to the School Director within fourteen (14) calendars days. The written request should include the following information:
  - a) Student's full name and current address
  - b) State all details of the grievance or dispute including dates, times, instructors or other students involved.
  - c) The letter must be dated and signed by the student
  - d) The student might have to provide three (3) potential dates in which they will be available to meet with the School Director and/or Review Committee if necessary.

The School Director will evaluate the grievance and gather information. The student will be kept informed by the School Director as to the status of the grievance as well as the resolution of the problem. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a Review Committee composed of Director and/or Educational Director, Program Supervisor/Faculty Clinical Coordinator and/or Career Counselor will hear the concerns and will be asked to assist in bringing resolution to concerns and appeals. The student will be notified in writing of the outcome of meeting within fourteen (14) calendar days. The decision of the Review Committee is final.

The New Jersey Office of the Secretary of Higher Education (OSHE) refers students enrolled in Private Career Schools (PCS) to the Department of Labor and Workforce Development (DLWD) for complaints. The DLWD recommends students refer to the institutions Grievance and Complaint Policy/Procedures first. Students may visit <https://www.nj.gov/labor/lwdhome/coei/teu.html> and download the 'Conflict Resolution Questionnaire' to submit a complaint directly to the state approval agency.

## **Cheating**

Cheating can be defined as any inappropriate collaborative activity in which the work submitted to the school does not represent the work of the enrolled student. This would include submission of someone else's work, submission of answers obtained through inappropriate measures, or providing answers to another student. If cheating is suspected, the student will be notified and required to respond in writing to the charges made. The response will go before the Academic Standards Committee for a decision on the student's enrollment. Disciplinary action can be applied up to and including termination of the student's enrollment. Any inappropriate behavior on the part of a student will result in an invalid exam, which must be repeated as a make-up test.

## **Plagiarism**

Plagiarism is another form of unethical behavior. Plagiarism is dishonestly using another person's ideas or finished work as your own without giving credit for the source. It includes copying or paraphrasing something and using it as if you had done the work yourself. Any act of plagiarism will not be tolerated from students at Medical Career Institute. Students who submit plagiarized work will be disciplined. Possible measures may include dismissal from the school. The best way to avoid plagiarism is to do your own work.

## Reentry Policy

Students who have been suspended from Medical Career Institute may appeal in writing for reinstatement within fourteen (14) calendar days from notice of suspension. The appeal letter must explain in full details the basis for appeal, any extenuating circumstances and a plan for successful completion of the course. Depending on the reason for suspension, the student may be granted permission to reenter the program. The appeal for reinstatement will be evaluated by Review Committee composed of Director and/or Educational Director, Program Supervisor/Faculty Clinical Coordinator and/or Career Counselor. The decision of the Review Committee panel is final and the student will be notified of outcomes in writing within fourteen (14) calendar days. Students who have not appealed the suspension within fourteen (14) calendar days will be automatically dismissed.

1. In the case where the student has been suspended for absence or financial concerns, it may be possible to reenter within the next school term.
2. In the case where the student has been suspended for failure to maintain the minimum grade point average, it may be possible for the student to reenter following the Academic Appeal Policy.
3. In cases where the student has been suspended or dismissed due to unacceptable conduct, the student will have to meet with a Review Committee before reentering the school. The Review Committee may grant appeal for reinstatement after consideration of the variables contributing to the situation. The decision of the Review Committee is final. Immediate dismissal may result from serious breaches of conduct.

## Library Use

Any student may use Library during his/her breaks, lunch time, before or after the school hours. All students are required to sign in before using computers and follow posted Library Rules and Regulations and hours. All computers are the property of Medical Career Institute. Internet access is permitted for job search, educational study or research only. Any student caught configuring any computers belonging to the school will be subject to immediate disciplinary action. Any student accessing any sites that is not within the scope of job research or their course of study will be subject to disciplinary action.

## Lost or Damaged Items

Medical Career Institute ***does not*** accept responsibility for student's personal properties including but not limited to books and other personal possessions that might have been lost, misplaced, damaged or stolen. Students are liable to pay for any damages they cause to the Medical Career Institute's equipment, instruments or properties. Students must pay the cost of the repair of damage to bring it back to its normal status. Such incident must be arranged with School Director. Certificate of completion shall not be issued until this condition is met.

## Indemnification

The student releases and holds harmless Medical Career Institute, its employees, agents or representatives from and against all liabilities, damages and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury or property damage which may be suffered by the student from any cause while enrolled in school.

**\*\* In the event of labor dispute, natural disasters or calamities, Medical Career Institute reserves the right to suspend training at its site for a period not to exceed 90 days or to relocate to a suitable substitute site.**

# Standards of Satisfactory Academic Progress

## Satisfactory Academic Progress Policy

The Academic Standard at Medical Career Institute is to maintain a minimum cumulative Grade Point Average (GPA) of 2.5 (75%) in each course and complete all required learning activities by the end of each marking period. Midterm and final exams may be retaken only once per course. Any retake of an exam is restricted to achieving a maximum grade of 75%. Compliance with all school policies is required prior to the assignment of a final grade in any course. Failure to meet the terms of Satisfactory Academic Progress will result in the student being placed on a warning status.

## Grading System

The competencies taught in the courses offered at Medical Career Institute will be evaluated by both written examinations and lab evaluations or practical computer application tests. Attendance and class participation are also evaluated. The minimal grade for graduation is 75%.

GRADE	GRADE POINTS	PERCENTAGE
A	(4.0) = Honors	95 - 100
A-	(3.7) = Excellent	90 - 94
B	(3.5) = Very Good	85 - 89
B-	(3.0) = Good	80 - 84
C	(2.5) = Average	75 - 79
D	not used	
F	(0.0)	Below 75
R		Retake
INC		Incomplete
WD		Withdrawal
WP		Withdrawal Passing
WU		Withdrawal Unsatisfactory
S		*Satisfactory
U		*Unsatisfactory

**\*Clinical Site Overall Performance is evaluated based on rating scale: (S) Satisfactory, (U) Unsatisfactory. This rating scale is not used in the calculation of course Grade Point Average (GPA). Student's Grade Point Average (GPA) is based on the summary of grades received through on-campus testing and dividing it by the total numbers of tests.**

## Units of Academic Credits

Academic credit at Medical Career Institute is the unit of academic measurement by quarter credit hours depending on the selected program. Please refer to each programs outline. Typically, one hour of instructional time is defined as a 50 minute supervised time in any 60 minute period. The quarter credit hour is the unit of academic measurement of a minimum of 10 lectures hours, 20 hours of laboratory or 30 hours of externship/clinical hours or an appropriate combination of all three which constitutes one quarter hour of credit.

## Honor List

A student earns a place on Medical Career Institute's Honor List if she/he has earned both; **A)** GPA of 3.8 or higher (95%-100%) and **B)** Attendance of 95% or higher.

## Academic Integrity

Medical Career Institute defines academic integrity in terms of commitment to five fundamental values and principles: *honesty, trust, fairness, respect, and responsibility*. Academic integrity in our view is also the commitment to stand up for those five values even in the face of adversity.

## Make-up Test

Unit exams, midterm and final examinations are required in each course and are scheduled for specified dates. A student in extraordinary circumstances may be excused from the examination, provided that the reason is properly documented and is granted by the Program Supervisor/Faculty. A make-up test is then permitted provided the student takes the make-up test on the next regularly scheduled school day for which she/he is present. The instructor however has the right to re-design the test within the same subject matter. The instructor also reserves the right to offer the make-up test at a different time if she/he feels it is in the best interest of the student. If the student does not take advantage of this make-up test policy by the scheduled date, she/he will receive an “F” for this particular test. Make up tests are taken at the Testing Center (Library) after regular classroom hours.

## Incomplete Grades

An instructor may assign an incomplete grade if the student’s progress warrants an extension of time to complete a subject’s requirements. Successful completion will result in the incomplete grade replaced with a numerical grade. An incomplete grade will automatically revert to an “F” if the required work is not made-up within 30 days from the date the subject ended.

## Maximum Graduation Time Frame

The maximum time frame for students to complete their Academic Program may not exceed 150% of the published length of the program, measured in weeks. For example, if the published length of program is 50 weeks, the maximum time frame to complete the program is 75 weeks ( $50 \times 1.5 = 75$ ). Students not completing a program within 150% maximum time frame will be suspended from the program and may re-enroll under a new contract. The table below indicates the maximum number of weeks allowed for graduation from specific program:

Program	Day Program Length /weeks	Max Time Frame/weeks
Diagnostic Ultrasound Sonography	76	114
Cardiovascular Sonography	76	114
Surgical Technology	55	83
Sterile Processing Technology	29	44
Medical Assistant	35	53

## Minimum Completion Time Frame

Minimum time for students to complete their Academic Program requires attendance to be no less than 90% of the publish length of each module of the program measured in hours. For example, if the module is 175 hours long in order to complete this module the student’s attendance must be no less than 158 hours. Modules with the attendance falling below 90% must be repeated. Repeated module enrollment hours will be counted against overall Maximum Time Frame required for completing the program of study. Also, repeated module enrollment grades will be calculated in the cumulative GPA (on course by course basis) according to academic grading policy. Courses such as Orientation, Career Development Workshop, National Exam Review, Lab Skills Review and Clinical Externship must be completed at 100% clock hours as offered by the applicable program. The table below indicates the attempted and required clock hours for completion of each module of the specific program:

Program	Module 1	Module 2	Module 3	Module 4
	Attempted / Required	Attempted / Required	Attempted / Required	Attempted / Required
Diagnostic Ultrasound Sonography	400 / 360	610 / 549	940 / 940	N/A
Cardiovascular Sonography	400 / 360	610 / 549	940 / 940	N/A
Surgical Technology	235 / 212	565 / 509	500 / 500	N/A
Sterile Processing Technology	101 / 91	139 / 125	412 / 412	N/A
Medical Assistant	180 / 162	180 / 162	180 / 162	180/180

## Academic Probation

Medical Career Institute encourages students to attain satisfactory academic progress to the best of their ability. A student who has fallen below the minimum required passing grade of 75% for the course will need to enter an Academic Probation period. A meeting between the Director or Director of Education, the instructor of the course and the student will be held to determine the appropriate action. The Academic Probation period will be no more than fourteen (14) calendar days from the date of notification or before the end of the next course, whichever is shorter. During that time student may receive up to one hour per school day (after regular classroom hours) of tutoring or assignments at no additional charge. The period of Academic Probation ends when the terms of probation are met on the date set and the minimum passing grade of 75% is achieved. Student will be removed from probation and returned to active status. Failure to meet the terms of Academic Probation with passing grades and completed assignments will result in suspension from the program and repeating the course.

## Academic Suspension

A student who has failed to meet the requirement of Academic Probation will be placed on Academic Suspension for the maximum period not exceeding 180 cumulative days. The suspended student who has not returned within 180 days of being on Academic Suspension period, or who has not met the required grade of minimum C (75%) after repeating the course for the second time shall be dismissed.

## Appealing Academic Suspensions and Dismissals

Students who receive notice of Academic Suspension may appeal in writing for reinstatement within fourteen (14) calendar days from the notice of suspension. The appeal letter must be addressed to the Educational School Director explaining in full details the basis for appeal, including any extenuating circumstances and a plan for successful completion of the course. The appeal for reinstatement will be evaluated by the Academic Review Committee panel composed of Director and/or Educational Director, Program Supervisor/Faculty Clinical Coordinator and/or Career Counselor. The decision of the Academic Review Committee panel is final and the student will be notified of outcomes in writing within fourteen (14) calendar days. Students who have not appealed the suspension within fourteen (14) calendar days will be automatically dismissed.

## Reinstatement and Repeating Course

The Academic Review Committee may grant the appeal for reinstatement. The committee will notify the student in writing of its decision within fourteen (14) calendar days of review. The decision of the Academic Review Committee is final. Upon reinstatement, the course the student was enrolled in during suspension must therefore be repeated. The course can only be repeated once. There is a charge for repeating a course which is calculated on hourly rate based on specific program. Students who have not accepted reinstatement conditions will be dismissed.

## Clinical Site/Agency Performance Evaluations

Clinical externships are designed to be instructional in nature by providing students with hands-on experience. Clinical training is a joint effort between school, student and clinical facilities. A designated clinical supervisor, clinical coordinator, or assigned faculty member will monitor students' progress on ongoing bases at the clinical site and submit the Performance Progress Evaluation documents to Medical Career Institute. Clinical Site Performance Progress is evaluated based on the following rating scale: **(E)** *Exceeds Expectations*, **(S)** *Satisfactory Entry Level Expectations* and **(N)** *Needs Additional Experience to Perform at Entry Level*. The final overall evaluation of the clinical component of the Program will be **"S"** Satisfactory or **"U"** Unsatisfactory; therefore it will not be used in the calculation of the course Grade Point Average (GPA). If a student fails to achieve (S) Satisfactory Progress at the clinical site, the student may be subject to an extension of the clinical component or dismissal from the program.



## Declining of Externship Site

Students who decline an available clinical externship site are required to arrange a clinical experience independently at an approved clinical site/agency and secure clinical externship within forty-five (45) calendar days from the date of the refusal. The chosen Clinical Site must meet the criteria relevant to the program. A written confirmation from the Clinical Site Supervisor showing starting and completion dates of clinical externship as well as daily schedule must be forwarded to Clinical Site Coordinator for approval. Failure to complete externship will result in dismissal of the student from the program.

## Clinical Site/Agency Placement Requirements

Prior to the beginning of off-site clinical rotations, students must meet the following conditions:

- Successfully complete all the required academic and lab skills portions of the specific program
- Health Clearance and Immunizations, in compliance with the site/agency healthcare requirements
- Cleared Background Check and Negative Drug Screening Results
- Provide General Comprehensive Liability Insurance Policy
- Provide Health Care Provider CPR & AED Certification
- Financial obligations to school must be current
- Be in compliance with travel and clinical assignment agreement which will be within a 60 mile radius from school, if available. Alternative Clinical Site may be an option when agreed upon between the student and the Clinical Coordinator. Clinical Site must meet the criteria relevant to the Program and be approved by Medical Career Institute before the expected start date of the training.

## Qualitative Evaluation Standards

Specific standards have been established for each program in the form of a clinical evaluation tool. Competencies are developed in the following areas as it applies to the individual course or program.

- Ethical/Legal Accountability
- Communication/Documentation
- Patient Observation/Problem Solve
- Technical Performance/ Clinical Inquiry
- Interpersonal performance as team member
- Self-appraisal and independent functioning
- Sensitivity and safety awareness
- Submission of requiring written assignments and clinical logs

## Clinical Site/Agency Attendance Requirements

Students must attend clinical on the days and hours designated by the clinical education site. Days or times of the clinical component may not be arranged without permission from the School's Clinical Coordinator and the clinical site's Supervisor. In the event that the student will be absent from clinical site, the student must call the clinical site and the school in advance. If the school or the clinical education site's supervisor decides that the student is not reliable for any reason, including but not limited to absences, the student will be removed from the site and will be terminated from the program. Students are required to attend 100 % of clinical hours. Medical Career Institute's vacation time or legal holidays do not apply to a student's clinical sites. It is the responsibility of the student to provide the school with a time sheet signed by the clinical site's Supervisor documenting clinical hours completed for the week no later than 10:00 a.m. Monday of the following week. If a student has missed any clinical time, arrangement for make-up time must be made with the Clinical Site Supervisor.

## Student Employment While Attending Program

**Policy:** Should a clinical extern student be employed, or gain employment at a medical facility during their clinical externship, the student must maintain separate schedules of hours for work and clinical education. Student's employment must be arranged outside of the clinical scheduled hours, and must not interfere with regular academic responsibilities. The employment must be non-compulsory, paid and subject to all employee regulations.

**Procedure:** Students are allowed to gain employment while enrolled in the program; however, they must maintain separate schedules for work and clinical externship hours. It is the students responsibly to balance off their schedules. Any hands-on examination that is performed while working as a paid employee will not be considered as a part of clinical competency.

### **Clinical Site/Agency-Related Injures**

Whenever injury or illness occurs at the clinical site, the student must immediately notify the site supervisor so that the appropriate procedures can be followed. The student shall be provided with emergency medical care at the site if necessary. Should the facility not cover necessary expenses, the student shall be responsible for expenses incurred. If a student is accidentally injured or exposed to a patient's body fluids, the patient whom the student had contact with may have to be tested to assess risk to the student. This might include testing of the patient for hepatitis, HIV, or other infectious diseases. In situation where the clinical facility does not cover the cost of these tests, the student will be responsible for these expenses.

**\*\* It is strongly recommended that students carry their own health insurance to cover any illness or injury that may occur at the school or clinical education site.**

### **Clinical Site/Agency Dismissal**

Students who are suspended or dismissed from the clinical site may appeal in writing for reinstatement within fourteen (14) calendars days from the notice of suspension. The appeal letter must be addressed to the Educational School Director explaining in full details the basis for appeal, including any extenuating circumstances and a plan for successful completion of the course. The appeal for reinstatement will be evaluated by the Review Committee panel composed of Director and/or Educational Director, Program Supervisor/Faculty Clinical Coordinator and/or Career Counselor. The decision of the Review Committee panel is final and the student will be notified of outcomes in writing within fourteen (14) calendar days from the Committee meeting. Students who have not appealed the suspension within fourteen (14) calendar days will be automatically dismissed. Immediate clinical site dismissals that may result from breach of clinical sites' policies, rules and regulations and codes of conduct can not be appealed and the student will be dismissed from the Program.

### **Withdrawal from School**

To withdraw, a student must obtain a copy of the Withdrawal /Cancellation Form from the administrative office, fill it out sign and return to Medical Career Institute within ***one week of withdrawal.*** A student who withdraws from Medical Career Institute before the midpoint term of the program or within thirty (30) days will be given a grade of WD (withdrawal) from the program. This withdrawal will not be computed for any grade average. Withdrawal after the midpoint of the program will result in a grade of WP (Withdrawal Passing) or a WU (Withdrawal Unsatisfactory) depending on student's performance. It is the responsibility of the student to withdraw officially by contacting Medical Career Institute. Students who withdraw with a WU are required to repeat the course. Students who withdraw with WP will be evaluated on an individual basis as to the course of action to be taken. Students will be advised about the maximum graduation time frame at the time of withdrawals. It is the responsibility of the student to withdraw officially from the Medical Career Institute. Failure to withdraw formally may result in failing grades, dismissal and additional financial obligations. If student is unable to submit withdrawal form in person they may be able to fax it.

## Financial Information

### Program Costs

Tests and Required Fees include expenses associated with Background Check, Drugs Screenings, Healthcare Provider CPR & AED Certification, Student's Comprehensive General Liability Insurance Policy, certification practice exams and initial testing for credentialing exam. White Lab coats are \$30.00 each and color coordinated (by program) scrubs with imprinted school's logo are \$35.00 a set (one top and one bottom) and must be purchased by the student from Medical Career Institute as priced. Upon the acceptance to the program, nonrefundable (after 3 business days) \$100.00 administration fee must be submitted within 10 business days. At that time the applicant will also sign an Enrollment Agreement and will be issued the Official School Catalog. The table below indicates programs tuition and expenses.

Program	Tuition	Application	Registration	Books	Supplies	Cert. Exam/Clinical Reqs.	Total
Diagnostic Medical Sonography	\$31,000	\$100	\$200	\$1,433	\$890	\$475	\$34,098
Cardiovascular Sonography	\$31,000	\$100	\$200	\$1,481	\$890	\$475	\$34,146
Surgical Technology	\$21,500	\$100	\$200	\$742	\$1,100	\$290	\$23,932
Sterile Processing Technology	\$9,500	\$100	\$200	\$280	\$360	\$125	\$10,565
Medical Assistant	\$9,800	\$100	\$200	\$380	\$980	\$125	\$11,585

### Additional Expenses

Prior to entering (on-campus and/or off-campus) laboratory skills area as well as assignment to a designated clinical externship site students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 part PPD vaccinations, (necessary forms will be provided). Students must also wear white sneakers, nurse's shoes or (closed toe) professional shoes / white socks or stockings. The above clinical necessities are the responsibility of the student and may vary according to different site's requirements. Medical Career Institute carries no responsibility for these requirements and/or charges.

### Payment Plan

According to Medical Career Institute's payment plan, students must pay administration fee: \$100.00 application and \$200.00 registration fee to reserve a seat in the class scheduled. One (1) week before class start students are to pay for books, uniforms, supplies, and other fees as required by selected program as well as the first installment for tuition based upon weekly or monthly pro-rated schedule. Thereafter, pro-rated payments are due on the first school day of the each month with the balance due before starting of clinical externship. If for any reason the student cannot pay on the due date, the payment must be made on the first class they return to.

**\* Financial obligations to school must be met before students can begin their Clinical Externship.**

### Cancellation Refund Policy

Students must adhere to the following procedures:

- All requests for cancellation by the Student must be made in writing, signed and delivered by mail or hand to the Administration Office of Medical Career Institute 901 West Park Avenue Ocean NJ 07712.
- All monies will be refunded if Medical Career Institute does not accept the applicant or if the applicant cancels within three (3) business days after both parties signed the Enrollment Agreement.
- Students who cancel after (3) business days, but prior to the first day of class attendance will receive a full refund of all monies paid less a registration fee of \$100.
- Medical Career Institute reserves the right to postpone and/or cancel the scheduled class. Should Medical Career Institute cancel and/or postpone scheduled class for more than (30) thirty days, enrolled students may withdraw from the program and receive a full refund. No other compensation will be granted.

## Withdrawal Refund Policy

Students must adhere to the following procedures:

- Students must complete a withdrawal form available in the Main Office and must submit it to the Administration.
- Refunds are determined for students who withdraw from a Medical Career Institute program prior to their expected graduation date.
- The date of withdrawal is the date that Medical Career Institute has determined that a student was no longer in school.
- Refunds are made within thirty (30) calendar days of the notification of withdrawal or forty-five (45) days from the last date of recorded attendance.
- The last date of recorded attendance is the last day that student has attended academic activity, which may include class projects, clinical experience or examinations.
- Application and Registration Fees are nonrefundable after instructions have begun.
- Charges for books, uniforms, supplies, testing & licensing are based on the student's receipt of these items
- Refunds are based on the tuition retention policy set forth below.

### If Cancellation/Withdrawal occurs:

### Medical Career Institute will retain:

During the first 5 days of the program.....	10% of the tuition
During the sixth thru the fifteenth day of the program .....	20% of the tuition
During the sixteenth day but prior to 25% of the program.....	45% of the tuition
After 25% but prior to 50% of the program.....	70% of the tuition
After completion of more than 50 % of the program.....	100% of the tuition

**\*\* Students who have a student loan and have withdrawn or have been dismissed from Medical Career Institute are responsible for notifying the lending institution of their withdrawal or dismissal.**

## State Funding/Refund Policies

Payments and refunds for educational programs sponsored by the New Jersey Department of Labor and Workforce Development for the unemployed and vocational rehabilitation of students are monitored and defined by individual contracts from the various counties in the State of New Jersey.

## Non-Payment Policy

In the event it should be necessary to enter into a collection process, as a result of non-payment of any money due to the school, there may be a 30% collection costs plus attorney's fee added to the outstanding balance. Additionally, interest will accrue at a rate of 12% annually on any outstanding balance. School reserves the right to assign outstanding balance for collection without prior notice to student.

## Return of Title IV Funds Policy

Students receiving Financial Aid who withdraw or stop attending will, in most cases, be required to return a portion of financial aid received. Medical Career Institute follows the Federal Return of Title IV Funds Policy to determine the amount of Title IV aid a student has received and the amount, if any, which needs to be returned at the time of withdrawal.

Under current federal regulations, the Title IV funds are earned at a fixed rate on a per day basis up to the 60 percent point in the enrollment period. After the 60% point in payment period, a student has earned 100% of the Title IV funds. Medical Career Institute is required to determine Title IV funds that must be refunded based upon the percentage of payment period attended by the student. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred, but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, Medical Career Institute has 30 days to return its share of unearned financial aid. If a student is required to return unearned aid, repayment must be made within 45 days.

### ***The return of funds is initiated in the following order:***

1. Unsubsidized Direct Loan/Unsubsidized FFEL
2. Subsidized Direct Loan/Subsidized FFEL
3. Federal Perkins Loan
4. Direct PLUS Loan/ FFEL PLUS (Graduate Student)
5. Direct PLUS Loan/FFEL PLUS (Parent)
6. Federal Pell Grant
7. FSEOG
8. Teach Grant
9. Iraq Afghanistan Service Grant

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student must return or repay, as appropriate, the remaining grant and loan funds. The student will be notified of the amount that must be returned or repaid.

### **Title IV Verification Policy**

The US Department of Education (DOE) selects students each year that have completed and submitted a financial aid application for “Verification.” The purpose of the verification process is to ensure that all the information provided by the applicant and/or parent(s) on the Free Application for Federal Student Aid (FAFSA) is correct. Medical Career Institute’s Financial Aid Office must also verify any discrepancy it believes is incorrect on the applications. Should your application be selected for the process, documentation will be required to verify the information provided. The information requested may be household size, children in college, taxable and non-taxable income, etc. Requested documentation varies with each applicant. Medical Career Institute’s financial aid office will notify you on the process and instructions required.

### ***Instructions if selected:***

1. Please visit the link below and complete the Verification Worksheet for the appropriate academic year:  
<http://www.ifap.ed.gov/vgworksheets/>
2. This is the link for 12-13 verification worksheets:  
<http://www.ifap.ed.gov/eannouncements/020312SampleVerificationWorksheets1213.html>
3. Here is the link for 11-12 verification worksheets:  
<http://ifap.ed.gov/vgworksheets/1112VerificationWkshts.html>

Additional documents required may include, but are not limited to copies of income tax returns, documentation of citizenship, verification of social security number, selective service registration, verification of veteran’s status, and documentation of independent student status.

**\*\*Financial aid will not be awarded until the verification process is complete.**

### **Title IV Entrance Counseling**

All Federal Direct Loan first-time borrowers are required to complete an online entrance counseling session. The entrance counseling session provides information about borrower rights and responsibilities. After reading the information, the student will be quizzed on their knowledge. Once the student completes their online entrance counseling, Medical Career Institute will be notified.

### **Title IV Exit Counseling**

Federal regulations and Medical Career Institute policy requires that students who take out a student loan must complete exit counseling before they leave school (graduate). The session provides information about borrower rights and responsibilities regarding loan repayment. You will receive information about the types of loans you received, when and where to make your payments, what to do if you cannot make your payments and what can happen if you do not make your payments. Students do not need to notify Medical Career Institute once they complete their exit counseling.

## Veterans Benefits and Transition Act of 2018

A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill ®benefits. Medical Career Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Medical Career Institute will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- o The date on which payment from VA is made to the MCI.
- o 90 days after the date MCI certified tuition and fees following the receipt of the certificate of eligibility.



## Student Services

### Student Services

Medical Career Institute advises all new students of available student support services during the orientation.

Student support service include:

- Career Services
- Employment Assistance
- Transportation Information
- Child Care Information
- Financial Aid Assistance
- Academic Counseling

### Career Services

Medical Career Institute introduces students to Resume Development during the first course of their program – Career Development Workshop. Students create a personalized resume following a template provided. Students are also informed of job search engines and encouraged to frequently check throughout the duration of their program. MCI administrative staff is available to help with resumes, cover letters and other career planning activities during scheduled office hours. Students are encouraged to schedule appointments.

### Employment Assistance

Medical Career Institute does not guarantee job placement to students upon program completion or upon graduation, although, the school will provide job placement assistance. Job placement assistance includes resume revision, recommendation letters, providing job leads, assisting with job applications, job interview preparation and more.

### Financial Aid Assistance

Medical Career Institute provides Financial Aid Assistance to all enrolled students. Financial aid assistance may include completing the FAFSA, providing loan provider contact information, providing sources of funding for living expenses and more.

### Student Counseling

Medical Career Institute encourages all enrolled students to seek out counseling through their Program Director, Director of Education, or Administrative Staff. Counseling is encouraged for students to support them in completing the program.

### Transportation

Medical Career Institute does not offer institutional transportation, however free parking is available. Medical Career Institute is easily accessible from “Garden State Parkway exit 105” or “Route 18 exits 12A or 11A” and it is within 3 minutes walking distance from “Route 35’s New Jersey Transit” buses. Detailed driving directions are available on Medical Career Institute’s web site.

### Child Care Services

Medical Career Institute does not offer childcare services; however, information for local Child Care services is available through administrative staff. MCI staff may provide contact information for various agencies as well as required verification of enrollment letters.

## Learning Center / Additional Websites

Medical Career Institute has a Library/Study Room equipped with on line computers, educational books and educational software, CD's and DVD's as well as other publications directly related to training in specialized programs available for students use. Internet access is permitted for job search, educational study or research only.

### Prior to entering the program students will be directed to the following websites:

Effective study habits .....	<a href="http://www.studygs.net/attmot4.htm">www.studygs.net/attmot4.htm</a>
Concentrating .....	<a href="http://www.studygs.net/concent.htm">www.studygs.net/concent.htm</a>
Study system: M.U.R.D.E.R.....	<a href="http://www.studygs.net/murder.htm">www.studygs.net/murder.htm</a>
Self-assessment learning style .....	<a href="http://www.studygs.net/selfassessment.htm">www.studygs.net/selfassessment.htm</a>

### The following websites provide an additional electronic-library access to books, articles, journals and media

<p><b>E-Library Websites:</b></p> <ul style="list-style-type: none"> <li>▪ <a href="http://info.britannica.com/">http://info.britannica.com/</a></li> <li>▪ <a href="http://e-library.net/">http://e-library.net/</a></li> <li>▪ <a href="http://www.nlm.nih.gov/medlineplus/">http://www.nlm.nih.gov/medlineplus/</a></li> <li>▪ <a href="http://www.libraryspot.com/">http://www.libraryspot.com/</a></li> <li>▪ <a href="http://www.bartleby.com/">http://www.bartleby.com/</a></li> <li>▪ <a href="http://www.ipl.org/">http://www.ipl.org/</a></li> <li>▪ <a href="http://www.awesomelibrary.org/">http://www.awesomelibrary.org/</a></li> <li>▪ <a href="http://www.e-journals.org/">http://www.e-journals.org/</a></li> <li>▪ <a href="http://www.highbeam.com/">www.highbeam.com/</a></li> <li>▪ <a href="http://www.ebooks.com/">www.ebooks.com/</a></li> </ul>	<p><b>Government &amp; Regulatory Agencies</b></p> <ul style="list-style-type: none"> <li>▪ <a href="http://www.fda.gov">www.fda.gov</a></li> <li>▪ <a href="http://www.osha.gov">www.osha.gov</a></li> <li>▪ <a href="http://www.jcaho.org">www.jcaho.org</a></li> <li>▪ <a href="http://www.epa.gov">www.epa.gov</a></li> <li>▪ <a href="http://www.cdc.gov/">www.cdc.gov/</a></li> <li>▪ <a href="http://www.os.dhhs.gov/">www.os.dhhs.gov/</a></li> <li>▪ <a href="http://www.fedworld.gov/">http://www.fedworld.gov/</a></li> <li>▪ <a href="http://www.fda.gov/">http://www.fda.gov/</a></li> <li>▪ <a href="http://nccam.nih.gov/">http://nccam.nih.gov/</a></li> <li>▪ <a href="http://www.nih.gov/">http://www.nih.gov/</a></li> <li>▪ <a href="http://www.nlm.nih.gov/">http://www.nlm.nih.gov/</a></li> <li>▪ <a href="http://prevention.nih.gov/">http://prevention.nih.gov/</a></li> </ul>
<p><b>Additional Educational Resource Websites:</b></p> <ul style="list-style-type: none"> <li>▪ <a href="http://www.refdesk.com/">http://www.refdesk.com/</a></li> <li>▪ <a href="http://www.pecentral.com/websites">www.pecentral.com/websites</a></li> <li>▪ <a href="http://www.aahperd.org/">www.aahperd.org/</a></li> <li>▪ <a href="http://www.a-to-z-wellness.com/">http://www.a-to-z-wellness.com/</a></li> <li>▪ <a href="http://www.mayoclinic.com/">www.mayoclinic.com/</a></li> <li>▪ <a href="http://www.aahperd.org/AAHE/">www.aahperd.org/AAHE/</a></li> <li>▪ <a href="http://www.teachhealth.com/">www.teachhealth.com/</a></li> </ul>	<p><b>Continuing Education: Articles &amp; CEU'S</b></p> <ul style="list-style-type: none"> <li>▪ <a href="http://www.ast.org">http://www.ast.org</a></li> <li>▪ <a href="http://www.iahcsmm.org">http://www.iahcsmm.org</a></li> <li>▪ <a href="http://www.aama-ntl.org">http://www.aama-ntl.org</a></li> <li>▪ <a href="http://www.aapc.com">http://www.aapc.com</a></li> <li>▪ <a href="http://www.maexamhelp.com">www.maexamhelp.com</a></li> </ul>

**\*\* Please contact your program instructor or administrative personnel if assistance is needed.**

## Student Records

Medical Career Institute will maintain student paper records for a period of seven years. However, electronic academic records will be maintained indefinitely. Upon graduation, students will be given a copy of their academic records and a Certification of Graduation. The student should maintain these records indefinitely. In accordance with statutory requirements, the records that Medical Career Institute will maintain are as follows:

- Academic Records
- Attendance Records
- Financial Records
- Clinical Externship Data
- Placement Data
- The Enrollment Agreement
- Copy of the Graduation Certificate
- Medical Records (where applicable)
- Records of meetings, appeals, disciplinary actions, dismissals and outcomes

**\*\* Student records are maintained by Medical Career Institute's Educational Director, Financial Aid, Registrar and Career Counselor offices or archives. Records are available for the student's personal review upon written request and proper identification. If the school shall close, these records shall be forwarded to New Jersey Department of Education. Students are encouraged to submit updates to their records, such as address, phones or e-mail changes as soon as possible. All records are private and are handled with confidentiality.**

## Transcripts

All students are provided with a copy of their transcript upon graduation. Additional transcripts at a later date will be provided upon request at a charge of \$5.00. A transcript will not be issued to students who are financially indebted to Medical Career Institute.

# Diagnostic Medical Sonography Program

## Diagnostic Medical Sonography

Certificate Program / 121.5 Quarter Credit Hours

Day: 76 weeks / Evening: 76 weeks / 2,410 Clock Hours (Including 457 Outside Homework Hours)

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The Diagnostic Medical Sonography program at Medical Career Institute is programmatically accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP). Enrolling students need to refer to credentialing agency requirements in order to check credentialing exam eligibility. The program is designed to prepare the graduate to become skilled entry-level ultrasound technicians, and work effectively in the health care environment. Method of program delivery is residential. Program includes well balanced on-campus classroom hours, on-campus (work-simulated) imaging laboratory component, off-campus integrated patient care clinical experience and clinical externship. Clinical sites include hospitals, imaging centers and doctor's offices.

### Program Goals

To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

#### *Objectives of the Program:*

- Obtain, review and integrate pertinent patient data to facilitate optimum diagnostic results.
- Demonstrate ability to work with varying stress levels and work interruptions.
- Demonstrate critical thinking skills during the performance of sonographic procedures.
- Demonstrate correct positioning of patients and proper scanning procedures for sonographic examination.
- Accurately record all anatomic and physiologic information for interpretation by a physician.
- Demonstrate effective communication skills with patients and the healthcare team.
- Demonstrate appropriate patient care and promote overall well-being.
- Act in a professional manner within recognized ethical and legal standards maintaining confidentiality.
- Demonstrate ability to apply knowledge from classroom in clinical setting
- Develop self-evaluation and uphold professional development.

#### *At the completion of the program, the student will be able:*

- Proficient in performing entry-level ultrasound technician tasks and responsibilities.
- Awarded a Certificate of Completion of Diagnostic Medical Sonography program.
- Establish eligibility to test for the Registered Diagnostic Medical Sonographer (RDMS) Physics and Instrumentation (SPI) exam, administered by the Association of Registered Diagnostic Medical Sonographers (ARDMS).
- Establish eligibility to test for the Registered Diagnostic Medical Sonographer (RDMS) credential with an Abdomen (AB) specialty, administered by the Association of Registered Diagnostic Medical Sonographers (ARDMS).
- Establish eligibility to test for the Registered Diagnostic Medical Sonographer (RDMS) credential with an OB/GYN specialty, administered by the Association of Registered Diagnostic Medical Sonographers (ARDMS).
- Able to seek entry-level employment in facilities such as hospital's ultrasound departments, imaging center, clinics and doctors' offices after passing credentialing exams.

## **Program Length and Schedule**

The Diagnostic Medical Sonography Program is 2,410 clock hours in length and includes; 815 hours of on-campus didactic, 195 hours of on-campus laboratory skills, 150 hours of off-campus integrated clinical patient care training and 790 hours of off-campus clinical externship and 460 homework hours.

**Day Classes:** During the first 20 weeks (400 hours) of the program classes are scheduled at 5 hours per day Monday thru Thursday 8:30 a.m. to 2:00 p.m. and are held on-campus. During the following 31 weeks (610 hours) classes are scheduled on-campus Monday thru Thursday 5 hours per day from 8:30 a.m. to 2:00 p.m., additionally on Fridays, Saturdays or evenings, students are required to attend 6 hours of Integrated Patient Care clinical training at the off-campus clinical site accumulating 150 required clock hours. The final 25 weeks (790 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern typically 32 hours per week. In addition, each course requires homework hours. Please refer to Program Outline and course syllabus for details.

**Evening classes:** During the first 20 weeks (400 hours) of the program classes are scheduled at 5 hours per day Monday thru Thursday 4:30 p.m. to 9:30 p.m. and are held on-campus. During the following 31 weeks (610 hours) classes are scheduled on-campus Monday thru Thursday 4:30 p.m. to 9:30 p.m. and one day per week students must attend 6 hours of Integrated Patient Care clinical training at the off-campus site accumulating 150 required clock hours. The final 25 weeks (790 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern typically 32 hours per week. In addition, each course requires outside homework hours. Please refer to Program Outline and Course Syllabus for details. **There is no evening clinical externship.**

## **Additional Admission Requirements**

Candidates enrolling to the Diagnostic Medical Sonography program must have at least 40 college credits obtained in the last five years including a higher mathematics course such as algebra or statistics and communication skills course such as English, speech or composition and must also complete and pass an Admissions Assessment exam. Candidates with a bachelor degree or higher educational level are exempt from the Admissions Assessment test. Foreign candidates in addition must present certified English translation of required documents and an evaluation confirming that the degree meets U.S. educational equivalency.

**\*School Director or Program Director makes the final decision of acceptance or rejection into the program.**

## **Laboratory and Clinical Requirements**

Prior to entering (on-campus and/or off-campus) laboratory skills area, students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 step Mantoux Test (Tuberculin Skin Test or QuantiFERON-TB Gold; necessary forms will be provided). Students must also wear white sneakers or nurse's shoes with closed toe and solid tops made of easy to disinfect materials, and white socks or stockings. The above laboratory and clinical necessities are the responsibility of the student and may vary according to different site's requirements. Medical Career Institute carries no responsibility for these requirements and/or charges.

Prior to assignment to a designated clinical externship site students will be required to have cleared Background Check, Negative Drugs Screenings Test, valid Healthcare Provider CPR & AED Certification and Student's Comprehensive General Liability Insurance Policy which protects the student in the event of a liability lawsuit. Upon successful completion of clinical externship, student will be given competencies evaluation based on procedures performed as deemed relevant to the Diagnostic Medical Sonography Program and offered by the site.

Additionally, all students will be evaluated on their professionalism including appearance, punctuality, ability to assume responsibility and dependability, ability to communicate with staff and patients as well as following instructions and accepting constructive criticism.

## Credentialing Exams

Upon satisfactory completion of the Diagnostic Medical Sonography Program graduates will be eligible to sit for the credentialing exam offered through the Association of Registered Diagnostic Medical Sonographers (ARDMS), [www.ardms.org](http://www.ardms.org) or the American Registry of Radiologic Technologists (ARRT) [www.arrrt.org](http://www.arrrt.org). This credential is a nationally recognized voluntary certification that could enhance employment opportunities or income potentials. **However, registration or credentialing requirements for taking and passing examinations are not controlled by Medical Career Institute but by the agencies and are subjects to change by the agency without notice to Medical Career Institute. Therefore, Medical Career Institute cannot guarantee that graduates will be eligible to sit for credentialing examination, regardless of their eligibility status upon enrollment. Medical Career Institute carries no responsibility for these requirements and eligibilities and strongly recommends students verify their eligibility with ARDMS.**

## Student Employment While Attending Program

- **Policy:** Should a Diagnostic Medical Sonography student be employed, or gain employment at a medical facility during their clinical externship, the student must maintain separate schedules of hours for work and clinical education. Student's employment must be arranged outside of the clinical scheduled hours, and must not interfere with regular academic responsibilities. The employment must be non-compulsory, paid and subject to all employee regulations.
- **Procedure:** Students are allowed to gain employment while enrolled in the program; however, they must maintain separate schedules for work and clinical externship hours. It is the students responsibly to balance off their schedules. Any hands-on examination that is performed while working as a paid employee will not be considered as a part of clinical competency.

## Employment

Many Diagnostic Medical Sonographers are employed in hospitals, imaging centers, ambulatory centers, specialty medical offices, and doctor's offices. Their broad educational background plus specialized focus may allow sonographers to function in a number of diverse areas of their field. Some sonographers can be contract employees, others may travel to healthcare facilities with the mobile sonography units delivering services in an area that do not have access to such services or they work for mobile imaging providers. Number of sonographers with necessary experience may become marketing or sales representatives, instructors or preceptors. For expected salaries please refer to web site: [www.salary.com](http://www.salary.com).

## Working Conditions

Sonographers typically work in healthcare facilities that are clean. They usually work in controlled, darkened, air-conditioned and relatively quiet environments, but they also may perform procedures at patients' bedsides, operating rooms and other healthcare settings. Sonographers may be on their feet for long periods of time, and may have to lift, push or turn disabled patients as well as equipment. They may at times be exposed to communicable diseases, unpleasant odors, sights and biohazard materials. Most sonographers work a regular 40-hour week, although they may be "on call", work nights, weekends and holidays on a rotating basis depending on their facility.



## Diagnostic Medical Sonography Program Outline

Course	<b>Module 1</b> /On-campus 20 hours per week	Lecture Hours	Lab Hours	Total Hours	Home work Hours	Quarter Credits
CDW 100	<b>Career Development Workshop</b> Resume, Job search & interviews, Dress code, Professionalism	5	0	<b>5</b>	3	0.5
MT 100	<b>Medical Terminology</b> Medical words as word root, Prefixes, Suffixes and their meanings	50	0	<b>50</b>	25	5.0
AP 101	<b>Anatomy and Physiology I</b> Body organization, Cells, Tissue, Nervous System, Skin, Skeletal, Muscular	50	0	<b>50</b>	25	5.0
AP 102	<b>Anatomy and Physiology II</b> Respiratory, Circulatory, Digestive, Urinary, Endocrine, Reproductive	50	0	<b>50</b>	25	5.0
MATH 100	<b>Math Skills for Health Care Professionals</b> Math and Conversions	30	0	<b>30</b>	15	3.0
PC 101	<b>Patient Care &amp; Clinical Readiness</b> Patient Care, Law & Ethics	30	10	<b>40</b>	18	3.5
PHY 101	<b>General Physics</b> Introduction to General Physics, Newton's Law of Motion, Gravitation Thermodynamics, Energy & Sound Waves, Electricity, Magnetism	30	0	<b>30</b>	15	3.0
PHY 102	<b>Ultrasound Physics &amp; Instrumentation</b> Ultrasound Principles Understanding of Doppler	125	20	<b>145</b>	68	13.5
<b>Module 1 Total Hours and Quarter Credit Hours</b>		<b>370</b>	<b>30</b>	<b>400</b>	<b>194</b>	<b>38.5</b>
<b>Module 2</b> /On-campus 20 hours & off-campus 6 hours per week						
DMS 201	<b>General Abdominal &amp; Vascular Abdominal</b> Pathology & Scanning Techniques	150	45	<b>195</b>	87	17.0
DMS 202	<b>Obstetrics, Gynecology, Fetus</b> Pathology & Scanning Techniques	160	55	<b>215</b>	94	18.5
DMS 203	<b>Pediatrics</b> Pathology & Scanning Techniques	20	0	<b>20</b>	10	2.0
DMS 204	<b>Peripheral &amp; Cerebral Vascular</b> Pathology & Scanning Techniques	70	30	<b>100</b>	43	8.5
DMS 205	<b>Small Parts</b> Pathology & Scanning Techniques	45	15	<b>60</b>	27	5.0
DMS 206	<b>Lab Skills Review</b> /On-campus Evaluation of Scanning Techniques	0	20	<b>20</b>	5	1.0
<b>Module 2 Total Hours and Quarter Credit Hours</b>		<b>445</b>	<b>165</b>	<b>610</b>	<b>266</b>	<b>52.0</b>
<b>Module 3</b> /Off -campus typically 32 hours per week						
** DMS 300	<b>**Integrated Clinical</b> /Off-campus Clinical Patient Care 6 hours training is obtained during the week	0	0	<b>150</b>	0	5.0
DMS 301	<b>Clinical Externship</b> /Off-campus at Clinical Site Scanning Techniques & Tasks	0	0	<b>790</b>	0	26.0
<b>Module 3 Total Hours and Quarter Credit Hours</b>			<b>0</b>	<b>940</b>	<b>0</b>	<b>31.0</b>
<b>Program Hours and Quarter Credit Hours</b>				<b>1950</b>	<b>460</b>	<b>121.5</b>
<b>Total Program Hours Including Homework 2,410</b>						

**\*\*Integrated Clinical; please refer to course descriptions and course syllabus for details.**

## Descriptions of Diagnostic Medical Sonography Courses

### Module 1

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#### **CDW 100 CAREER DEVELOPMENT WORKSHOP**

This course emphasizes on the introduction to healthcare career, importance of study skills, time management, note-taking and test-taking skills, sitting and passing credentialing exam, developing professional habits and attitudes as well as constructive criticism in order to achieve professional success. Professional Development and Job Search focuses on effective resume writings, employment applications, professional appearance and job lead sources. During mock interviews most common questions and answers, phone etiquette, follow-up skills and thank you notes are pressed upon. .

**5 Clock Hours** (5 lecture, 0 lab skills) **0.5 Quarter Credit Hours**

**Prerequisites:** Admission Requirements

#### **MT 100 MEDICAL TERMINOLOGY**

This course introduces the students to medical terminology. Students will learn definitions of word root, suffix, prefix and combining vowel. Emphasis will be placed on common medical terms associated with various body systems, medical procedures of different medical specialties and common medical abbreviations. The study of medical terminology will continue throughout the course.

**50 Clock Hours** (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

**Prerequisites:** CDW 100 Career Development Workshop

#### **AP 101 ANATOMY AND PHYSIOLOGY I**

This course is designed to focus on basic body composition, structural organization of the body and functions of different body systems. Topics of the course include cytology, fluid and electrolyte imbalance, body fluids pH, integumentary system, muscular system, skeletal system, central and peripheral nervous system, specialized sensory organs.

**50 Clock Hours** (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

**Prerequisites:** MT 100 Medical Terminology

#### **AP 102 ANATOMY AND PHYSIOLOGY II**

This course will cover regional study anatomy of cardiovascular system, lymphatic system, respiratory system, and gastrointestinal system, endocrine glands, and renal system, male and female reproductive systems. Students will also learn about blood composition.

**50 Clock Hours** (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

**Prerequisites:** AP 101 Anatomy and Physiology I

#### **MATH 100 MATH SKILLS FOR HEALTH CARE PROFESSIONALS**

Students will be taught basic math in a friendly and non-intimidating approach. Fundamental math principles, systems of measurements, conversions and statistics are covered with focus on how the information applies to real-world patient care. Students will learn how to solve problems, the different parts of equations, how to move decimal points, and more.

**30 Clock Hours** (30 lecture, 0 lab skills) **3.0 Quarter Credit Hours**

**Prerequisites:** AP 102 Anatomy and Physiology II

#### **PC 101 PATIENT CARE & CLINICAL READINESS**

This course introduces the students to sonographer's role in the field of medicine. Students will learn the legal concepts associated with the profession, patient care, communications and critical thinking skills, law & ethics. The topics of discussion will also be the history of sonography, safety issues, federal, state and local legal guidelines, medical records and contracts, standards of care and negligence and varieties of consent.

**40 Clock Hours** (30 lecture, 10 lab skills) **3.5 Quarter Credit Hours**

**Prerequisites:** Math 100 Math Skills for Health Care Professionals

## **PHY 101      GENERAL PHYSICS**

This course will teach Introduction to General Physics, Newton's Law of Motion, Gravitation Thermodynamics, Energy & Sound Waves, Electricity and Magnetism. It will explain the laws of conservation of energy, forms and sources of energy, compare and convert Fahrenheit, Celsius, and Kelvin temperature scales, teach properties of solids, liquids, and gasses, heat transfers, optic applications, discuss principles of electrical safety and problems, elements of the Periodic Table as well as biological effects of radiation.

**30 Clock Hours** (30 lecture, 0 lab skills) **3.0 Quarter Credit Hours**

**Prerequisites:** PC 101 Patient Care & Clinical Readiness

## **PHY 102      ULTRASOUND PHYSICS AND INSTRUMENTATION**

This course will teach students the fundamentals of ultrasound wave physics in order to obtain the best image possible. Students will learn about sound waves, sound wave propagation, pulse-echo principle, tissue acoustic impedance, absorption and scatter, transducer frequency, beam profile, and color Doppler and spectral waveforms. Scientific notation, ratios, and graphs are emphasized as they are the fundamental principles underlying ultrasound physics. Included in this topic is a review of the operating manual for the ultrasound machine. Emphasis will be placed on information and techniques for the ARDMS registry examination.

**145 Clock Hours** (125 lecture, 20 lab skills) **13.5 Quarter Credit Hours**

**Prerequisites:** PHY 101 General Physic

## **Module 2**

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## **DMS 201      GENERAL ABDOMINAL & VASCULAR ABDOMINAL**

This course will teach the anatomy and physiology of the abdominal organs including laboratory values and sonographic appearance. Systems covered include the liver, pancreas, biliary system, spleen, urinary tract, adrenal glands, retroperitoneal, and gastrointestinal tract. Pathology pertaining to each organ is studied as well as its corresponding sonographic appearance. Lecture time is complimented with hands-on laboratory scanning.

**195 Clock Hours** (150 lecture, 45 lab skills) **17.0 Quarter Credit Hours**

**Prerequisites:** PHY 102 Ultrasound Physics and Instrumentation

## **DMS 202      OBSTETRICS, GYNECOLOGY, FETUS**

This course will teach the normal and abnormal sonographic appearance of the female reproductive system. Lecture topics include anatomy and physiology, signs, symptoms, and sonographic appearance of pathological conditions of the female pelvis. The student will learn the role of ultrasound in obstetrics including fetal assessment of the first, second, and third trimester. The sonographic appearance of congenital anomalies, chromosomal defects, and fetal pathologies including evaluation of the amniotic fluid and placenta are presented. Simulated scanning with our simulated computer program will provide experience in the performance of ultrasound in this area.

**215 Clock Hours** (160 lecture, 55 lab skills) **18.5 Quarter Credit Hours**

**Prerequisites:** DMS 201 General Abdominal & Vascular Abdominal

## **DMS 203      PEDIATRICS**

Course of study reviews anatomy and physiology of neonatal structures which includes pathology specific to the neonate and pediatric patient. Topics will include the pediatric abdomen and common causes for surgical intervention. The neonatal and pediatric kidneys and adrenal glands will be discussed as well as congenital anomalies of the female pelvis. Other topics to be included are the neonatal hip and spine and their respective pathologies, as well as neonatal echoencephalography.

**20 Clock Hours** (20 lecture, 0 Lab skills) **2.0 Quarter Credit Hours**

**Prerequisites:** DMS 202 Obstetrics, Gynecology, Fetus

### **DMS 204 PERIPHERAL & CEREBRAL VASCULAR**

This course will cover the peripheral arterial and venous vascular systems. Focus is placed on vascular anatomy and pathology. The cerebrovascular component covers both the extracranial and intracranial arterial systems. Atherosclerosis and stroke are studied as well as the types and symptoms of stroke. Duplex and color flow principles are taught and practiced in the lab. Spectral waveform analysis is examined in normal and pathological states. An in-depth look at transcranial doppler and spectral waveform analysis is reviewed. Clinical applications as applies to the peripheral arterial system are examined. The upper and lower extremity peripheral venous anatomy and physiology is studied as well as venous flow characteristics, disease, and pathology.

**100 Clock Hours (70 lecture, 30 lab skills) 8.5 Quarter Credit Hours**

**Prerequisites:** DMS 203 Pediatrics

### **DMS 205 SMALL PARTS**

This course will teach students anatomy and physiology of the breast, thyroid, scrotum, and musculoskeletal system. Clinical signs, symptoms and sonographic appearance will be discussed. Benign and malignant pathological conditions along with their associated sonographic appearances will be covered. Hands-on scanning of appropriate anatomy will be performed in the lab.

**60 Clock Hours (45 lecture, 15 lab skills) 5.0 Quarter Credit Hours**

**Prerequisites:** DMS 204 Peripheral & Cerebral Vascular

### **DMS 206 LAB SKILLS REVIEW**

The clinical readiness/lab review component prepares the student in obtaining and performing optimal imaging techniques and generally accepted protocols. Evaluation of scanning techniques, basic patient care, and law & ethics are covered. Critical thinking skills through analysis of ethical theory and relevant cases will be discussed. Review of patient care will be discussed including, but not limited to, body mechanics, positioning and draping, transfer activities, ambulation aids, wheelchair features and special equipment. Included in the topic will be the patient care environment and the special needs client.

**20 Clock Hours (0 lecture, 20 lab skills) 1.0 Quarter Credit Hours**

**Prerequisites:** Module I and Module II

## **Module 3**

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### **DMS 300 INTEGRATED CLINICAL**

During the Integrated Clinical component of this program the student is exposed to patient care environment at the approved clinical site. The student will have exposure and hands-on experience in dealing with the patient's physical and psychological needs. Emphasis is placed on developing compassionate, ethical and competent workplace skills required within a healthcare facility. Just and legal principles are explored through real life situations. Student is typically required to attend Integrated Clinical during one day (6 hours) per week. Integrated Clinical (DMS 300) starts during (DMS 201) General Abdominal & Vascular Abdominal course.

**150 Clock Hours (0 lecture, 150 clinical) 5.0 Quarter Credit Hours**

**Prerequisites:** Module I

### **DMS 301 CLINICAL EXTERNSHIP**

This course is providing students with practical training at the off-campus Clinical Education Site. At first, students may be shadowing an experienced mentor and eventually they will be performing tasks at hand in their fields of specialty and work more independently. The main focus of the training is placed on the student performing ultrasound examinations of the abdomen, obstetrics and gynecology, small parts, and vascular systems as well as how to obtain, review and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. Students will learn and develop scanning techniques, imaging protocols and taking care of sensitive equipment through hands-on experience at the hospitals, imaging centers or private practice

**790 Clock Hours (0 lecture, 790 clinical) 26.0 Quarter Credit Hours**

**Prerequisites:** DMS 300, Module I, Module II

# Cardiovascular Sonography Program

## Cardiovascular Sonography

Certificate Program / 122.0 Quarter Credit Hours

Day: 76 weeks / Evening: 76 weeks / 2,410 Clock Hours (Including 460 Homework Hours)

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The Cardiovascular Sonography program at Medical Career Institute is programmatically accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP). Enrolling students need to refer to credentialing agency requirements in order to check credentialing exam eligibility. The program is designed to prepare the graduate to become skilled entry-level cardiovascular technicians, and work effectively in the health care environment. Method of program delivery is residential. It includes well balanced on-campus classroom hours, on-campus (work-simulated) imaging laboratory component, off-campus integrated patient care clinical experience and clinical externship. Clinical sites include hospitals, imaging centers and doctor's offices.

### Program Goals

To prepare competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for adult echocardiography and to prepare competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for non-invasive vascular study.

#### *Objectives of the Program:*

- Obtain, review and integrate pertinent patient data to facilitate optimum diagnostic results.
- Demonstrate ability to work with varying stress levels and work interruptions.
- Demonstrate critical thinking skills during the performance of sonographic procedures.
- Demonstrate correct positioning of patients and proper scanning procedures for sonographic examination.
- Accurately record all anatomic and physiologic information for interpretation by a physician.
- Demonstrate effective communication skills with patients and the healthcare team.
- Demonstrate appropriate patient care and promote overall well-being.
- Act in a professional manner within recognized ethical and legal standards maintaining confidentiality.
- Demonstrate ability to apply knowledge from classroom in clinical setting
- Develop self-evaluation and uphold professional development.

#### *At the completion of the program, the student will be able:*

- Proficient in performing entry-level ultrasound technician tasks and responsibilities.
- Awarded a Certificate of Completion of Cardiovascular Sonography program.
- Establish eligibility to test for the Registered Diagnostic Medical Sonographer (RDMS) Physics and Instrumentation (SPI) exam, administered by the Association of Registered Diagnostic Medical Sonographers (ARDMS).
- Establish eligibility to test for the Registered Adult Echocardiography credentialing examination administered by the Association of Registered Diagnostic Medical Sonographers (ARDMS).
- Establish eligibility to test for the Registered Vascular Technology credentialing examination administered by the Association of Registered Diagnostic Medical Sonographers (ARDMS)."
- Able to seek entry-level employment in facilities such as hospital's ultrasound departments, imaging center and doctors' offices after passing credentialing exams.



## **Program Length and Schedule**

The Cardiovascular Sonography Program is 2,410 clock hours in length and includes; 815 hours of on-campus didactic, 195 hours of on-campus laboratory skills, 150 hours of off-campus integrated clinical patient care training, 790 hours of off-campus clinical externship and 460 homework hours.

**Day Classes:** During the first 20 weeks (400 hours) of the program classes are scheduled at 5 hours per day Monday thru Thursday 8:30 a.m. to 2:00 p.m. and are held on-campus. During the following 31 weeks (610 hours) classes are scheduled on-campus Monday thru Thursday 5 hours per day from 8:30 a.m. to 2:00 p.m., additionally on Fridays, Saturdays or evenings, students are required to attend 6 hours of Integrated Patient Care clinical training at the off-campus clinical site accumulating 150 required clock hours. The final 25 weeks (790 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern typically 32 hours per week. In addition, each course requires homework hours. Please refer to Program Outline and Course syllabus for details.

**Evening classes:** During the first 20 weeks (400 hours) of the program classes are scheduled at 5 hours per day Monday thru Thursday 4:30 p.m. to 9:30 p.m. and are held on-campus. During the following 31 weeks (610 hours) classes are scheduled on-campus Monday thru Thursday 4:30 p.m. to 9:30 p.m. and one day per week students must attend 6 hours of Integrated Patient Care clinical training at off-campus site accumulating 150 required clock hours. The final 25 weeks (790 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern typically 32 hours per week. In addition, each course requires outside homework hours. Please refer to Program Outline and Course Syllabus for details. **There is no evening clinical externship.**

## **Additional Admission Requirements**

Candidates enrolling to the Cardiovascular Sonography program must have at least 40 college credits obtained in the last five years including a higher mathematics course such as algebra or statistics and communication skills course such as English, speech or composition and must also complete and pass an Admissions Assessment exam. Candidates with a bachelor degree or higher educational level are exempt from the Admissions Assessment test. Foreign candidates in addition must present certified English translation of required documents and an evaluation confirming that the degree meets U.S. educational equivalency.

**\*School Director or Program Director makes the final decision of acceptance or rejection into the program.**

## **Laboratory and Clinical Requirements**

Prior to entering (on-campus and/or off-campus) laboratory skills area, students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 step Mantoux Test (Tuberculin Skin Test **or** QuantiFERON-TB Gold; necessary forms will be provided). Students must also wear white sneakers or nurse's shoes with closed toe and solid tops made of easy to disinfect materials, and white socks or stockings. The above laboratory and clinical necessities are the responsibility of the student and may vary according to different site's requirements. Medical Career Institute carries no responsibility for these requirements and/or charges.

Prior to assignment to a designated clinical externship site students will be required to have cleared Background Check, Negative Drugs Screenings Test, valid Healthcare Provider CPR & AED Certification and Student's Comprehensive General Liability Insurance Policy which protects the student in the event of a liability lawsuit. Upon successful completion of clinical externship, student will be given competencies evaluation based on procedures performed as deemed relevant to the Cardiovascular Sonography Program and offered by the site. Additionally, all students will be evaluated on their professionalism including appearance, punctuality, ability to assume responsibility and dependability, ability to communicate with staff and patients as well as following instructions and accepting constructive criticism.



## Credentialing Exams

Upon satisfactory completion of the Cardiovascular Sonography Program graduates are eligible and encouraged to sit for the National Credentialing Exam administered by the American Registry for Diagnostic Medical Sonographers (ARDMS) [www.ardms.org](http://www.ardms.org). This credential is a nationally recognized voluntary certification that will enhance employment opportunities or income potentials. **However, registration or credentialing requirements for taking and passing examinations are not controlled by Medical Career Institute but by the agency and are subjects to change by the agency without notice to Medical Career Institute. Therefore, Medical Career Institute cannot guarantee that graduates will be eligible to sit for credentialing examination, regardless of their eligibility status upon enrollment. Medical Career Institute carries no responsibility for these requirements and eligibilities and strongly recommends students verify their eligibility with ARDMS.**

## Student Employment While Attending Program

- **Policy:** Should a Cardiovascular Sonography student be employed, or gain employment at a medical facility during their clinical externship, the student must maintain separate schedules of hours for work and clinical education. Student's employment must be arranged outside of the clinical scheduled hours, and must not interfere with regular academic responsibilities. The employment must be non-compulsory, paid and subject to all employee regulations.
- **Procedure:** Students are allowed to gain employment while enrolled in the program; however, they must maintain separate schedules for work and clinical externship hours. It is the students responsibly to balance off their schedules. Any hands-on examination that is performed while working as a paid employee will not be considered as a part of clinical competency.

## Employment

Many Cardiovascular Sonographers are employed in hospitals, imaging centers, ambulatory centers, specialty medical offices, and doctor's offices. Their broad educational background plus specialized focus, allows sonographers to function in a number of diverse areas in their field. Some sonographers are contract employees and travel to healthcare facilities in an area or work with mobile imaging providers and travel to provide service in areas that do not have access to such services. Number of sonographers with necessary experience will become instructors and preceptors. For expected salary please refer to web site: [www.salary.com](http://www.salary.com).

## Working Conditions

Sonographers typically work in healthcare facilities that are clean. They usually work in controlled, darkened, air-conditioned and relatively quiet environments, but they also may perform procedures at patients' bedsides, operating rooms and other healthcare settings. Sonographers may be on their feet for long periods of time and may have to lift, push or turn disabled patients as well as equipment. They may at times be exposed to communicable diseases, unpleasant odors, sights and biohazard materials. Most sonographers work a regular 40-hour week, although they may be "on call", work nights, weekends and holidays on a rotating basis depending on their facility.

## Cardiovascular Sonography Program Outline

Course	<b>Module 1</b> /On-campus 20 hours per week	Lecture Hours	Lab Hours	Total Hours	Home work Hours	Quarter Credits
CDW 100	<b>Career Development Workshop</b> Resume, Job search & interviews, Dress code, Professionalism	5	0	<b>5</b>	3	0.5
MT 100	<b>Medical Terminology</b> Medical words as word root, Prefixes, Suffixes and their meanings	50	0	<b>50</b>	25	5.0
AP 101	<b>Anatomy and Physiology I</b> Body organization, Cells, Tissue, Nervous System, Skin, Skeletal, Muscular	50	0	<b>50</b>	25	5.0
AP 102	<b>Anatomy and Physiology II</b> Respiratory, Circulatory, Digestive, Urinary, Endocrine, Reproductive	50	0	<b>50</b>	25	5.0
MATH 100	<b>Math Skills for Health Care Professionals</b> Math and Conversions	30	0	<b>30</b>	15	3.0
PC 101	<b>Patient Care &amp; Clinical Readiness</b> Patient Care, Basic Skills in Taking Vital Signs, Law & Ethics	30	10	<b>40</b>	18	3.5
PHY 101	<b>General Physics</b> Introduction to General Physics, Newton's Law of Motion, Gravitation Thermodynamics, Energy & Sound Waves, Electricity, Magnetism	30	0	<b>30</b>	15	3.0
PHY 102	<b>Ultrasound Physics &amp; Instrumentation</b> Ultrasound Principles Understanding of Doppler	125	20	<b>145</b>	68	13.5
<b>Module 1 Total Hours and Quarter Credit Hours</b>		<b>370</b>	<b>30</b>	<b>400</b>	<b>194</b>	<b>38.5</b>
<b>Module 2</b> /On-campus 20 hours & Off-campus 7 hours per week						
CVT 201	<b>Pharmacology</b> General and Cardiovascular Pharmacology	50	0	<b>50</b>	20	5.0
CVT 202	<b>Vascular Sonography</b> Peripheral & Cerebral Vascular, Pathology & Scanning Techniques	160	60	<b>220</b>	97	19.0
CVT 203	<b>Fundamentals of Cardiology</b> Diseases of Cardiovascular System	70	20	<b>90</b>	40	8.0
CVT 204	<b>Adult Cardiac Sonography</b> EKG, Echo Stress, Holter Monitor, Bio-prostatic Valves, Ultrasound Evaluations, Pathology & Scanning Techniques	150	60	<b>210</b>	96	18.0
CVT 205	<b>Fetus, Neonates and Pediatric Cardiac Sonography</b> Ultrasound Evaluations, Pathology & Scanning Techniques	15	5	<b>20</b>	8	1.5
CVT 206	<b>Lab Skills Review</b> /On-campus Evaluation of Scanning Techniques	0	20	<b>20</b>	5	1.0
<b>Module 2 Total Hours and Quarter Credit Hours</b>		<b>445</b>	<b>165</b>	<b>610</b>	<b>266</b>	<b>52.5</b>
<b>Module 3</b> /Off Campus typically 40 hours per week						
**	<b>**Integrated Clinical</b> /Off-campus Clinical Patient Care 7 Hours training is obtained during the week	0	00	<b>150</b>	0	5.0
CVT 301	<b>Clinical Externship</b> /Off-campus at Clinical Site Scanning Techniques & Tasks	0	0	<b>790</b>	0	26.0
<b>Module 3 Total Hours and Quarter Credit Hours</b>			<b>0</b>	<b>940</b>	<b>0</b>	<b>31.0</b>
<b>Program Hours and Quarter Credit Hours</b>				<b>1950</b>	<b>460</b>	<b>122.0</b>
<b>Total Program Hours Including Homework 2,410</b>						

**\*\*Integrated Clinical; please refer to course descriptions and course syllabus for details.**

## Descriptions of Cardiovascular Sonography Courses

### Module 1

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#### **CDW 100 CAREER DEVELOPMENT WORKSHOP**

This course emphasizes on the introduction to healthcare career, importance of study skills, time management, note-taking and test-taking skills, sitting and passing credentialing exam, developing professional habits and attitudes as well as constructive criticism in order to achieve professional success. Professional Development and Job Search focuses on effective resume writings, employment applications, professional appearance and job lead sources. During mock interviews most common questions and answers, phone etiquette, follow-up skills and thank you notes are pressed upon. .

**5 Clock Hours** (5 lecture, 0 lab skills) **0.5 Quarter Credit Hours**

**Prerequisites:** Admission Requirements

#### **MT 100 MEDICAL TERMINOLOGY**

This course introduces the students to medical terminology. Students will learn definitions of word root, suffix, prefix and combining vowel. Emphasis will be placed on common medical terms associated with various body systems, medical procedures of different medical specialties and common medical abbreviations. The study of medical terminology will continue throughout the course.

**50 Clock Hours** (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

**Prerequisites:** CDW 100 Career Development Workshop

#### **AP 101 ANATOMY AND PHYSIOLOGY I**

This course is designed to focus on basic body composition, structural organization of the body and functions of different body systems. Topics of the course include cytology, fluid and electrolyte imbalance, body fluids pH, integumentary system, muscular system, skeletal system, central and peripheral nervous system, specialized sensory organs.

**50 Clock Hours** (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

**Prerequisites:** MT 100 Medical Terminology

#### **AP 102 ANATOMY AND PHYSIOLOGY II**

This course will cover regional study anatomy of cardiovascular system, lymphatic system, respiratory system, and gastrointestinal system, endocrine glands, and renal system, male and female reproductive systems. Students will also learn about blood composition.

**50 Clock Hours** (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

**Prerequisites:** AP 101 Anatomy and Physiology I

#### **MATH 100 MATH SKILLS FOR HEALTH CARE PROFESSIONALS**

Students will be taught basic math in a friendly and non-intimidating approach. Fundamental math principles, systems of measurements, conversions and statistics are covered with focus on how the information applies to real-world patient care. Students will learn how to solve problems, the different parts of equations, how to move decimal points, and more.

**30 Clock Hours** (30 lecture, 0 lab skills) **3.0 Quarter Credit Hours**

**Prerequisites:** AP 102 Anatomy and Physiology II

#### **PC 101 PATIENT CARE & CLINICAL READINESS**

This course introduces the students to sonographer's role in the field of medicine. Students will learn the legal concepts associated with the profession, patient care, communications and critical thinking skills, law & ethics. The topics of discussion will also be the history of sonography, safety issues, federal, state and local legal guidelines, medical records and contracts, standards of care and negligence and varieties of consent.

**40 Clock Hours** (30 lecture, 10 lab skills) **3.5 Quarter Credit Hours**

**Prerequisites:** MATH 100 Math Skills for Health Care Professionals

## **PHY 201      GENERAL PHYSICS**

This course will teach Introduction to General Physics, Newton's Law of Motion, Gravitation Thermodynamics, Energy & Sound Waves, Electricity and Magnetism. It will explain the laws of conservation of energy, forms and sources of energy, compare and convert Fahrenheit, Celsius, and Kelvin temperature scales, teach properties of solids, liquids, and gasses, heat transfers, optic applications, discuss principles of electrical safety and problems, elements of the Periodic Table as well as biological effects of radiation.

**30 Clock Hours** (30 lecture, 0 lab skills) **3.0 Quarter Credit Hours**

**Prerequisites:** PC 101 Patient Care & Clinical Readiness

## **PHY 102      ULTRASOUND PHYSICS AND INSTRUMENTATION**

This course will teach students the fundamentals of ultrasound wave physics in order to obtain the best image possible. Students will learn about sound waves, sound wave propagation, pulse-echo principle, tissue acoustic impedance, absorption and scatter, transducer frequency, beam profile, and color Doppler and spectral waveforms. Scientific notation, ratios, and graphs are emphasized as they are the fundamental principles underlying ultrasound physics. Included in this topic is a review of the operating manual for the ultrasound machine. Emphasis will be placed on information and techniques for the ARDMS registry examination.

**145 Clock Hours** (125 lecture, 20 lab skills) **13.5 Quarter Credit Hours**

**Prerequisites:** PHY 201 General Physic

## **Module 2**

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## **CVT 201      PHARMACOLOGY**

This course covers the indications, contraindications, mechanism of action, normal dosages, side effects and patient considerations of drugs that affect the cardiovascular system.

**50 Clock Hours** (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

**Prerequisites:** PHY 102 Ultrasound Physics and Instrumentation

## **CVT 202      VASCULAR SONOGRAPHY**

This course will cover the systemic, peripheral arterial and venous vascular systems. The cerebrovascular component covers both the extracranial and intracranial arterial systems. Atherosclerosis and stroke are studied as well as the types and symptoms of stroke. Duplex and color flow principles are taught and practiced in the lab. Spectral waveform analysis is examined in normal and pathological states. An in-depth look at transcranial doppler and spectral waveform analysis is reviewed. Clinical applications as applied to the peripheral arterial system are examined. The upper and lower extremity peripheral venous anatomy and physiology is studied as well as venous flow characteristics, disease, and pathology. Lecture time is complimented with hands-on laboratory scanning.

**220 Clock Hours** (160 lecture, 60 lab skills) **19.0 Quarter Credit Hours**

**Prerequisites:** CVT 201 Pharmacology

## **CVT 203      FUNDAMENTALS OF CARDIOLOGY**

This course introduces students to several common cardiovascular diseases likely to be encountered with a patient. Students will develop a comprehensive understanding of the pathophysiology and assessment of cardiovascular disorders. Hands-on scanning of appropriate anatomy will be performed in the lab.

**90 Clock Hours** (70 lecture, 20 Lab skills) **8.0 Quarter Credit Hours**

**Prerequisites:** CVT 202 Vascular Sonography

### **CVT 204 ADULT CARDIAC SONOGRAPHY**

This course introduces students to ultrasound examination of the heart aka echocardiography. They will learn echocardiographic imaging principles, imaging views, findings of normal/abnormal structure and functions of the heart. They will also learn about cardiac hemodynamics, ventricular functions, ischemic heart diseases, valvular heart diseases, cardiomyopathies, hypertensive heart diseases, pericardial diseases, tumors of the heart, diseases of the aorta, congenital heart diseases, normal and abnormal electrical activities of the heart, stress echocardiography, contrast echocardiography, advanced techniques and procedures in adult cardiac sonography, basic knowledge about transesophageal, intraoperative sonography and cardiac transplant, cardiac trauma, athlete's heart and the heart in pregnancy. This course will also provide information about, M-mode 3D/4D echocardiography, systemic diseases affecting heart and their echocardiographic findings.

**210 Clock Hours** (150 lecture, 60 lab skills) **18.0 Quarter Credit Hours**

**Prerequisites:** CVT 203 Fundamentals of Cardiology

### **CVT 205 FETUS, NEONATES, AND PEDIATRIC CARDIAC SONOGRAPHY**

This course provides students with a general overview of cardiac scanning related to fetus, neonates and pediatrics.

**20 Clock Hours** (15 lecture, 5 lab skills) **1.5 Quarter Credit Hours**

**Prerequisites:** CVT 204 Adult Cardiac Sonography

### **CVT 206 LAB SKILLS REVIEW**

The clinical readiness/lab review component prepares the student in obtaining and performing optimal imaging techniques and generally accepted protocols. Evaluation of scanning techniques, basic patient care, and law & ethics are covered. Critical thinking skills through analysis of ethical theory and relevant cases will be discussed. Review of patient care will be discussed including, but not limited to, body mechanics, positioning and draping, transfer activities, ambulation aids, wheelchair features and special equipment. Included in the topic will be the patient care environment and the special needs client.

**20 Clock Hours** (0 lecture, 20 lab skills) **1.0 Quarter Credit Hours**

**Prerequisites:** CVT 205 Fetus, Neonates, and Pediatric Cardiac Sonography

## **Module 3**

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### **CVT 300 INTEGRATED CLINICAL**

During the Integrated Clinical component of this program the student is exposed to patient care environment at the approved clinical site. The student will have exposure and hands-on experience in dealing with the patient's physical and psychological needs. Emphasis is placed on developing compassionate, ethical and competent workplace skills required within a healthcare facility. Just and legal principles are explored through real life situations. Student is typically required to attend Integrated Clinical during one day (6 hours) per week. Integrated Clinical (CVT 300) starts during (CVT 202) Vascular Sonography.

**150 Clock Hours** (0 lecture, 150 clinical) **5.0 Quarter Credit Hours**

**Prerequisites:** Module I, Module II

### **CVT 301 CLINICAL EXTERNSHIP**

This course is providing students with practical training at the off-campus Clinical Education Site. At first, students may be shadowing an experienced mentor and eventually they will be performing tasks at hand in their fields of specialty and work more independently. The main focus of the training is placed on the student performing ultrasound examinations of the abdomen, obstetrics and gynecology, small parts, and vascular systems as well as how to obtain, review and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. Students will learn and develop scanning techniques, imaging protocols and taking care of sensitive equipment through hands-on experience at the hospitals, imaging centers or private practice

**790 Clock Hours** (0 lecture, 790 clinical) **26.0 Quarter Credit Hours**

**Prerequisites:** CVT 300, Module I, Module II



# Surgical Technology Program

## Surgical Technology

Certificate Program / 81.5 Quarter Credit Hours

Day class 55 weeks / Evening class 55 weeks / 1,632 Clock Hours (Including 332 Homework Hours)

The Surgical Technology Program at Medical Career Institute is accredited through the Accrediting Bureau of Health Education Schools (ABHES). Students are trained to become multi-faceted members of the surgical team to work closely with surgeons, anesthesiologists, registered nurses and other surgical personnel delivering patient care and assuming appropriate responsibilities before, during, and after surgical procedures. Method of program delivery is residential. It includes well balanced on-campus time for lectures and demonstrations and on-campus (work-simulated) operating room laboratory for mock practice surgical procedures, proper scrub area and storage area. The off-campus Clinical Externship module of the curriculum is structured to include supervised hands-on training (requiring competencies logs and evaluations) at clinical externship sites such as hospitals, outpatient surgical centers, and endoscopy/colonoscopy clinics.

### *Objectives of the program:*

- Teaching courses in terminology, anatomy, physiology, math, law, ethics, patient needs, patient care concepts, pharmacology, microbiology and surgical procedures.
- Providing clinical activities within on-campus work-simulated training laboratories that includes knowledge of surgical instruments and equipments, operating room design and set up for surgical procedures, surgical scrubbing, gowning and gloving, setting up the sterile field, following aseptic techniques, assisting other team members in the field, passing and retrieving instrument during surgery, counting surgical items for patient safety, end of the procedures room clean up and proper technique of handling of sharps and biohazard materials.
- Providing students with off campus clinical externship experience that includes a supervised hands-on training (requiring competencies logs and evaluations) at the clinical site (hospitals and surgical centers).

### *At the completion of the program the diligent student will be:*

- Proficient in performing entry-level surgical technician's tasks and responsibilities.
- Awarded a Certificate of Completion of an accredited Surgical Technology program.
- Establish eligibility to test for the Certified Surgical Technologist (CST) credentialing exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
- Able to seek entry-level employment in facilities such as hospital's operating rooms, labor and delivery, endoscopy/colonoscopy clinics, outpatient surgical centers after passing credentialing exam.

## Program Length and Schedule

The Surgical Technology Program is 1,632 clock hours in length and includes; 505 hours of on-campus didactic, 295 hours of on-campus laboratory skills, 500 hours of off-campus clinical externship and 332 homework hours.

**Day Classes:** During the first 40 weeks of the day program classes are scheduled at 5 hours per day, Monday thru Thursday 9:00 a.m. to 2:30 p.m. and are held on-campus. In addition, each course requires outside homework hours. Please refer to Program Outline and course Syllabus for details. The final 15 weeks (500 hours) of the program, students spend at off-campus clinical externship sites Monday thru Friday during the day hours. Clinical Externship days or hours may vary depending on individual sites and hours of operation however, students are required to extern for a minimum of 32 hours per week. In addition, each course requires homework. Please refer to Program Outline and Course Syllabus for details.

**Evening Classes:** During the first 40 weeks of the program classes are scheduled at 5 hours per day Monday thru Thursday 4:30 p.m. to 9:30 p.m. and are held on-campus. In addition, each course requires outside homework hours. Please refer to Program Outline and course Syllabus for details. The final 15 weeks (500 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday during the day hours. Clinical externship days or hours may vary depending on the site hours of operation. However, students are required to extern for a minimum of 32 hours per week. In addition, each course requires homework. Please refer to Program Outline and Course Syllabus for details. **There is no evening Clinical Externship.**



## Additional Admission Requirements

All candidates enrolling to the Surgical Technology program must be a college graduate with a minimum of an associate degree. Foreign graduates in addition must present certified English translation of required documents and an evaluation confirming that the degree meets at least U.S. equivalency.

**\*School Director or Program Director makes the final decision of acceptance or rejection into the program.**

## Laboratory and Clinical Requirements

Prior to entering (on-campus and/or off-campus) laboratory skills area, students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 step Mantoux Test (Tuberculin Skin Test or QuantiFERON-TB Gold; necessary forms will be provided). Students must also wear white sneakers or nurse's shoes with closed toe and solid tops made of easy to disinfect materials, and white socks or stockings. The above laboratory and clinical necessities are the responsibility of the student and may vary according to different site's requirements. Medical Career Institute carries no responsibility for these requirements and/or charges.

Prior to assignment to a designated clinical externship site students will be required to have cleared Background Check, Negative Drugs Screenings Test, valid Healthcare Provider CPR & AED Certification and Student's Comprehensive General Liability Insurance Policy which protects the student in the event of a liability lawsuit. Upon successful completion of clinical externship, student will be given competencies evaluation based on procedures performed as deemed relevant to the Perioperative Nursing Program and offered by the site. Additionally, all students will be evaluated on their professionalism including appearance, punctuality, ability to assume responsibility and dependability, ability to communicate with staff and patients as well as following instructions and accepting constructive criticism.

## Credentialing Exams

Upon satisfactory completion of the Surgical Technology Program, the graduates are eligible for and are encouraged to sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) [www.nbstsa.org](http://www.nbstsa.org) credentialing exam. This credential is a nationally recognized voluntary certification that could enhance employment opportunities or income potentials. **However, registration or credentialing requirements for taking and passing examinations are not controlled by Medical Career Institute but by the agencies and are subjects to change by the agency without notice to Medical Career Institute. Therefore, Medical Career Institute cannot guarantee that graduates will be eligible to sit for certification examination, regardless of their eligibility status upon enrollment. Medical Career Institute carries no responsibility for these requirements and eligibilities and strongly recommends students verify their eligibility with NBSTA.**

## Student Employment While Attending Program

- **Policy:** Should a Surgical Technology student be employed, or gain employment at a medical facility during their clinical externship, the student must maintain separate schedules of hours for work and clinical education. Student's employment must be arranged outside of the clinical scheduled hours, and must not interfere with regular academic responsibilities. The employment must be non-compulsory, paid and subject to all employee regulations.
- **Procedure:** Students are allowed to gain employment while enrolled in the program; however, they must maintain separate schedules for work and clinical externship hours. It is the students responsibly to balance off their schedules. Any hands-on examination that is performed while working as a paid employee will not be considered as a part of clinical competency.

## **Employment**

Many Surgical Technicians are employed in hospital's operating rooms, labor and delivery rooms, ambulatory care centers and Central Sterile Processing Departments. Some are employed directly by surgeons in the private scrub role, while others with additional training work as Surgical First Assistants. They are also utilized in clinics, plastic and general surgery centers, and animal surgery centers, in offices of ophthalmologists, physicians, and dentists. Their broad educational background, plus specialized focus, allows surgical technicians to function well in a number of diverse areas of their field. Employment possibilities in addition to operating room technicians include surgery schedulers, materials management, central service managers, organ/tissues procurement and preservation, cardiac characterization laboratories, product development, research, and marketing and sales. A number of Operating Room technicians are instructors and preceptors in the Operating Room/surgical technology fields. For expected salary please refer to web site: [www.salary.com](http://www.salary.com).

## **Working Conditions**

Surgical Technologists work in clean, well lit and cool, controlled and relatively quiet environments. They may be required to stand for long periods of time, and it is vital their attention be focused on the tasks at hand. They may at times be exposed to communicable diseases, unpleasant odors, sights and biohazard materials and may have to lift, push or turn disabled patients as well as equipment. Most operating room technicians work a regular 40-hour week, although they may be "on call", work nights, weekends and holidays on a rotating basis depending on their facility.

## Surgical Technology Program Outline

Course	<b>Module 1</b> /On-campus 20 hours per week	Lecture Hours	Lab Hours	Total Hours	Home work Hours	Quarter Credits
CDW 100	<b>Career Development Workshop</b> Resume, Job search & interviews, Dress code, Professionalism	5	0	<b>5</b>	3	0.5
MT 101	<b>Medical Terminology</b> Medical words as word root, Prefixes, Suffixes and their meanings	60	0	<b>60</b>	30	6.0
AP 102	<b>Anatomy and Physiology I</b> Body organization, Cells, Tissue, Nervous System, Skin, Skeletal, Muscular	60	0	<b>60</b>	30	6.0
AP 103	<b>Anatomy and Physiology II</b> Respiratory, Circulatory, Digestive, Urinary, Endocrine, Reproductive	60	0	<b>60</b>	30	6.0
MS 104	<b>Math Skills for Health Care Professionals</b> Math and Conversions	50	0	<b>50</b>	25	5.0
<b>Module 1 Total Hours and Quarter Credit Hours</b>		<b>235</b>	<b>0</b>	<b>235</b>	<b>118</b>	<b>23.5</b>
<b>Module 2</b> /On-campus 20 hours per week						
ST 201	<b>Foundations of Surgical Technology I</b> Orientation to Surgical Technology & the Profession, Hospital Organization, Principles of Microbiology and Sterilization.	80	45	<b>125</b>	55	10.0
ST 202	<b>Foundations of Surgical Technology II</b> Surgical Pharmacology, Patient Care and Safety Concepts, Wound Care, Surgical Equipment & Instruments, Basic Case Prep and Procedures	80	40	<b>120</b>	51	10.0
ST 203	<b>Surgical Procedures I</b> General Surgery, OB/GYN, Ophthalmic, Otorhinolaryngologic	40	80	<b>120</b>	40	8.0
ST 204	<b>Surgical Procedures II</b> Oral and Maxillofacial, Plastic and Reconstructive, Genitourinary, Orthopedic	40	80	<b>120</b>	40	8.0
ST 205	<b>Surgical Procedures III</b> Cardiothoracic, Peripheral Vascular, Neurosurgery	30	50	<b>80</b>	28	5.5
<b>Module 2 Total Hours and Quarter Credit Hours</b>		<b>270</b>	<b>295</b>	<b>565</b>	<b>214</b>	<b>41.5</b>
<b>Module 3</b> Off-campus 40 hours per week expected						
ST 301	<b>Clinical Externship STEP I</b> /Off-campus at Clinical Site Acclimatization to the Operating Room, Shadowing Scrub Nurse or Technician, Observing and/or Beginning to Scrub Minor Cases	0	0	<b>200</b>	0	6.5
ST 302	<b>Clinical Externship STEP II</b> /Off-campus at Clinical Site Scrubbing more Complex Cases, Assisting with Surgical Technologist's Tasks	0	0	<b>150</b>	0	5.0
ST 303	<b>Clinical Externship STEP III</b> /Off-campus at Clinical Site Scrubbing more independently in Minor and Advanced Cases, Performing Surgical Technologist's Pre-operative and Post-operative Tasks	0	0	<b>150</b>	0	5.0
<b>Module 3 Total Hours and Quarter Credit Hours</b>		<b>0</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>16.5</b>
<b>Program Hours and Quarter Credit Hours</b>				<b>1300</b>	<b>332</b>	<b>81.5</b>
<b>Total Program Hours Including Homework 1,632</b>						

## Descriptions of Surgical Technology Courses

### *Module 1*

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#### **CDW 100 CAREER DEVELOPMENT WORKSHOP**

This course emphasizes on the introduction to healthcare career, importance of study skills, time management, note-taking and test-taking skills, sitting and passing credentialing exam, developing professional habits and attitudes as well as constructive criticism in order to achieve professional success. Professional Development and Job Search focuses on effective resume writings, employment applications, and professional appearance and job lead sources. During mock interviews most common questions and answers, phone etiquette, follow-up skills and thank you notes are pressed upon. .

**5 Clock Hours** (5 lecture, 0 lab skills) **0.5 Quarter Credit Hours**

**Prerequisites:** Admission Requirements

#### **MT 101 MEDICAL TERMINOLOGY**

This course introduces the students to medical terminology. Students will learn definitions of word root, suffix, prefix and combining vowel. Emphasis will be placed on common medical terms associated with various body systems, medical procedures of different medical specialties and common medical abbreviations. The study of medical terminology will continue throughout the course.

**60 Clock Hours** (60 lecture, 0 lab skills) **6.0 Quarter Credit Hours**

**Prerequisites:** CDW 100 Career Development Workshop

#### **AP 102 ANATOMY AND PHYSIOLOGY I**

This course is designed to focus on basic body composition, structural organization of the body and functions of different body systems. Topics of the course include cytology, fluid and electrolyte imbalance, body fluids pH, integumentary system, muscular system, skeletal system, central and peripheral nervous system, specialized sensory organs.

**60 Clock Hours** (60 lecture, 0 lab skills) **6.0 Quarter Credit Hours**

**Prerequisites:** MT 101 Medical Terminology

#### **AP 103 ANATOMY AND PHYSIOLOGY II**

This course will cover regional study anatomy of cardiovascular system, lymphatic system, respiratory system, and gastrointestinal system, endocrine glands, and renal system, male and female reproductive systems. Students will also learn about blood composition.

**60 Clock Hours** (60 lecture, 0 lab skills) **6.0 Quarter Credit Hours**

**Prerequisites:** AP 102 Anatomy and Physiology I

#### **MS 104 MATH SKILLS FOR HEALTH CARE PROFESSIONALS**

Students will be taught basic math in a friendly and non-intimidating approach. Fundamental math principles, systems of measurements, conversions and statistics are covered with focus on how the information applies to real-world patient care. Students will learn how to solve problems, the different parts of equations, how to move decimal points, and more.

**50 Clock Hours** (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

**Prerequisites:** AP 103 Anatomy and Physiology II

**ST 201 FOUNDATIONS OF SURGICAL TECHNOLOGY I**

This course introduces the student to surgical technology profession, hospital organization, principles of microbiology and sterilization. Importance of aseptic procedures and techniques, universal precautions and different methods of sterilization of instruments are covered. Principles of Microbiology, infection and how the chain of infections can be broken to prevent the process of infection. Basic case prepping and procedures, patient care and safety concepts in the Operating Room, different methods of hemostasis, emergency situations and knowledge of radiological and chemical injuries and biological warfare to the treatment of the patient are taught.

**125 Clock Hours (80 lecture, 45 lab skills) 10.5 Quarter Credit Hours**

**Prerequisites:** MS 104 Math Skills for Health Care Professionals

**ST 202 FOUNDATIONS OF SURGICAL TECHNOLOGY II**

This course introduces the student to surgical pharmacology, patient care and safety concepts, wound care, surgical equipment and instruments. Surgical wounds, wound management, minimally invasive endoscopic and robotic-assisted surgery, surgical equipment and instruments of different surgical specialties are also covered. Basic case prepping and procedures, patient care and safety concepts in the Operating Room, different methods of hemostasis, emergency situations and knowledge of radiological and chemical injuries and biological warfare to the treatment of the patient are taught.

**120 Clock Hours (80 lecture, 40 lab skills) 10.0 Quarter Credit Hours**

**Prerequisites:** ST 201 Foundations of Surgical Technology I

**ST 203 SURGICAL PROCEDURES I**

In this course students will study procedures and instrumentation and how to prepare the operating room for various surgical specialties such as General Surgery, Obstetrical and Gynecological, Ophthalmic and Otorhinolaryngologic. Students will learn how to scrub for different procedures. They will study the clinical indications of surgery, surgical steps and possible complications associated with individual surgical interventions.

**120 Clock Hours (40 lecture, 80 lab skills) 8.0 Quarter Credit Hours**

**Prerequisites:** ST 202 Foundations of Surgical Procedures II

**ST 204 SURGICAL PROCEDURES II**

In this course students will study procedures and instrumentation and how to prepare the operating room for various surgical specialties such as Oral, Maxillofacial, Plastic, Reconstructive, Genitourinary and Orthopedic. Students will learn how to scrub for different procedures. They will study the clinical indications of surgery, surgical steps and possible complications associated with individual surgical interventions.

**120 Clock Hours (40 lecture, 80 lab skills) 8.0 Quarter Credit Hours**

**Prerequisites:** ST 203 Surgical Procedures I

**ST 205 SURGICAL PROCEDURES III**

In this course students will study procedures and instrumentation and how to prepare the operating room for various surgical specialties such as Cardiothoracic, Peripheral Vascular and Neurosurgery. Students will learn how to scrub for different procedures. They will study the clinical indications of surgery, surgical steps and possible complications associated with individual surgical interventions.

**80 Clock Hours (30 lecture, 50 lab skills) 5.5 Quarter Credit Hours**

**Prerequisites:** ST 204 Surgical Procedures II

## CLINICAL EXTERNSHIP

This off-campus Clinical Externship module of the curriculum is structured to include supervised hands-on training at Clinical Externship sites such as hospitals, and in some cases or phases of training at outpatient surgical centers, and endoscopy/colonoscopy clinics. Students are required to keep weekly case logs and competencies. Meetings with Clinical Coordinator or Program Director at the end of each step will take place to evaluate student's performance and progress.

**ST 301 Step I.** At this phase of training students will be shadowing and observing an experienced mentor, acclimating and adjusting to the operating room environment as well as learning the routines of the surgical team. Eventually students will be allowed to begin (under the supervision of the surgical team member) scrubbing for minor cases. Some students may have to complete hands-on working experience in the Central Sterile Processing Department. Students will be trained on decontamination, sterilization and disinfection.

**200 Clock Hours (0 lecture, 200 clinical) 6.5 Quarter Credit Hours**

**Prerequisites:** ST 205 Surgical Procedures

**ST 302 Step II.** At this phase of training students will be expected to show more confidence with scrubbing (under the supervision of the surgical team member) for minor cases while beginning to scrub for more complex cases. Students will receive training on aseptic technique during surgery, case planning and intra-operative routines for different surgical specialties and for different surgeons

**150 Clock Hours (0 lecture, 150 clinical) 5.0 Quarter Credit Hours**

**Prerequisites:** ST 301 Clinical Externship

**ST 303 Step III.** At this phase of training students are expected to (while still under the supervision of the surgical team member) perform tasks at hand in the operating room and work more independently. Students will be performing preoperative, intra-operative and postoperative tasks, scrubbing minor, advanced and different specialty cases. Toward the end of this phase of clinical externship students will sit for national certification exam for Surgical Technologists. Upon completion students are required to demonstrate entry-level proficiency in all areas of general surgery and most of the specialties.

**150 Clock Hours (0 lecture, 150 clinical) 5.0 Quarter Credit Hours**

**Prerequisites:** ST 302 Clinical Externship



# Sterile Processing Technology Program

## Sterile Processing Technician

Certificate Program / 40.0 Quarter Credit Hours

Day: 29 weeks / Evening: 32 weeks / 854 Clock Hours (Including 142 Homework Hours)

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The Sterile Processing program at Medical Career Institute is based on The International Association of Healthcare Central Service Material Management (IAHCSMM) training requirements and complies with its policies and procedures in preparing students for the certification exam mandated in the State of New Jersey by Department of Health and Senior Services in order to enter the profession. Method of program delivery is residential. This program prepares graduates to work as a skilled Registered Central Service Technicians in hospitals, ambulatory surgery centers and endoscopy colonoscopy clinics. Essential functions of a Registered Central Service Technicians are; to sterilize, package, test and operate medical equipment and surgical instruments, stock and maintain equipment processing rooms, prepare surgical carts with surgical supplies and instrument trays as well as prepare and maintain records and logs associated with medical instruments and equipment.

### *Objectives of the program:*

- Teaching courses in terminology, anatomy, physiology, law, ethics, federal & state regulations and standards, cleaning, decontamination, sterilization, packaging, storage, inventory management, safety and ambulatory surgery practices.
- Providing clinical activities within on-campus work-simulated training laboratories that includes knowledge and proper use of decontamination and sterilization equipment, proper chemical disinfection, flash sterilization, high and low temperature sterilization of basic and complex surgical instrumentation, communication and human relation skills.
- Providing students with off campus clinical externship experience that includes a supervised hands-on training (requiring competencies logs and evaluations) at the clinical sites (hospitals and surgical centers).

### *At the completion of the program the diligent student will be:*

- Proficient in performing entry-level Sterile Technician tasks and responsibilities.
- Awarded a Certificate of Completion.
- Establish eligibility to test for the Registered Certified Central Processing Technician's credentialing exam administered by The International Association of Healthcare Central Service Material Management
- Able to seek an entry-level employment in facilities such as hospitals and outpatient surgical centers, dental clinics and endoscopy/colonoscopy suites after passing credentialing exams.

## Program Length and Schedule

The Sterile Processing Technology Program is 854 clock hours in length and includes; 252 hours of on-campus didactic, 60 hours of on-campus hands-on laboratory skills, 400 hours of off-campus clinical externship and 142 homework hours.

**Day Classes:** During the first 13 weeks of the day program classes are scheduled at 6 hours per day Monday thru Thursday 8:00 a.m. to 2:30 p.m. and are held on-campus. The final 16 weeks (400 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern for a minimum of 25 hours per week. In addition, each course requires outside homework hours. Please refer to Program Outline and Course Syllabus for details.

**Evening classes:** During the first 16 weeks of the program classes are scheduled at 5 hours per day Monday thru Thursday 4:30 p.m. to 9:30 p.m. and are held on-campus. The final 16 weeks (400 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern for a minimum of 25 hours per week. In addition, each course requires outside homework hours. Please refer to Program Outline and Course Syllabus for details.

## Additional Admission Requirements

All candidates will also be required to have cleared background check, negative drug screening results and completed health clearance and immunizations.

**\*School Director or Program Director makes the final decision of acceptance or rejection into the program.**

## Laboratory and Clinical Requirements

Prior to entering (on-campus and/or off-campus) laboratory skills area, students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 step Mantoux Test (Tuberculin Skin Test or QuantiFERON-TB Gold; necessary forms will be provided). Students must also wear white sneakers or nurse's shoes with closed toe and solid tops made of easy to disinfect materials, and white socks or stockings. The above laboratory and clinical necessities are the responsibility of the student and may vary according to different site's requirements. Medical Career Institute carries no responsibility for these requirements and/or charges.

Prior to assignment to a designated clinical externship site students will be required to have cleared Background Check, Negative Drugs Screenings Test, valid Healthcare Provider CPR & AED Certification and Student's Comprehensive General Liability Insurance Policy which protects the student in the event of a liability lawsuit. Upon successful completion of clinical externship, student will be given competencies evaluation based on procedures performed as deemed relevant to the Clinical Assistant Program and offered by the site. Additionally, all students will be evaluated on their professionalism including appearance, punctuality, ability to assume responsibility and dependability, ability to communicate with staff and patients as well as following instructions and accepting constructive criticism.

## Credentialing Exams

Upon satisfactory completion of Sterile Processing Technology Program graduates are eligible to sit for the International Association of Healthcare Central Service Material Management ([www.iahcsmm.org](http://www.iahcsmm.org)) certificate exam to become a Registered Central Service Technicians (This credential is mandated in the State of New Jersey by Department of Health and Senior Services in order to enter the profession. **However, registration or credentialing requirements for taking and passing examinations are not controlled by Medical Career Institute but by the agencies and are subject to change by the agency without notice to Medical Career Institute. Therefore, Medical Career Institute cannot guarantee that graduates will be eligible to sit for certification examination, regardless of their eligibility status upon enrollment. Medical Career Institute carries no responsibility for these requirements and eligibilities and strongly recommends students verify their eligibility with IAHCSSM.**

## Student Employment While Attending Program

- **Policy:** Should a Sterile Processing student be employed, or gain employment at a medical facility during their clinical externship, the student must maintain separate schedules of hours for work and clinical education. Student's employment must be arranged outside of the clinical scheduled hours, and must not interfere with regular academic responsibilities. The employment must be non-compulsory, paid and subject to all employee regulations.
- **Procedure:** Students are allowed to gain employment while enrolled in the program; however, they must maintain separate schedules for work and clinical externship hours. It is the students responsibly to balance off their schedules. Any hands-on examination that is performed while working as a paid employee will not be considered as a part of clinical competency.

## Employment

Many of Sterile Processing Technicians are employed in hospital's Central Sterile Processing Departments and Ambulatory Care Centers. They may also be utilized in clinics, surgery centers, and offices of ophthalmologists, physicians or dentists. Their broad educational background, plus specialized focus, allows Sterile Processing Technicians to function well in a number of diverse areas of their field as well as cross-train to Surgical Technology Program. Employment possibilities in addition to Central Sterile Processing Departments may include material management, product development, research or sales. Essential functions of a Sterile Processing

Technician are; to sterilize, package, test and operate medical equipment and surgical instruments, stock and maintain equipment processing rooms, prepare surgical carts with surgical supplies and instrument trays as well as prepare and maintain records and logs associated with instruments and equipment.

For expected salary please refer to web site: [www.salary.com](http://www.salary.com).

## Working Conditions

Sterile Processing Technicians work in well lit, cool and controlled environment. They may be on their feet for long periods of time and may have to lift and push equipment and supplies. They may at times be exposed to communicable diseases, unpleasant sights, odors and gases, heat and steam, biohazard materials and chemicals. It is vital their attention be focused on the tasks at hand. Most technicians work a regular 40-hour / week: although they may be "part-time", work nights, weekends and holidays on a rotating basis depending on the facility.

## Sterile Processing Technology Program Outline

Courses	Module 1 /On-campus, 24 hours per week	Lecture Hours	Lab Hours	Total Hours	Home work Hours	Quarter Credits
CDW 100	<b>Career Development Workshop</b> /on-campus Externship rules, Resume, Job search & interviews, Dress / Professionalism	5	0	5	3	0.5
MT 101	<b>Medical Terminology with Basic A&amp;P</b> Medical words as word root, prefixes, suffixes and their meanings Body Organization, Cells, Tissue, and Systems	96	0	96	48	9.5
	<b>Module 1 Total Hour and Quarter Credit Hours</b>	<b>101</b>	<b>0</b>	<b>101</b>	<b>51</b>	<b>10.0</b>
	<b>Module 2 /On-campus 24 hours per week</b>					
SPT 201	<b>Microbiology &amp; Infection Prevention</b> Bacterial & Non-bacterial Microorganisms, Microscope, Protecting Patients & Employees	24	6	30	14	2.5
SPT 202	<b>Federal &amp; State, Regulations &amp; Standards</b> Rules & Responsibilities in SPD, Tools for Cleaning , Decontamination, Point of Use Preparation & Transport	30	0	30	15	3.0
SPT 203	<b>Cleaning &amp; Decontamination</b> Protocols, Agents, Chemical Disinfection, Basic & Complex Surgical Instruments Handling	37	18	55	23	4.5
SPT 204	<b>Sterilization, Packaging &amp; Storage</b> Package Selection, Flash, High & Low Temperatures Sterilization	24	24	48	18	3.5
SPT 205	<b>Inventory Management</b> Perpetual & Alternative Inventory Control, Patient Care Equipment, Tracking Systems, Quality Assurance	12	12	24	9	1.5
SPT 206	<b>Safety &amp; Ambulatory Surgery Practices</b> Communication & Human Relation Skills, SPD in other Practices	12	0	12	6	1.0
	<b>Module 2 Total Hours and Quarter Credit Hours</b>	<b>139</b>	<b>60</b>	<b>199</b>	<b>85</b>	<b>16.0</b>
	<b>Module 3 /Minimum 25 hours per week</b>					
SPT 301	<b>National Examination Review</b> /on-campus Simulated credentialing exams & comprehensive overview of the subject	12	0	12	6	1.0
SPT 303	<b>Clinical Externship</b> /Off-campus at Clinical Site Sterile Processing Tasks	0	0	400	0	13.0
	<b>Module 3 Total Hours and Quarter Credit Hours</b>	<b>12</b>	<b>0</b>	<b>412</b>	<b>6</b>	<b>14.0</b>
	<b>Program Hours and Quarter Credit Hours</b>			<b>712</b>	<b>142</b>	<b>40.0</b>
<b>Total Program Hours Including Homework 854</b>						

## Descriptions of Sterile Processing Technology Courses

### Module 1

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#### **CDW 100 CAREER DEVELOPMENT WORKSHOP**

This course emphasizes on the introduction to healthcare career, importance of study skills, time management, note-taking and test-taking skills, sitting and passing credentialing exam, developing professional habits and attitudes as well as constructive criticism in order to achieve professional success. Professional Development and Job Search focuses on effective resume writings, employment applications, professional appearance and job lead sources. During mock interviews most common questions and answers, phone etiquette, follow-up skills and thank you notes are pressed upon. .

*5 Clock Hours (5 lecture, 0 lab skills) 0.5 Quarter Credit Hours*

*Prerequisites: Admission Requirements*

#### **MTB 100 MEDICAL TERMINOLOGY WITH BASIC ANATOMY & PHYSIOLOGY**

This course introduces the students about medical terminology. They will learn definitions of word root, suffix, prefix and combining vowel. Emphasis will be placed on common medical terms associated with various body systems, medical procedures of different medical specialties and common medical abbreviations. Basic body composition, structural organization, cells, tissue and functions of different body systems are also covered.

*96 Clock Hours (96 lecture, 0 lab skills) 9.5 Quarter Credit Hours*

*Prerequisites: CDW 100 Career Development Workshop*

### Module 2

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#### **SPT 201 MICROBIOLOGY & INFECTION PREVENTION**

This course will teach a basic understanding of Microbiology and Microorganisms, how to stop spreading of infection and protect both patients and employees from harmful microorganisms. Focus is placed on how microorganisms grow, live, and survive, and how they are transmitted from person to person and place to place. This section will also explain the role of Central Service Technicians in a healthcare facility's infection prevention and control efforts. Personal hygiene, and personal protective equipment, standard precautions, key elements in the Bloodborne Pathogens Standard published by Occupational Safety and Health Administration (OSHA), Use of Bacterial & Non-bacterial Microscope will also be explained.

*30 Clock Hours (24 lecture, 6 lab skills) 2.5 Quarter Credit Hours*

*Prerequisites: MTB 100 Medical Terminology with Basic Anatomy and Physiology*

#### **SPT 202 FEDERAL & STATE REGULATIONS & STANDARDS**

This course is designed to provide students with understanding of the major agencies and associations that regulate and/or set work practice standards for the Central Service Department. Focus is placed on differences between regulations and voluntary and regulatory standards, basic review of U.S. Food and Drug Administration (FDA) regulations, role and responsibilities of other federal and state governmental agencies that impact Central Service. Rules & Responsibilities in SPD, Tools for Cleaning, role of water quality on in cleaning and decontamination process and other cleaning inputs such as chemicals, brushes, etc., Decontamination, Point of Use Preparation & Transport will also be covered.

*30 Clock Hours (30 lecture, 0 lab skills) 3.0 Quarter Credit Hours*

*Prerequisites: SPT 201 Microbiology & Infection Prevention*

#### **SPT 203 CLEANING & DECONTAMINATION**

This chapter will teach the students different methods and processes of cleaning basic and complex surgical equipment and instrumentation depending on size, shape, composition, complexity and tolerance for moisture or heat sensitivity, removing of visible soil or microorganisms that are too small to be seen with the naked eye. Cleaning Protocols, selection of cleaning agents like water, detergents, enzymes, and enzymatic detergents, chemical disinfection, basic & complex surgical instruments handling will be taught.

*55 Clock Hours (37 lecture, 18 lab skills) 4.5 Quarter Credit Hours*

*Prerequisites: SPT 202 Federal & State Regulations & Standards*

### **SPT 204 STERILIZATION, PACKAGING & STORAGE**

This chapter will teach students understanding the importance of packaging selection and applications for sterilization. Reusable and disposable materials, package closure methods, preparing pack contents for packaging, labeling and storage, transport, flash, high & low temperature sterilization processes are being taught.

**48 Clock Hours** (24 lecture, 24 lab skills) **3.5 Quarter Credit Hours**

**Prerequisites:** SPT 203 Cleaning & Decontamination

### **SPT 205 INVENTORY MANAGEMENT**

This chapter's focus is on managing the items needed for patients, primarily on the acquisition, storage, management, and distribution of disposable supplies throughout the healthcare facility. It will teach students understanding inventory management concepts and will provide them with information about commercially sterilized products. Perpetual & alternative inventory control, management of patient care equipment, tracking systems of instruments, equipment and supplies, and quality assurance and control indicators will be covered.

**24 Clock Hours** (12 lecture, 12 lab skills) **1.5 Quarter Credit Hours**

**Prerequisites:** SPT 204 Sterilization, Packaging & Storage

### **SPT 206 SAFETY & AMBULATORY SURGERY PRACTICES**

This chapter will teach students about common and special safety and hazards protocols and will help to prepare them for events that the facility may be called to respond to and provide support in case of the national disaster. Effective communication & human relation skills will be discussed. Sterile Processing for Ambulatory Surgery and other practices from acute care hospitals to clinics and dental offices will also be taught.

**12 Clock Hours** (12 lecture, 0 lab skills) **1.0 Quarter Credit Hours**

**Prerequisites:** SPT 205 Inventory Management

## **Module 3**

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### **SPT 301 NATIONAL EXAMINATION REVIEW**

This course is a comprehensive overview of the Program. Students will be given a final exam encompassing information of all materials covered. Strategies will be introduced how to pass the IAHCSSM certification exam.

**12 Clock Hours** (12 lecture, 0 lab skills) **1.0 Quarter Credit Hours**

**Prerequisites:** SPT 206 Safety & Ambulatory Surgery Practices

### **SPT 303 CLINICAL EXTERNSHIP**

This course is providing students with practical training at the Clinical Education Site. At first, students may be shadowing an experienced mentor and eventually they will be performing tasks at hand in their fields of specialty and work more independently. Student will be trained on decontamination, sterilization and disinfection. Entry-level sterile processing technician's responsibilities will be practiced, reading data log print-outs from sterilizers (Cycle Parameters), practicing how to do envelope wrap and square wrap, proper placement of bacterial filters in rigid sterilizing containers, learning how to heat-seal peel-pack for steam and peel-pack for low-sterilization, placement of internal and external indicators.

**400 Clock Hours** (0 lecture, 400 clinical) **13.0 Quarter Credit Hours**

**Prerequisites:** CDW 100 Career Development Workshop, MTB 100 Medical Terminology with Basic Anatomy and Physiology, SPT 201 Microbiology & Infection Prevention, SPT 202 Federal & State Regulations & Standards, SPT 203 Cleaning & Decontamination, SPT 204 Sterilization, Packaging & Storage, SPT 205 Inventory Management, SPT 206 Safety & Ambulatory Surgery Practices, SPT 301 National Examination Review.



# Medical Assistant Program

## Medical Assistant

Certificate Program: / 52 Quarter Credit Hours

Day class: 35 weeks / Evening class: 35 weeks / 958 Clock Hours (Including Homework)

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The Medical Assistant Program prepares students for entry-level positions in the healthcare industry as front, or back office assistants. Method of program delivery is residential. It includes a well-balanced on-campus time for lectures and demonstrations and work-simulated lab which imitates a doctor's exam room, phlebotomy lab and EKG lab. Students will also learn essential patient care responsibilities such as vital signs, triage and CPR. Students will learn a wide variety of computer applications. Emergency and other medical skills such as, medical front office and insurance billing techniques. Students will develop administrative skills which include patient scheduling, obtaining and maintaining patient data, office bookkeeping, insurance billing, and automated office information management, including computerized patient billing. Students will participate in a 180-hour clinical externship to gain workplace experience and networking opportunities with an employer in their labor market area of study. This externship experience will be an integral part of the program and is required for graduation.

## Program Goals

To prepare the graduate to become skilled entry-level Medical Assistants providing both patient care and medical office support as multi-skilled allied health professionals with diverse duties in medical offices, hospitals, clinics and health care centers.

### *Objectives of the program:*

- Teaching courses in anatomy, physiology, pharmacology, clinical procedures interpersonal skills, confidentiality, medical law and ethics, HIPPA, professional behavior, and patient interface as well as basic offices procedures and electronic record keeping ensuring competency.
- Providing clinical activities within on-campus work-stimulated laboratories that include electronic data entry and record keeping, assisting the physician in patient care responsibilities by recording medical histories, taking vital signs, preparing the patient for examination, assisting physician during patient examination and surgical procedures, collecting and performing various laboratory tests, preparing and administering medications, performing diagnostic procedures such as EKGs and dressings and providing patient education to ensure patient compliance.
- Prepare a knowledgeable entry-level employee with technical skills and work habits necessary to perform effectively in various health-care related fields
- Providing students with off-campus clinical externship experience that includes a supervised hands-on training (requiring competencies logs and evaluations) at the clinical site (doctor's offices, clinics, hospitals and healthcare centers).

### *At the completion of the program, the diligent student will be:*

- Proficient in performing entry-level Clinical Assistant tasks and responsibilities.
- Awarded a Certificate of Completion.
- Able to establish eligibility to test for eligible to sit for the National Center for Competency Testing (NCCT) Certified Medical Assistant examination.
- Able to seek an entry-level employment in facilities such as medical offices, clinics, hospitals and healthcare centers.



## **Program Length and Schedule**

The Medical Assistant Program is 958 clock hours in length and includes; 365 hours of on-campus didactic, 180 hours of on-campus lab, 180 hours of off-campus clinical externship and 233 homework hours.

**Day Classes:** During the first 27 weeks of the day program classes are scheduled at 5 hours per day Monday thru Thursday 8:30 a.m. to 2:00 p.m. are held on-campus. The final 8 weeks (180 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern for a minimum of 24 hours per week. In addition, each course requires outside homework hours. Please refer to Program Outline and Course Syllabus for details.

**Evening classes:** During the first 27 weeks of the program classes are scheduled at 5 hours per day Monday thru Thursday 4:30 p.m. to 9:30 p.m. and are held on-campus. The final 8 weeks (180 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern for a minimum of 24 hours per week. In addition, each course requires outside homework hours. Please refer to Program Outline and Course Syllabus for details. **There is no evening clinical**

## **Additional Admission Requirements**

All candidates will also be required to have cleared background check, negative drug screening results and completed health clearance and immunizations.

**\*School Director or Program Director makes the final decision of acceptance or rejection into the program.**

## **Laboratory and Clinical Requirements**

Prior to entering (on-campus and/or off-campus) laboratory skills area, students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 step Mantoux Test (Tuberculin Skin Test **or** QuantiFERON-TB Gold; necessary forms will be provided). Students must also wear white sneakers or nurse's shoes with closed toe and solid tops made of easy to disinfect materials, and white socks or stockings. The above laboratory and clinical necessities are the responsibility of the student and may vary according to different site's requirements. Medical Career Institute carries no responsibility for these requirements and/or charges.

Prior to assignment to a designated clinical externship site students will be required to have cleared Background Check, Negative Drugs Screenings Test, valid Healthcare Provider CPR & AED Certification and Student's Comprehensive General Liability Insurance Policy which protects the student in the event of a liability lawsuit. Upon successful completion of clinical externship, student will be given competencies evaluation based on procedures performed as deemed relevant to the Medical Assistant Program and offered by the site. Additionally, all students will be evaluated on their professionalism including appearance, punctuality, ability to assume responsibility and dependability, ability to communicate with staff and patients as well as following instructions and accepting constructive criticism.

## **Student Pregnancy Policy**

Work in the healthcare setting can involve exposure to chemicals, radiation levels, infectious diseases or tasks that present risks to the fetus especially in the first trimester. A student who becomes pregnant or suspects she is pregnant is advised to notify the school director of that fact at the earliest possible date. (Voluntary disclosure of pregnancy: It is the decision of the pregnant student as to whether or not she wishes to notify program faculty of her pregnancy.) The student should provide the school director with a doctor's note stating the doctor's approval for the student to continue in the program. It will be the decision of the student as to whether she will or will not continue in school, request a leave of absence, or drop from the program, provided the student has put her decision in writing to the school director. The student will be placed in the next year's class only on a space available basis, should she decide to take a leave of absence. The school will not be obligated to permit any special work limitations to accommodate pregnant students. Once the school is informed of the pregnancy, and written statement by the student, the school shall not be responsible for any decision made by the student.

## Credentialing Exams

Upon satisfactory completion of the Medical Assistant Program, the graduates are eligible for and are encouraged to sit for the credentialing exam for Medical Clinical Assistant, Patient Care Technician, EKG or Phlebotomy Technician administered by the American Association of Medical Assistants (AAMA) [www.aama.org](http://www.aama.org) or by the National Center for Competency Testing Certification, (NCCT) [www.ncctinc.com](http://www.ncctinc.com) or by the National Healthcareer Association (NHA), [www.nhanow.com](http://www.nhanow.com). These credentials are nationally recognized voluntary certifications that could enhance employment opportunities. **However, registration or credentialing requirements for taking and passing examinations are not controlled by Medical Career Institute but by the agencies and are subjects to change by the agency without notice to Medical Career Institute. Therefore, Medical Career Institute cannot guarantee that graduates will be eligible to sit for certification examination, regardless of their eligibility status upon enrolment. Medical Career Institute carries no responsibility for these requirements and eligibilities and strongly recommends students verify their eligibility with AAMA, NCCT or NHA.**

## Student Employment While Attending Program

**Policy:** Should a Medical Assistant student be employed, or gain employment at a medical facility during their clinical externship, the student must maintain separate schedules of hours for work and clinical education. Student's employment must be arranged outside of the clinical scheduled hours, and must not interfere with regular academic responsibilities. The employment must be non-compulsory, paid and subject to all employee regulations.

**Procedure:** Students are allowed to gain employment while enrolled in the program; however, they must maintain separate schedules for work and clinical externship hours. It is the students responsibly to balance off their schedules. Any hands-on examination that is performed while working as a paid employee will not be considered as a part of clinical competency.

## Employment

Many Medical Assistants are employed in doctor's offices and clinics, hospitals, healthcare centers, ambulatory centers and emergency departments as Patient Care Technicians. Some are employed directly by doctors in the "private assistant role," They are also utilized in clinics, surgery centers, and general and specialty medical offices. Their broad educational background plus specialized focus, allows Medical Assistants to function well in a number of diverse areas of their field. Employment possibilities in addition to Medical Assistant include blood banks, EKG technicians, phlebotomists and marketing and sales of medical equipment and supplies. A number of Medical Assistants become instructors after 3 years of experience in the field. For expected salary please refer to web site: [www.salary.com](http://www.salary.com).

## Working Conditions

Medical Assistants work in clean, well-lit and cool, controlled and relatively quiet environments. They may be required to stand for long periods of time, and it is vital their attention be focused on the tasks at hand. They may at times be exposed to communicable diseases, unpleasant odors, sights and biohazard materials and may have to lift, push or turn disabled patients as well as equipment. Most Medical Assistants work a regular 40-hour week: although they may be "Part-time", work nights, weekends and holidays on a rotating basis, depending on their facility.

## Medical Assistant Program Outline

Course		Lecture Hours	Lab Hours	Total Hours	Home work Hours	Quarter Credits
CDW 100	<b>Career Development Workshop</b> /On-campus Resume, Job Search & Interviews, Dress Code, Professionalism	5	0	5	3	0.5
	<b>Module 1</b> /On-campus 30 hours per week					
MA 101	<b>Medical Terminology / Anatomy and Physiology I</b> Medical Terminology, Musculoskeletal and Integumentary, Nervous,	40	0	40	20	4.0
MA 102	<b>Medical Law and Ethics</b> Legal and Ethical Issues, Cultural Awareness	30	0	30	15	3.0
MA 103	<b>Medical Office Administration</b> Administrative Office Procedures and Skills, Electronic Health Records, Billing and Coding, Insurance Claims, Collection Procedures	60	50	110	43	8.5
	<b>Modules 1 Total</b>	<b>130</b>	<b>50</b>	<b>180</b>	<b>78</b>	<b>15.5</b>
	<b>Module 2</b> /On-campus 30 hours per week					
MA 201	<b>Medical Terminology &amp; Anatomy and Physiology II</b> Medical Terminology, Respiratory, Urinary, Cardiopulmonary	40	0	40	20	4.0
MA 202	<b>Clinical Procedures I</b> Disinfection, Sterilization, Patient Preparation, Patient Positioning, Oral and Parenteral Medicals, Intravenous (IV) Infusions, Specialty Procedures	40	30	70	28	5.5
MA 203	<b>Electrocardiography (EKG)</b> Patient Prep, Electrode Placement, Operating of Single & Multi Channel Units	30	10	40	18	3.5
MA 204	<b>Pharmacology</b> Drug Classification, Math and Metric Conversions, Physicians' Desk Reference	20	10	30	13	2.5
	<b>Module 2 Total</b>	<b>130</b>	<b>50</b>	<b>180</b>	<b>79</b>	<b>15.5</b>
	<b>Module 3</b> /Minimum 30 hours per week					
MA301	<b>Medical Terminology &amp; Anatomy and Physiology III</b> Medical Terminology, Digestive, Endocrine, Reproductive, Cardiovascular,	40	0	40	20	4.0
MA 302	<b>Clinical Procedures II</b> Disinfection, Sterilization, Patient History, Vital Signs, Patient Education, Physical Examination Assistance	30	30	60	23	4.5
MA 303	<b>Phlebotomy / Medical Laboratory Procedures</b> Urinalysis, Hematology, Chemistry, Immunology, Microbiology, Kit Testing, Venipuncture, Capillary Puncture, Wound Collection, Collection of specimens	40	40	80	30	6.0
	<b>Module 3 Total</b>	<b>110</b>	<b>70</b>	<b>180</b>	<b>73</b>	<b>14.5</b>
	<b>Module 4</b> /Minimum 24 hours per week					
MA 401	<b>Clinical Externship</b> /Off-campus at Clinical Site Clinical Assistant's Tasks	0	0	180	0	6.0
	<b>Module 4 Total</b>					
	<b>Program Hours and Quarter Credit Hours</b>			<b>725</b>	<b>233</b>	<b>52.0</b>
<b>Total Program Hours Including Homework 958</b>						

## Descriptions of Medical Assistant Courses

### **CDW 100 CAREER DEVELOPMENT WORKSHOP**

This course will provide students with the basic professionalism and customer service skills to succeed in any workplace environment. Students will learn how to interact with other employees in an appropriate fashion. Students will be introduced to the basic computer skills needed for today's market. Students will learn the etiquette of interviewing as well as social media. Students will be introduced to long-term career-building strategies.

**5 Clock Hours** (5 lecture, 0 lab skills) **0.5 Quarter Credit Hours**

**Prerequisites:** Admission Requirements

### **MODULE 1**

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### **MA 101 MEDICAL TERMINOLOGY & ANATOMY I & PHYSIOLOGY I**

This course teaches the students about medical terminology. They will learn definitions of word root, suffix, prefix and combining vowel. Emphasis will be placed on common medical terms associated with various body systems, medical procedures of different medical specialties and common medical abbreviations. Topics of this course include Musculoskeletal, Integumentary, and Nervous body systems, and more.

**40 Clock Hours** (40 lecture, 0 lab skills) **4.0 Quarter Credit Hours**

**Prerequisites:** CDW 100 Career Development Workshop

### **MA 102 MEDICAL LAW AND ETHICS**

This course explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, and confidentiality. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, and appropriate communication based on context. Concepts relating to patient safety, therapeutic communication, and evidence-based care are introduced.

**30 Clock Hours** (30 lecture, 0 lab skills) **3.0 Quarter Credit Hours**

**Prerequisites:** MA 101 Medical Terminology & Anatomy and Physiology I

### **MA 103 MEDICAL OFFICE ADMINISTRATION**

This course provides the importance of the physical office environment to patient care. The student will be exposed to the many facets of the medical office as they pertain to administrative procedures and skills. Students will learn answering phones, setting up appointments, correspondence, processing mail, accounting system and banking procedures. The topics covered will include the preparation and maintenance of medical records, patient scheduling, computers in the medical office and an office simulation via computer software. In addition, the student will learn the fundamentals of health insurance and recording and providing entries in patient accounts. Students are familiarized with the health insurance reimbursement system, and are introduced to different types of health insurance policies and coverage. Emphasis is placed on how to categorize plans, and define acronyms commonly used in health care facilities. Students will also have introduction to universal coding systems, applying deductibles and coinsurance payments and filling out appropriate forms. Students will become familiar in accurate entry level CPT code selections, navigating and format of the CPT manual. They will also be able to input electronically, and manually charges using appropriate CPT and ICD 10 codes from standard preprinted charge slips used in local healthcare facilities (SimCharge). The main aim of this course is the management of medical office space, personnel and office equipment.

**110 Clock Hours** (60 lecture, 50 lab skills) **8.5 Quarter Credit Hours**

**Prerequisites:** MA 102 Patient Care & Vital Signs

## MODULE 2

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### **MA 201      MEDICAL TERMINOLOGY AND ANATOMY II & PHYSIOLOGY II**

This course teaches the students about medical terminology. They will learn definitions of word root, suffix, prefix and combining vowel. Emphasis will be placed on common medical terms associated with various body systems, medical procedures of different medical specialties and common medical abbreviations. Topics of this course include Respiratory, Urinary, Cardiopulmonary body systems, and more.

**40 Clock Hours** (40 lecture, 0 lab skills) **4.0 Quarter Credit Hours**

**Prerequisites:** CDW 100 Career Development Workshop

### **MA 202      CLINICAL PROCEDURES I**

This course introduces students to the clinical procedures common to the medical office. The course will cover disinfection and sterilization techniques, assisting with specialty examinations, patient positioning, recognizing medical emergencies, oral and parenteral medications, intravenous (IV) infusions and Complementary and Alternative Medicine practices (CAM).

**70 Clock Hours** (40 lecture, 30 lab skills) **5.5 Quarter Credit Hours**

**Prerequisites:** MA 201 Medical Terminology and Anatomy and Physiology

### **MA 203      ELECTROCARDIOGRAPHY (EKG)**

This course includes introduction to medical terminology as well as anatomy and physiology of the cardiovascular system. The topics of this course will include electrical conducting system of the heart, cardiac cycle, correct lead placement, performing EKG on single and multi-channel machines, mounting the EKG tracings, cardiac arrhythmias, myocardial infarction, interference or artifacts, defibrillation, cardiac conditions and other cardiac diagnostic tests. Students will also learn how to identify grossly abnormal electrocardiography tracings. Discussion topics will also include exercise electrocardiography and holter monitor testing.

**40 Clock Hours** (30 lecture, 10 lab skills) **3.5 Quarter Credit Hours**

**Prerequisites:** MA 202 Clinical Procedures I

### **MA 204      PHARMACOLOGY**

This course is designed to introduce basic pharmacology to the students. The topics of discussion will be history and sources of drugs, drug regulations and legal classifications of drugs, principal actions of drugs, pharmacology mathematics and dosage calculations, drug administration, common medications, side effects, patient education and proper documentation. Storage and handling of medications, and inventory emergency drugs and use of physician's desk reference (PDR). Emphasis will be placed on the knowledge of nutrition, vitamins, analyzing of the prescription. Students will also learn FDA guidelines and DEA regulations. As well as administering various types of injections.

**30 Clock Hours** (20 lecture, 10 lab skills) **2.5 Quarter Credit Hours**

**Prerequisites:** MA 203 Electrocardiography (EKG).

## MODULE 3

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### **MA 301      MEDICAL TERMINOLOGY AND ANATOMY II & PHYSIOLOGY II**

This course teaches the students about medical terminology. They will learn definitions of word root, suffix, prefix and combining vowel. Emphasis will be placed on common medical terms associated with various body systems, medical procedures of different medical specialties and common medical abbreviations. Topics of this course include Digestive, Endocrine, Reproductive, Cardiovascular body systems, and more.

**40 Clock Hours** (40 lecture, 0 lab skills) **4.0 Quarter Credit Hours**

**Prerequisites:** CDW 100 Career Development Workshop



## **MA 302      CLINICAL PROCEDURES II**

This course introduces students to the clinical procedures common to the medical office. Students will learn how to obtain patient's history and preparation, formulating chief complaint, assisting with general and physical examination, positioning & draping, instrumentation and housekeeping, educating patient on self-examination, disease management and health promotion. This course also introduces basic clinical skills. Students learn how to perform and assess vital signs, including height and weight, blood pressure, temperature, vision screening, pulse and respirations, patient measurements, patient positions and various aspects of physical examination, First Aid, CPR and Triage. Students get the knowledge of how to assist physicians with routine examination including obstetric and gynecology, urological and pediatric.

**60 Clock Hours** (30 lecture, 30 lab skills) **4.5 Quarter Credit Hours**

**Prerequisites:** MA 301 Medical Terminology and Anatomy and Physiology

## **MA 303      PHLEBOTOMY / MEDICAL LABORATORY PROCEDURES**

This course introduces the process of infection and links in the chain of infection. The topics of this course are principles of infection control, immune system, medical and surgical asepsis, sterilization procedures, universal precautions. Students will learn hand-wash procedures, use of gloves and sanitization of contaminated equipment's. In this course students will learn the basics of microbiology and chemistry. They will study urinary system, urine composition, organic, inorganic, normal values and the clinical significance of abnormalities, disease and disorder and learn how to perform routine and microscopic urinalysis. This course will cover diseases and disorders associated with the urinary system and the kidneys. Students will learn proper collection instructions for collecting routine urinalysis, clean catch midstream specimens and 24 hour urines. This course also covers blood composition, blood group system, and stages of homeostasis, blood bank specimens and various types of blood testing. Students will learn proper technique to use Vacutainer system, butterfly system, lancet system and syringe methods to draw blood from veins and capillaries. They will know CDC guidelines and OSHA regulations. Students will learn to do bleeding time test, prepare slides and capillary tube blood collection. Emphasis will be placed on factors to consider in site selection and complications associated with blood collection. Students will be familiarized with proper ordering procedures for routine testing including correct collection tubes, specialty testing, chain of custody documentation & special procedures and point-of-care testing.

**80 Clock Hours** (40 lecture, 40 lab skills) **6.0 Quarter Credit Hours**

**Prerequisites:** MA 302 Clinical Procedures II

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## **MODULE 3**

### **MA 401      CLINICAL EXTERNSHIP**

This course is providing students with practical training at the Clinical Education Site. At first, students may be shadowing an experienced mentor and eventually they will be performing tasks at hand in their fields of specialty and work more independently. Skills learned during didactic and clinical training will be applied as related to the individual healthcare settings relative to the extern site. Full patient care techniques are expected to be performed starting with front desk procedures, answering telephones and making appointments, preparing patient charts and enforcing HIPAA regulations. Students will prepare patients for examinations using correct charting skills including their medication record and taking of vital signs. Students will assist physicians as necessary in examination procedures assuring patient safety and maintaining OSHA regulations. Students will practice blood collection by venipuncture and dermal puncture, perform EKGs, collect urine samples as well as throat cultures and patient care which are related to the scope of the practice.

**180 Clock Hours** (0 lecture, 180 clinical) **6.0 Quarter Credit Hours**

**Prerequisites:** CDW 100 Career Development Workshop, MA 101 Medical Terminology & Anatomy and Physiology I, MA 102 Medical Law and Ethics, MA 103 Medical Office Administration, MA 201 Medical Terminology & Anatomy and Physiology II, MA 202 Clinical Procedures I, MA 203 Electrocardiography (EKG), MA 204 Pharmacology, MA 301 Medical Terminology & Anatomy and Physiology III, CA 202 Clinical Procedures II, MA 303 Phlebotomy / Medical Laboratory Procedures,



## List of Text Books & Resources

Title	Author	Publish Date	Program
Medical Terminology: A Short Course	Davi-Ellen, Chanber	2017 8 <sup>th</sup> Edition	<b>Diagnostic Medical Sonography</b> ISBN# 978-0-323-44492-7
Structure & Function of the Body; Textbook	Gary A. Thibodeau & Kevin T. Patton	2016 15 <sup>th</sup> Edition	<b>Diagnostic Medical Sonography</b> ISBN# 9-780323-35725-8
Structure & Function of the Body Workbook	Gary A. Thibodeau & Kevin T. Patton	2016 15 <sup>th</sup> Edition	<b>Diagnostic Medical Sonography</b> ISBN# 9-780323-39456-7
Saunders Math Skills for Health Care Professionals	Rebecca Hickey	2016 2 <sup>nd</sup> Edition	<b>Diagnostic Medical Sonography</b> ISBN# 978-0-323 -32248-5
Essentials of Sonography and Patient Care	Marveen Craig	2013 3 <sup>rd</sup> Edition	<b>Diagnostic Medical Sonography</b> ISBN# 978-0323-416-344
Physical Science Textbook	Bill W. Tillery.	2014 10 <sup>th</sup> Edition	<b>Diagnostic Medical Sonography</b> ISBN# 978-0-0735-1389-8
Understanding Ultrasound Physics Textbook	Dr. Sidney K. Edelman	2012 4 <sup>rd</sup> Edition	<b>Diagnostic Medical Sonography</b> ISBN# 0-9626-444-5-5
Diagnostic Ultrasonography, Volume 1 Textbook	Sandra L. Hagen- Ansert	2006 7 <sup>th</sup> Edition	<b>Diagnostic Medical Sonography</b> ISBN# 978-0-3230-7301-1
Diagnostic Ultrasonography, Volume 2 Textbook	Sandra L. Hagen- Ansert	2006 7 <sup>th</sup> Edition	<b>Diagnostic Medical Sonography</b> ISBN# 978-0-3230-7301-1
Diagnostic Ultrasonography, Volume Workbook	Sandra L. Hagen- Ansert	2006 7 <sup>th</sup> Edition	<b>Diagnostic Medical Sonography</b> ISBN# 978-0-3230-7300-4
Integrated Clinical Log Book	Medical Career Institute	Revised 2015	<b>Diagnostic Medical Sonography</b> ISBN#
Clinical Scanning Log Book	Medical Career Institute	Revised 2015	<b>Diagnostic Medical Sonography</b> ISBN#
Medical Terminology: A Short Course	Davi-Ellen Chanber	2017 8 <sup>th</sup> Edition	<b>Cardiovascular Sonography</b> ISBN# 978-0-323-44492-7
Structure & Function of the Body; Textbook	Gary A. Thibodeau & Kevin T. Patton	2016 15 <sup>th</sup> Edition	<b>Cardiovascular Sonography</b> ISBN# 9-780323-35725-8
Structure & Function of the Body; Workbook	Gary A. Thibodeau & Kevin T. Patton	2016 15 <sup>th</sup> Edition	<b>Cardiovascular Sonography</b> ISBN# 9-780323-39456-7
Saunders Math Skills for Health Care Professionals	Rebecca Hickey	2016 2 <sup>nd</sup> Edition	<b>Cardiovascular Sonography</b> ISBN# 978-0-323 -32248-5
Physical Science Textbook	Bill Tillery	2014 10 <sup>th</sup> Edition	<b>Cardiovascular Sonography</b> ISBN# 978-0-0735-1389-8
Understanding Ultrasound Physics Textbook	Sidney Edelman	2012 4 <sup>th</sup> Edition	<b>Cardiovascular Sonography</b> ISBN# 0-9626-444-5-5
Essentials of Sonography and Patient Care	Marveen Craig	2013 3 <sup>rd</sup> Edition	<b>Cardiovascular Sonography</b> ISBN# 978-1-4377-3545-1
Understanding Pharmacology Textbook	Workman and LaCharity	2016 2 <sup>nd</sup> Edition	<b>Cardiovascular Sonography</b>
Introduction to Vascular Ultrasound Textbook	Pellerito and Polack	2016 6 <sup>th</sup> Edition	<b>Cardiovascular Sonography</b>
Crash Course Cardiology Workbook	Churchouse and Ormerod	2013 4thEdition	<b>Cardiovascular Sonography</b>
ASE's Comprehensive Echocardiography	Lang	2016 2 <sup>nd</sup> Edition	<b>Cardiovascular Sonography</b>
Fetal Echocardiography Textbook	Drose	2010 2 <sup>nd</sup> Edition	<b>Cardiovascular Sonography</b>
Integrated Clinical Log Book	Medical Career Institute	Revised 2015	<b>Cardiovascular Sonography</b> ISBN#
Clinical Scanning Log Book	Medical Career Institute	Revised 2015	<b>Cardiovascular Sonography</b> ISBN#

## List of Text Books & Resources

Title	Author	Publish Date	Program
Medical Terminology: A Short Course	Davi-Ellen Chanber	2017 8 <sup>th</sup> Edition	<b>Surgical Technology</b> ISBN# 978-0-323-44492-7
Structure & Function of the Body; Textbook	Gary A. Thibodeau & Kevin T. Patton	2016 15 <sup>th</sup> Edition	<b>Surgical Technology</b> ISBN# 9-780323-35725-8
Structure & Function of the Body; Workbook	Gary A. Thibodeau & Kevin T. Patton	2016 15 <sup>th</sup> Edition	<b>Surgical Technology</b> ISBN# 9-780323-39456-7
Saunders Math Skills for Health Care Professionals	Rebecca Hickey	2016 2 <sup>nd</sup> Edition	<b>Surgical Technology</b> ISBN# 978-14-1604-7551
Surgical Technology for the Surgical Technologist: Textbook	Association of Surgical Tech. Inc	2014 5 <sup>th</sup> Edition	<b>Surgical Technology</b> ISBN# 978-1-111-03756-7
Surgical Technology for the Surgical Technologist Workbook	Association of Surgical Tech. Inc	2014 5 <sup>th</sup> Edition	<b>Surgical Technology</b> ISBN# 978-1-111-03758-1
Instrumentation for the Operating Room.	Miltex	2005	<b>Surgical Technology</b> ISBN#
Clinical Procedures Log Book	Medical Career Institute	Revised 2017	<b>Surgical Technology</b> Published by MCI
Medical Terminology: A Short Course	Davi-Ellen, Chanber	20017 8 <sup>th</sup> Edition	<b>Sterile Processing Technology</b> ISBN# 978-0-323-44492-7
Central Service Technical Manual; Textbook	IAHCSMM	2016 8th Edition	<b>Sterile Processing Technology</b> ISBN# 978-1-4951-8904-3
Central Service Technical Manual; Workbook	IAHCSMM	2016 8th Edition	<b>Sterile Processing Technology</b> ISBN# 978-1-4951-8905-0
Medical Assisting Fundamentals Kinn's Textbook	Brigitte Niedzwiecki Julie Pepper	2019 1 <sup>st</sup> Edition	<b>Medical Assistant</b> ISBN# 978-0-323-55119-9
Medical Assisting Fundamentals Kinn's Workbook	Brigitte Niedzwiecki Julie Pepper	2019 1 <sup>st</sup> Edition	<b>Medical Assistant</b> ISBN# 978-0-323-59752-4
Sim-Chart Access Code (Computerized Medical Office)	Sim Chart	2019 Edition	<b>Medical Assistant</b> ISBN # 978-1-4557-5318-5

Revised March 25, 2022