

EVMC

EAST VALLEY MEDICAL COLLEGE

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Licensed by the Arizona State Board
For Private Postsecondary Education

www.azppse.gov

Nationally Accredited by ACCET
Accrediting Council for Continuing Education and Training

www.accet.org

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Philosophy

We believe education is a lifelong process. A competent, enthusiastic staff will provide a comprehensive, relevant learning experience, allowing students to take responsibility for their own learning.

Mission

East Valley Medical College strives for excellence in educating and training each individual student, encouraging them to not only achieve but, surpass their educational and career goals. As a teaching facility, we believe our success is built solely on the success of each student who passes through our doors.

Educational Objectives and Philosophy

The programs at East Valley Medical College are designed to provide the student with the skills necessary to be a vital part of the healthcare team. Each faculty member is dedicated to providing training in a professional and positive atmosphere with current information that is accurate and stimulating. East Valley Medical College sets high academic expectations and standards for all of our students and staff. Students will profit by meeting those standards with a positive attitude, dedication, enthusiasm and determination. The catalog is intended to inform students about the policies of the college. Students are responsible for knowing and following the content of this catalog. Our staff members will be happy to answer any questions regarding school policies, procedures and programs.

History

East Valley Medical College is owned and operated by Sumner College. East Valley Medical College opened its doors in 2013, and was originally owned and operated by Van and Jenifer Brumbach. Sumner College acquired the college in 2020, and continues to carry forth the legacy of offering high quality career-focused education. Sumner College has a school located in Oregon that offers programs in Medical Assisting, Practical Nursing (LPN), an Associate Degree in Nursing (RN), and a RN to BSN program.

Goals for East Valley Medical College

Educational Goal

To provide students with the training and the knowledge needed to become a valued, integral part of the fast changing and versatile healthcare field.

Financial Goal

Demonstrate a record of responsible financial management with resources sufficient to provide quality education, training, and student services and to complete the instruction of all enrolled participants.

Student Outcome Goal

Each program will have a student outcome goal of a completion and employment rate of no less than 80%.

Student Services Goal

Continue partnerships with the Workforce Innovation and Opportunity Act (WIOA, Vocational Rehabilitation, The VA and Rotary Clubs which will allow EVMC to assist students with educational funding.

Location and Description

We are located at 205 E. Southern Ave Ste. 100 Mesa, Arizona 85210. Our classrooms are furnished with modern equipment including: computers, charts, diagrams, and videos to enhance classroom activities. Computers with Internet are available to students as well as a fully furnished operational laboratory. Please refer to each program outline for a full description of equipment available for that program.

Course and Program Definition

A course shall be defined as any stand-alone class that is 11 weeks or less in duration and leads to a certificate of completion.

A Program shall be defined as any program that consists of multiple courses and/or is more than 11 weeks in duration and leads to a certificate of completion. All courses and programs are classroom, laboratory, and clinical based.

Certificate Programs/Courses Offered

Nursing Assistant: 60 classroom hours, 20 laboratory hours, 40 clinical hours (120 hours): 5 weeks

Occupational Objective: This program is designed to provide the student with the necessary training, skills, and knowledge needed to pass the Arizona State's Board of Nursing CNA examination.

Medical Assistant: 550 classroom hours, 100 laboratory hours, 250 clinical hours (900 hours): 33 weeks

Occupational Objective: This program is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as a medical assistant in a variety of healthcare settings.

Phlebotomy Technician: 50 classrooms hours, 30 laboratory hours, 120 clinical hours (200 hours): 8

weeks Occupational Objective: This course is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as an entry level phlebotomist/lab technician.

Medical Receptionist: 275 classroom hours, 25 laboratory hours, 120 clinical hours (420 hours.): 14

weeks Occupational Objective: This course is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as an entry level medical receptionist.

Tuition

Payment plans may be arranged upon request. Tuition must be paid in full by the end of the program unless other arrangements have been made and agreed upon in advance.

Certificate Program/ Costs

Medical Assistant

| | |
|----------------|-----------|
| Registration | \$200.00 |
| Tuition | \$4600.00 |
| Fees | 0.00 |
| Books/Supplies | 0.00 |
| Total | \$4800.00 |

Phlebotomy Technician

| | |
|----------------|-----------|
| Registration | \$ 200.00 |
| Tuition | \$2300.00 |
| Fees | 0.00 |
| Books/Supplies | 0.00 |
| Total | \$2500.00 |

Certificate Program/ Costs

Nursing Assistant

| | |
|----------------|-----------|
| Registration | \$200.00 |
| Tuition | \$1158.00 |
| Fees | 0.00 |
| Books/Supplies | 0.00 |
| Total | \$1358.00 |

Medical Receptionist

| | |
|----------------|-----------|
| Registration | \$ 200.00 |
| Tuition | \$2200.00 |
| Fees | 0.00 |
| Books/Supplies | 0.00 |
| Total | \$2400.00 |

Additional Costs to Students:

- Immunizations
- Background Check
- Drug Test

Admission Requirements

All prospective students must complete an interview with an admissions representative prior to enrollment. This allows the applicant the opportunity to ask specific questions relating to admission questions regarding the course or program, requirements, length, cost, curriculum, and employment possibilities. During the interview, the catalog is reviewed **prior** to enrollment.

The following requirements are needed at the time of enrollment.

- Proof individual is 18 years of age at the time of enrollment and eligible citizen/resident
- Completed copy of the college's application
- Copy of high school diploma/transcripts, GED, or an Associates or bachelor's Degree
- Ability to pass a State/National Background Check
- Provide a current, within last 6 months, a negative TB test or negative TB chest x-ray
- Ability to pass a drug screen
- Payment of registration fee and satisfactory arrangements to pay tuition
- Proof of all childhood immunization: MMR, DTaP, IPV, Hep V, Hib or blood titers and flu vaccine if enrollment is during flu season.
 - **All students are required** to provide the above immunizations by the first day of class
- Arizona level one fingerprint clearance card if requested by the clinical site
- Registration fee

Verification of High School Diploma ~ Home School Diploma ~ Foreign Country Diploma

The college reserves the right to verify that a school issuing the high school diploma is a legitimate AZ Licensed School; the registrar will check the AZ Department of Education website www.edna.ed.state.az.us. Home schooled students will be required to provide a transcript from their local school district, or a transcript certified by a parent. Student's that submit a diploma or official document from a foreign country will be responsible to have their document translated by an appropriate official to verify their high school diploma is valid.

Additional Requirements for Nursing Assistant Program

- Ability to pass a background check. EVMC reserves the right to run a back-ground check on students participating in clinicals at a site that requires background checks.
- Must pass entrance exam given by the College by 75% in each section.
 - In the event the student does not pass they can re-take the exam after 30 days.
 - In the event the student does not pass for a second time they can re-take the exam after 30 days.
 - A student can take the test a maximum of 3 times with in a 6-month period. The test includes basic math, reading and comprehension.
- Ability to Successfully Pass a Drug Screen
 - The college and clinical site reserves the right to test students at any time that they suspect may be using any mind-altering substances. Positive drug test will result in immediate dismissal from the courses.

Orientation

Attendance to Orientation is MANDATORY. Any student who is not able to attend orientation will be discharged from the program unless otherwise arranged in advance.

Physical Demands

The medical field may not be the appropriate career choice for a person who is not able to stand or walk for long periods of time, has trouble bending over or kneeling, is unable to lift 25 pounds, experiences neuropathy

or loss of feelings, sensations or movements of the arms, hands or fingertips, or vision issues such as nearsightedness, and/or high levels of uncontrolled anxiety. If you have any of the above listed physical issues or any physical issue that is not listed above, it is required that you disclose them to the College prior to enrollment

Students with Disabilities

The college does not discriminate against any students with disabilities. The college provides facilities and services for special need students. These services include handicap student parking, and wheelchair accessibility to classrooms and restrooms. Additional one on one tutoring time, extra time to take quizzes and exams.

Students with a disability and/or special needs are required to notify the Instructor before the test date and will be required to provide medical documentation of educational and/or special needs. The instructor will make reasonable arrangements to accommodate the student.

Insurance

Students will not be provided accident insurance coverage. Students are strongly encouraged to seek their own medical and accident coverage from private or public sources. **Personal health insurance is the responsibility of the student.** In the event a student is injured during scheduled classroom/lab or clinical times, the student must report the injury to a campus representative and complete an Incident Report that is signed by the student. This must be filed with the school within 24 hours of the incident.

Students understand that East Valley Medical College does not require the student carries medical insurance on themselves. Furthermore, the student understands that the college is not responsible to provide students with medical insurance at any time during the program, including clinicals. If a student does not have health insurance and does not wish to purchase a student health insurance policy the student will be completing the laboratory/clinical portion of the program at their own risk. In the event the student is injured while in class or on clinicals the student will not hold EVMC or the facility responsible for any medical bills incurred because of their injuries or illness.

Campus Crime Report

All students and prospective students shall be entitled to a copy of the campus crime report.

Affirmative Action and Non-Harassment Policy

It is the policy of East Valley Medical College that discrimination based on the grounds of race, color, religion, sex, national origin, marital status, age, and disability or family relationships will not exist in any area, activity or operation of the college as required by the Civil Rights Act of 1964; Title IX of the Educational Amendment of 1972; section 504 of the Rehabilitation Act of 1973; section 402 of the Vietnam Era Veterans Readjustment Assistant Act of 1974; The Age Discrimination Act; The American with Disability Act of 1990; and Arizona Civil Rights Law and their implementing regulation.

ACADEMIC POLICIES

Academic Dishonesty

Plagiarism, cheating on tests or assignments, supplying information you know to be wrong to the college, staff or other students is grounds for immediate disciplinary action including probation or dismissal.

Copyright Infringement Policies

Most software available for use on computers at East Valley Medical College is protected by the United States Copyright Law of 1976, as amended. Educational institutions are not exempt from the laws covering copyrights. In addition, software is normally protected by a license agreement between the purchaser and the software seller. The software provided through the College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

Substantial penalties can be imposed for infringement of a copyright. An injunction to stop the infringement is most likely to be the first action. Payment of actual damages for financial loss suffered by the copyright owner may be required. Statutory damages, for which no actual damages need be proved, may be assessed. If the court determines there is an infringement, it may award damages between \$750 and \$30,000. If the court determines that the infringement was willful, the penalty may be as high as \$150,000 per item. In addition, East Valley Medical College reserves the right to enforce violations of this policy. Failure to comply may result in suspension or termination, appropriate disciplinary action, and termination in the case of employees or expulsion in the case of students. The unauthorized distribution of copyrighted materials including unauthorized peer to peer file sharing is subject to civil and criminal liabilities.

- It is the policy of the College to respect the copyright protection given to software owners by federal law.
- It is against College policy for students to copy or reproduce any licensed software on College computing equipment, except as expressly permitted by software license. Also, faculty. Students may not use unauthorized copies of software on College-owned computers or on personal computers housed in College facilities. Unauthorized use of software is regarded as a serious matter and any such use is without the consent of East Valley Medical College is subject to disciplinary action. The prohibition against unlawful copying applies to all students.
- Sanctions for Violation Disciplinary action will be taken against individuals violating this policy in the course of College-related activities, or individuals found using College facilities to conduct or assist in unlawful copying, under the applicable disciplinary procedures appropriate to students as the case may be.
- The possible disciplinary actions for violation of the policy, such as termination of student, will depend on the facts and circumstances of each case and is likely to include restitution to the copyright owner. In addition, individuals may be denied access to College computers or related facilities.
- Examples of unauthorized copying are the loaning of software to another person with the intent that the borrower will make an unauthorized copy, or by knowingly allowing one's computer to be used for making an unauthorized copy.

Students are prohibited from configuring their personal systems to participate in the hosting of files for access by peer-to-peer applications. If the application cannot be reconfigured to disable hosting, it must be removed from the computer. It is the sole responsibility of the student to disable this function prior to connection to the college's networks.

Assignment Policy

Graded assignments will contain assignment instructions and an assigned due date. The due date and time will be provided. All assignments are due on the delineated due date and time. Late assignment submissions must be approved by the course instructor for exemption of late submission penalties. Exemption shall be based on extreme circumstances out of the student's control. Non-exempt assignments shall be counted down by 20% for each day late including weekends and holidays. EVMC does not provide make-up work for points.

Exam Security Policy

Students are not authorized to reproduce or replicate exams in any form. Students are not authorized to communicate the content of their exams. Students will, upon completion of their exam, be able to immediately review the exam in its entirety. After the student turns the exam in they will not be able to access the content of their exam. Any student wishing to review the exam content must make a request to their instructor to arrange a time for the exam to be reviewed in a supervised setting.

Make-Up Exam Policy

Any student who misses an exam must notify their instructor within 24 hours to request a make-up exam. Notification outside of the 24-hour requirement must be reviewed by the instructor and Director of Education to determine if a make-up exam will be authorized. Make up exams will not be the original exam; additionally, the student will automatically **lose 20%** for the extra study time and can only make up one exam. Medical assisting student will be authorized to make up no more than two exams in any course. The make-up exam may include fill in the blank, essay or any combination of learning assessment tools as determined and decided upon by the course instructor. No student will be authorized to make up more than one quiz or check off skill in the Certified Nursing Assistant Course. The make-up quiz may include fill in the blank, essay, or any combination of learning assessment tools as determined and decided upon by the course instructor. All nursing assistant students are required to achieve an 80% or greater on skills check off, the midterm exam and the final examination. The student may retake one skill check off during the course. Retake of the written and skills final exam is not allowed.

Make Up Time

Make-up hours must be consistent in content, time and delivery of the lecture or lab that was missed.

Satisfactory Academic Progress Policy (SAP Policy)

The policy governs the determination of satisfactory academic progress for EVMC clock hour courses. Students must maintain a passing grade (C or better, 70%) in their course to successfully complete their program or course. The maximum time frame in which a student must complete the program may not exceed 150% of the published length of the program measured in clock hours. Students exceeding the maximum time frame will be administratively discharged from the program.

The student is required to make quantitative progress toward program completion. In order to make quantitative progress towards completion the student must attend 90% of the scheduled class/lab and clinical on a cumulative basis during each evaluation period.

SAP Policy Review:

Students are evaluated for satisfactory academic progress at the mid-term portion of the term/course and again at the end of the term/course. If at the mid-term portion of the term/course the student is not passing the course or specific class/classes with a minimum of **70%**, they will be placed on academic probation. At the end of each term/course, students who have not maintained a minimum of 70% for each class will have to repeat the class/classes that were failed. Upon the student successfully completing the class/classes that are being repeated with a 70% or higher, the student will be eligible to move forward to the next term of the program and will be removed from academic probation. Students can retake a class one time. If they are unable to successfully pass it the second time attempted, they will be discharged from the program.

SAP Failure at Initial Review Date: Academic Probationary Contract

Students who do not maintain a C grade (70%) or better at any time in a course will be placed on a probationary contract. The probationary contract includes an academic plan devised by the instructor and the student that if followed, will ensure the student is able to meet the institution's satisfactory academic progress standards by the review date (last day of the course). The probationary contract will be reviewed and finalized at the completion of the scheduled course. Students that are successful with their plan of action will be removed from probationary status.

The probationary contract is reviewed by the student and the instructor. The final grade will be an accumulative grade of the course which will be recorded on the student's transcript. All evaluations are explained to each student, and copies are available upon completion of the course.

Students who do not successfully meet the terms stated in the probationary contract by the review date (last day of the course) will receive a failing grade in the course. Students who fail the course will be notified in writing within 5 days by certified mail that he/she is being administratively w/d for unsatisfactory academic progress. Students who fail a course may repeat the course one time at full cost; however, will be required to enter into a probationary contract prior to the start of the course. Students who are in a program may not be able to advance to the next block without satisfactorily completing all elements of the current block.

Appeals and Reentry: SAP Policy

If a student feels that he or she has been unjustly placed on a probationary contract for violation of the SAP policy the student shall have **five** days from the date of notice of SAP violation (excluding Saturday, Sunday, and state and federal holidays) to submit an appeal form. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The Campus Administrator will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the SAP requirements. The student will be sent a written decision within ten days of the Institutes receipt of the appeal. The decision of the Campus Administrator is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the director of educations letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted.

ATTENDANCE POLICIES

The East Valley Medical College faculty, administrators, and staff believe that it is in the best interest of our students to implement an attendance policy that will promote academic success and effective workplace skills as required by employers.

EVMC attendance policy states that a student may not be absent for more than 10% of the attendance period which begins with the first day of class/lab and ends with the last scheduled day of class/lab and clinical scheduled shifts. Students are to notify East Valley Medical College by phone prior to the start of class if they are going to be late or absent. All absent time, including late arrivals and early departures, regardless of reason, will be recorded and becomes part of the student's permanent record.

An absence is defined as arriving 10 or more minutes later then the time noted on the syllabi or leaving 10 or more minutes before class/lab is dismissed. Student who have missed 5% of the attendance policy will be placed on warning attendance probation. Absences more than 10% of the attendance period will result in the

student being dismissed for violation of the attendance policy. Students must be present in class at the time the class begins to not be counted tardy.

A tardy is defined as arriving 1-9 minutes later than the time noted on the syllabi or leaving class/lab 1-9 minutes prior to class/lab being dismissed. **Three tardies** will equal one absence. Students who are tardy more than three times during a class/lab period will be placed on attendance probation. Student breaks equal 10 minutes per hour. Students exceeding their break/lunch will be considered tardy or absent.

Tracking Attendance

Attendance is tracked in every class period by the Instructor. Attendance records are submitted to the front office where they will be recorded in the students' final records. Additionally, the attendance and grade book will be posted in the respective classroom every Friday by 4 pm. If a student does not agree with the attendance data, they may submit a written appeal to the Administrator within one week of the attendance being posted. The Administrator will respond to the students appeal within one week. At the end of the course the attendance data becomes permanent and can no longer be challenged.

Attendance Probation

- **Students who miss 5% of their course will be placed on attendance probation.**
- Students who are tardy more than 3 times in a course will be placed on attendance probation.
- At the end of the probationary period the student must have attended a minimum of 90% of class/laboratory time and have no more than a total of three tardies in any one course.

Make-up Hours

Make-up hours must be prearranged with the Instructor and must be completed outside of normally scheduled class hours. Only time spent on Instructor-approved activities will count as make-up hours. A student may **make up a total of 5 hours (or 1 absence per class).**

Consecutive Absences

A student who is absent for 3 consecutive class days will be dismissed from the course/program unless otherwise arranged in advance.

Clinical Attendance

Students are expected to complete 100% of clinical assigned hours. Make up of clinical time is not guaranteed. Make up time will be based on instructor and clinical site availability.

Dismissal

Any student dismissed for attendance related reasons, consecutive absences, failure to maintain the 90% accumulative attendance, excessive tardiness/early departures, or failure to meet the terms of attendance probation, may restart classes in the next enrollment period with the written authorization from the Campus Director at full cost. Medical assistants must pass all courses in each term to advance to the next term.

Conduct

Respect/Professionalism is an essential part of training at EVMC. Learning the role of the professional and the required skills are the students' primary responsibilities. Derogatory conduct is not tolerated in class/lab or in the clinical setting. Unacceptable conduct shall be defined as any disruptive behavior or any act of insubordination or intimidation. Examples of this may include but are not limited to the following:

- Physical or verbal abuse of any person,
- bringing weapons onto school property or the clinical setting,
- theft or damages to the property of the college or the clinical setting,
- sexual harassment,
- forgery or alteration of documents,

- misuse of college documents, records or educational materials.

The creation of a hostile environment in the classroom or the clinical setting is deemed derogatory conduct and is grounds for dismissal.

Students violating the requirements stated in this catalog may be placed on probation or depending on the nature of their behavior may be dismissed from the course/ program.

Food and beverages are not allowed in lab. Smoking is not allowed within the building or within 100 feet of the entrance.

Dress Code

Students are required to wear school-issued uniforms upon receipt. Classroom, laboratory and clinical attire shall be defined as a school issued scrub set, black scrub pants and white closed toed shoes. Students who wish to purchase their uniforms needs to speak with the enrollment specialist prior to enrollment. Students who do not follow dress code will be given one warning. Upon second violation they will be asked to leave and counted absent for the day. The following is a list of guidelines to help you determine what is acceptable:

- Perfume of any kind will not be allowed
- Natural nails shall not extend more than one half inch past the end of the finger
- Nail polish and false nails are not allowed
- Allowable jewelry shall consist of one ring per hand, two sets of post earrings in the earlobes only.
- Hair that is longer than shoulder length shall be pulled back. Hair must be a natural color and professional
- No hats, caps or head covering (religious exceptions) shall be worn on campus or during clinicals
- Tattoos must be covered
- Uniforms will be clean and wrinkle-free
- Uniform pants may not fall below shoes
- Maintain professional hygiene

Communication

Cell phones must be silenced while class is in session. During all testing sessions students will be required to turn their cell phones off. No cell phones are permitted in lab unless approved by the instructor.

Students are required to speak English during class and lab hours so that all students can participate in the conversation as EVMC believes in group learning.

Confidentiality

Information learned about patients, staff or other students in the college or in the clinical setting are considered confidential. Only information that is legitimately shared with a patient's Healthcare Team and Instructor or legal authorities can be released.

Clock Hours Definition

A clock hour is defined as a 60-minute span of time, with no less than 50 minutes of actual class instruction. Students will be given breaks which represent sound educational practices. No more than 1.0 clock hour can be assigned to any discrete 60-minute period.

Total Clock Hours: All hours of instruction representing the length of the full program/course which include lecture, laboratory, and clinicals.

Grading System

Each program will provide the student with specific grading criteria listed on the student syllabi. Grading criteria may differ slightly, but all are based on quizzes, homework, laboratory tests and procedures, skills check off list and a final examination. Accumulation of the scores shall be assigned a final grade. All grades and attendance are posted weekly in the classroom for students to review.

| | |
|------------|---|
| 90-100 | A |
| 80- 89 | B |
| 70- 79 | C |
| 69- Below: | F |

Graduation Requirements

- Students must successfully complete all the course work and laboratory assignments with an accumulative grade of 70% or greater as well as complete all clinical skills/hours.
- Students must have a satisfactory performance report from their clinical site and complete all clinical hours.
- Possess a current CPR card
- Satisfied with all monetary obligations to the college

Transcripts and certificates will not be released until all books and school supplies have been returned. Arizona does not require a state licensing examination for phlebotomists, medical assistants, or medical receptionist.

Graduates from East Valley Medical College should be aware that each employer has the right to set the required qualifications for their job openings. Many employers require the following to be considered for employment: National certification within 3-6 months of hire date, ability to pass a back-ground check, ability to pass a drug test, and ability to obtain a level on fingerprint clearance card.

Certificate of Completion and Transcript

Upon successful completion of his or her course/program requirements, the student will be awarded a certificate of completion and official transcript. Students certificate and transcript may be picked up seven (7) days, (excluding Saturday, Sunday, state, and federal holidays) after completion of the program. It is the colleges policy not to mail or release certificates to anyone but the student.

Leave of Absence (LOA)

Leave of absences are not granted. Students who need to withdrawal for personal issues may do so and reapply to the program at a later date.

Clinical/Externship Placement

Students will be required to attend/participate in the mandatory orientation set by the clinical site.

- Ability to successfully pass a background check. Misdemeanors (excluding minor traffic violations) or felonies may prohibit the college from finding an approved clinical site that is willing to accept the student.
 - Students who have misdemeanors or felonies on their background check, are required to meet with the Campus Director prior to enrolling in any class.
- Ability to successfully pass a drug screen. Students who are on a mind-altering substance may prohibit the college from finding an approved clinical site that is willing to accept the student.

- Students who are on prescribed mind-altering medications are highly advised to speak with the director of education prior to enrolling in any class.
- Ability to conduct themselves in a professional manner
- Cumulative grade of “C” or better in lecture course work
- Passing of all required lab skills with a 70% or higher and have been deemed safe in lab
- All financial obligation must be met and current
- Meet immunization, TB, and site-specific requirements

Students may be placed in a clinical setting that is **up to 50 miles from the college**. Students are responsible for providing their own transportation to and from the clinical site. Students are responsible for keeping weekly attendance sheets that verifies the hours they have completed and the tasks they have observed or participated in. Attendance sheet must be signed by the preceptor. Attendance sheets are to be fax to the school at the end of every week.

In the event the student is dismissed from the clinical setting due to derogatory behavior, unprofessional behavior, insubordination, not meeting lab standards and/or violation of attendance policy, the college will NOT be responsible for obtaining a new site and the student will be dismissed from the program.

Clinical Attendance Policy

All students are required to attend clinical site training during the scheduled hours and must complete the number of clinical hours set forth for each program. Students are required to call both the college and site prior to their scheduled time if they are unable to attend or are going to be late. During the clinical portion of training a **No Call, No Show** will not be tolerated and may be grounds for dismissal from the program. Students are expected to complete all clinical hours to successfully complete the program. Makeup clinical hours will be scheduled at the discretion of the program instructor and the clinical site. No guarantee can be made for clinical hour makeup time.

Scope of Practice

Students who are trained to do invasive procedures on patients will follow their scope of practice. Under no circumstances are students permitted to perform skills not listed in their scope of practice. If a student does perform outside of his/her scope of practice they do so with the understanding that EVMC will not assume liability or responsibility for the event.

This includes legal, moral, or ethical responsibility. Student malpractice insurance policy is valid only when the student is performing within their scope of practice, during scheduled clinical hours.

Holidays

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone or email. Holiday and break schedule will be provided at the time of enrollment.

Cancellation, Withdrawal and Refund Policy

Cancellation of Start by EVMC

Any program cancelled by EVMC or any applicant denied entrance by the school is entitled to a refund of all monies paid.

Three-Day Cancellation

An applicant who provides written notice of cancellation within 3 days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations

An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, are entitled to a refund of all monies paid minus the registration fee.

Withdrawal

The first week of the program is considered a **trial period**. Any student who is a no show, or cancels will have all charges refunded and all payments returned to the student or the applicable funding source less the registration fee. Any student who chooses to withdraw from their program within the first week of class is entitled to have all money paid towards tuition refunded. Registration fee is non-refundable

A student choosing to withdraw from the school after the second week is to provide written notice to the Admissions department. The notice should indicate the expected last date of attendance and be signed and dated by the student.

A student will be determined to be withdrawn from the institution if the student has not attended class for 3 consecutive days (excluding Saturday, Sunday, state and federal holidays) without contacting the school.

- All refunds, if applicable, will be issued within 30 days of the determined withdrawal date.
- After the second week and through fifty percent of the period of financial obligation there will be an administrative fee of \$100 associated with withdrawn or terminated student's due to the college.
- In determining the amount owed to the student, the college will calculate the refund using both the Arizona state's and ACCET's refund policy. The college will then proceed to use the formula that is more beneficial and generous to the student.

Termination by the College

At its sole discretion, the college reserves the right to terminate any student who fails to maintain satisfactory academic progress; fails to adhere to the attendance policy stated in this catalog; fails to make financial payments as agreed upon; destroys or damages any property of the college or clinical site; engages in unlawful or improper conduct or behavior contrary to the best interest of the College and clinical site; fails mandatory drug tests; brings weapons onto school property or the clinical setting or demonstrate behavior disruptive to the classroom or clinical site. The Administrator, after consultation with all parties involved, will make the final decision. The student will be notified of termination both in person and certified mail. All Refund Policy will apply for any student terminated by the college.

Appeals and Reentry Policy

If a student feels that he or she has been terminated unjustly, can follow the grievance policy.

ACCET Refund Policy

Refund amounts are based on a student's last date of attendance (LDA). When determining the weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, proving the student was present at least one day during the scheduled week.

After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of the tuition for the training period completed, plus 10% of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000. Refund amount are based on the student's last day of attendance. When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week. After 50% the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

ACCET – Tuition Refund Policy

| Weeks completed | Tuition Refund |
|-----------------|----------------|
| Week 2 | 90% |
| Week 3 | 80% |
| Week 4 | 70% |
| Week 5 | 60% |
| Week 6 | 50% |
| Week 7 | 0% |

The calculation will be based on the number of weeks in the course and or program.

State – Arizona Tuition Refund Policy

| Percentage of Hours Completed | Tuition Refund |
|-------------------------------|----------------|
| 10% or less | 90% |
| More than 10% \leq 20% | 80% |
| More than 20% \leq 30% | 70% |
| More than 30% \leq 40% | 60% |
| More than 40% \leq 50% | 50% |
| More than 50% | 0% |

Remedial Coursework

The college does not offer non-credit remedial class work.

Repeated Classes/Program

Students who have failed a course may repeat the course one time at full cost.

Privacy of Student Records (FERPA)

The college adheres to and follows, Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of personally identifiable information kept in student education records while giving students and parents the right to review the student's records (20 U.S.C. § 1232g). All student academic and financial records are maintained and filed in a secure and safe manner in perpetuity. If a student would like to view their records; they are to submit a written request to the director of education. EVMC has 45 days to fulfil this request. Students who view their records must not leave the school and must remain supervised at all times.

Should the institution cease operation, whether voluntarily or involuntarily, all educational records or legible true copies shall be filed with the Arizona State Board of Private Postsecondary Education within 15 days of ceasing educational operation.

The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Student Record Retention:

East Valley Medical College maintains electronic academic transcripts and certifications for all courses completed and/or attempted permanently. Other student records including enrollment agreements, admissions documents, financial records and attendance records are maintained for three years from the last day of attendance and indefinitely electronically.

Student Grievance Policy

Students aggrieved by action(s) of the school should attempt to resolve the problem on the level that it occurred. If possible, the first level would be to meet with the Instructor or staff member involved. If the parties involved are not able to resolve the issue the student shall submit a letter of complaint to the ang East Valley employee within 10 (excluding Saturday, Sunday, state, and federal holidays) days of the aggrieved event.

The letter of complaint must contain the following:

- A detailed description of the problem
- The date(s) the problem(s) occurred
- The full names(s) and title(s) of the individual(s) involved in the problem(s) including both College staff and or other students who were involved
- The date and time the student met with the Instructor to resolve the issue along with the outcome of the meeting

Within 5 days of receipt of the letter of complaint, the Campus Director will establish a grievance committee who will investigate the complaint. The grievance committee will have 30 days to submit their findings to the Campus Director with a resolution to the outlined issues. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education.

The student must contact the state board for further details. The state board address is

1740 West Adams Street, Suite 3008
Phoenix, Arizona 85007
phone #602-542-5709
www.azppse.gov

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:

- a. Name and location of the ACCET institution;
 - b. A detailed description of the alleged problem(s);
 - c. The approximate date(s) that the problem(s) occurred;
 - d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g. The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
 4. Send to:

ACCET CHAIR, COMPLAINT REVIEW COMMITTEE

1722 N Street, NW

Washington, DC 20036

Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306

Email: complaints@accet.org Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

Substance Use and Abuse

Substances shall be defined as any substance that affects your thoughts, performance, or behavior in such a way as to alter your judgment or performance and/or is considered to be dangerous to you and or others. In the event there is a reason to suspect use of mind-altering substance(s) students may be randomly drug tested. If the student is asked to submit to a drug urinalysis, the student will be given 2 hours to provide the urine sample; the student will not be allowed to leave the building before providing a witnessed sample. Students who are unable or unwilling to provide a sample within two hours and do not have a medical reason will be in violation of the substance use and abuse policy and will be dismissed from the program.

Students who test positive for such substances and who cannot provide a legitimate prescription and physician's letter will NOT be allowed to participate in any lab projects or clinical time. In order for students to be allowed to participate in the lab and or clinical the student will be required to successfully pass a blood or urine drug screen or provide documentation from their physician stating that while taking the medication the student's thought, judgment and skills are not altered in anyway. In the event, it will be up to the discretion of the clinical site as to whether they will accept the student or not. EVMC cannot guarantee a clinical site to students who cannot successfully pass a drug test, without physician documentation that the student is safe to participate in clinical rotation.

Students who disagree with the results of the blood or urine test may request that the sample be sent to the laboratory for further verification of the presence of mind-altering substances. Students will be required to pay a processing fee at the time the sample is sent out.

Students may not participate in clinicals while under the influence of such substances (including prescription medication). If the student is under the influence of substances the student shall contact the site and the school before their start time and advise them they will be absent that day. Messages left on voicemail will NOT be accepted.

For the student to be admitted back into the clinical site the student will be required to successfully pass a blood or urine drug screen or provide documentation from their physician stating that while taking the medication the student's thought, judgment and skills are not altered in anyway. Students who are suspected of being under

the influence of such drugs shall be asked to leave the clinical site and shall be required to go immediately to the college and submit to either a blood or urine drug screen. Students who test positive for any such drugs will be dismissed from class unless they can provide a legitimate prescription and physician's letter. Students who are suspected of or caught distributing illicit substances on campus or at the clinical site will be reported to the police department for prosecution and will be automatically discharged from the college.

Drug Free Environment

East Valley Medical College adheres to a strict drug free environment. In the event a student is identified as having a substance abuse problem the college will provide a list of public agencies that are available to assist the student. 1) Alcohol Drug Rehab Mesa 480-347-9436 1225 W Main St # 402 Mesa, AZ 85202

See the Student Information Board for a full listing.

Transfer Credits

Students need to be aware there is no guarantee that vocational credits earned will automatically transfer to a junior college, public or private university. It is at the sole discretion of each educational facility to accept or reject credits earned from another educational facility. East Valley Medical College will consider only the acceptance of credits earned at an institution that is accredited by an agency recognized by either the U.S. Department of Education, the Council for Higher Education Accreditation. Credits must have been earned within the last 12 months and students must have received a C or higher for the credits to transfer. A maximum of 150 clock hours may be allowed to be transferred into the medical assisting program.

- It is the sole responsibility of the student to provide the Campus Director with a written request for acceptance of credits they wish to transfer in. Additionally, the student will need to provide the Campus Director with an official school transcript, a copy of the class syllabus and the course outline.
- The Campus Director will compare the course material of the class taken with the course material of the course offered at EVMC both in content and length.

If a student feels that he or she has been denied their transfer credits unjustly, the student shall have five days (excluding Saturday, Sunday, and state and federal holidays) to submit a written appeal to the Campus Director either in person or certified mail. If an appeal is not submitted the decision shall be considered final.

A **maximum of 6 quarter credits** will be allowed to transfer into the medical assistant program. Credits will be evaluated on a 25-clock hour conversion per quarter credit. Students need to be aware that if credits are accepted and transferred in their funding may be affected. There are no fees for evaluation or granting transfer credits. Students who wish to transfer credits earned from EVMC will be provided with transcript, course syllabus and course outline(s).

Payment Plan Option

Students may request to pay their educational expense in installment payments. Deferred payment plans are interest free. On all deferment request plans tuition cost will be divided into equal installments. **The registration fee of \$200.00 is due upon enrollment.**

Optional Payment Plans

- 3-12 interest-free monthly payments, optional payment plans available for programs longer than 6 months.

Payments may be made with debit card or credit card. A \$50.00 fee will be charged for all NSF checks.

A \$50.00 late fee will be charged for any payment that is 5 or more business days late (excluding Saturday, Sunday and holidays). Payments 45 days late or greater may be turned over for legal action and or collections. The student will be responsible to pay any legal fees accrued.

All private paying students are required to complete a promissory note and provide a valid co-signer(s) and have both documents notarized prior to starting class. If the student is unable, they can either pay off their balance in full prior to class beginning or they will be discharged from the program.

Tuition Grants and Scholarships

EVMC is a participating vendor with the Work Force Investment Act and the Rotary Vocational Fund of Arizona who provide scholarships and grants to students who meet their qualifying guidelines. Information on how to apply can be provided to all interested students; however, EVMC does not determine who is eligible or is awarded tuition assistance. It is the student's responsibility to connect directly with the funding agency to determine if they meet their eligibility requirements for grants and scholarships and then to follow through with the application process.

WIOA: (State Grant)

EVMC partnered with the Maricopa Workforce Innovation and Opportunity Act (WIOA); a State agency that provide educational grants to students who qualify and successfully complete the WIOA process. Students must successfully complete the grant process prior to the program starting. The WIOA will not reimburse students once the program has started. It is the student's responsibility to pursue funding and complete the process. Qualification standards and other information can be found at:

<https://www.azjobconnection.gov> or by calling 602-372-9700.

Rotary Club TRDFA

The college partnerships with the Rotary Club Association of Arizona. The college will assist students who meet TRDFA qualification to apply for scholarship.

VRD

EVMC is also partnered with Arizona State Vocational Rehabilitation Department. Students can contact VRD at (602) 771-2870 or visit their website at

<https://des.az.gov/services/employment/rehabilitation-services/vocational-rehabilitation->

Sun Valley YMCA – Y-Achievers

EVMC is also partnered with Y-Achievers. Maryvale Family YMCA. Assist youth at risk ages, 16 to 24 years old. You can contact them at 3825 N. 67th Avenue Phoenix, Arizona 602-688-5332

Additional Resources

Applicants may qualify for additional outside grants and scholarships. Please connect with EVMC admissions for additional resources.

STUDENT SERVICES

Employment Placement Assistance

East Valley Medical College offers employment placement assistance to all graduate students. We are dedicated to assisting each student in seeking and securing employment. EVMC does not guarantee employment for graduates; however, the following resources will be provided to assist graduates in their search for employment:

- Resume and Cover Letter
- Preparing for an interview
- Mock Interview

- Applying for jobs
- Submitting resumes for employment opportunities
- Current Job Board

Tutoring

Tutoring is defined as a time of clarification. Students will be required to submit their questions requiring clarification to the Instructor no less than 24 hours before the scheduled tutoring time. Instructors will post their schedule for tutoring times outside of their office. Additional tutoring information will be provided by the instructor.

PROGRAM DESCRIPTION

Medical Assisting

900 Hours: 550 lecture hours, 100 laboratory hours, 250 clinical hours. Approximately 33 weeks

*Maximum Class size: 15 students

Student to Instructor ratio in class/laboratory: 15:1

Program Objective:

This program is designed to provide the student with the necessary training, skills and knowledge needed to gain employment as a medical assistant in a variety of healthcare settings. The medical assistant plays an important role as a member of the healthcare team. Theory and practical applications in the fundamentals of medical diagnostic and laboratory techniques are taught. Emphasis is placed on professional customer service, medical office procedures, HIPAA regulations, EMR, medical terminology, anatomy and physiology, and standard precaution techniques. In addition, the student engages in “hands-on” training involving ECGs, injections, venipunctures, sterile procedures, vital signs, history taking, preparation of medication, as well as assisting the physician in various medical setups and procedures. Students will spend 250 hours in a clinical setting. Textbooks, scrub set, stethoscope, and supplies are included in the tuition.

As a medical assistant you can pursue employment in a variety of environments such as doctor’s offices, OB/GYN offices, hospitals, assisted living facilities, urgent care facilities, chiropractic offices and many more. Medical assistant duties may include drawing blood, administering medication, give injections, performing ECGs, as well as preparing and assisting physicians in various procedures. According to the Department of Labor’s Occupational Outlook Handbook employment is expected to grow by 31 percent from 2010 to 2020, which is faster than the average for all occupations.

Currently, there is no required state examination to practice as a medical assistant. National Certification is available for students who wish to become nationally certified. This program will assist in preparing the student for national examinations. The college highly recommends that students utilize study material provided by certifying agency. The college recommends that students seek national certification.

Program Overview:

Below is the track of courses medical assistant students are required to complete to be eligible for graduation.

*All courses listed in Term 1 and 2 must be successfully completed to advance to Term 3.

Term 1 – 10 weeks

Study Skills, Medical Terminology, Medical Front Office Procedure 100, Back Office Procedures 100, Back Office Procedures Lab 100

Term 2 – 10 weeks

Body Structure and Function, Medical Science, Pharmacology, Back Office Procedures 200, Back Office Procedures Lab 200

Term 3 – 10 weeks

Professional Development/ Externship

Medical Receptionist:

420 Hours: 275 lecture hours, 25 laboratory hours, 120 clinical hours. 14 weeks.

Maximum Class size: 15 students

Student to Instructor ratio in class/laboratory: 15:1

Program Objective:

This program is designed to provide the student with the necessary training, skills and knowledge needed to gain employment as a medical receptionist in a variety of healthcare settings. The medical receptionist plays an important role as a member of the healthcare team. Theory and practical applications in the fundamentals of professional customer service, medical office procedures, HIPAA regulations, EMR, medical terminology, anatomy and physiology, and standard precaution techniques. In addition, the student engages in "hands-on" training involving vital signs, history taking, Students will spend 120 hours in a clinical setting. Textbooks, scrub set, and supplies are included in the tuition.

Currently, there is no required state examination to practice as a medical receptionist. National Certification is available for students who wish to become nationally certified. This program will assist in preparing the student for national examinations. Examinations available are NHA. The college highly recommends that students utilize study material provided by accrediting agency. The college recommends that students seek national certification. According to the Department of Labor's Occupational Outlook Handbook employment is expected to grow by 9 percent from 2010 to 2020, which is faster than the average for all occupations.

Phlebotomy Technician

200 Hours: 50 lecture hours, 30 laboratory hours, 120 clinical hours. Approximately 8 weeks

Maximum Class size: 10 students

Student to Instructor ratio in class/laboratory: 10:1

Program Objective:

The phlebotomy technician program has been designed to provide the necessary skills needed for a graduate to assume a responsible entry-level position as a phlebotomist. Emphasis is placed on universal precautions, anatomy and physiology, medical terminology, and patient confidentiality. Students engage in hands-on training involving waived laboratory tests, venipuncture, syringe draws, butterfly draws, finger/heel sticks, and accurate documentation. Students will spend 120 hours in the clinical setting. Textbook, scrub set, and supplies are included in the tuition.

As a phlebotomy technician, you will work in a healthcare facility and be on your feet and actively serving patients during your shift. Some weekend and evening hours may be required. Job opportunities include hospitals, medical clinics, private physicians' offices, laboratories, and dialysis units. Details on the job outlook for phlebotomy technicians can be found in the U.S. Department of Labor's Occupational Outlook Handbook. According to the Department of Labor's Occupational Outlook handbook, employment is expected to grow by 15 percent from 2010 to 2020, which is about as fast as the average for all.

Currently, there is no required state examination to practice as a phlebotomy technician. National Certification available to students NHC/PHA/CPT. This program will assist in preparing the student for national examinations. The college highly recommends that students utilize study material provided by certifying agency. The College also recommends that students seek national certification.

Nursing Assistant

120 Hours: 60 lecture hours, 20 laboratory hours, 40 clinical hours. Approximately 4 weeks

Maximum Class size: 10 students

Student to Instructor ratio in class/laboratory: 10:1

Program Objective:

The Nursing Assistant program has been designed to provide students with the theory and skills necessary to give basic patient care in long-term and acute care settings. The course includes instruction communication; interpersonal skills, documentation; infection control; safety and emergency procedures including BLS CPR; patient rights, recognizing and report abuse, basic nursing skills, personal care skills, age specific, mental and social service needs; care of the cognitively impaired patient or resident, skills for basic restorative services; health care team member skills including time management and prioritizing work; legal aspect of nursing assistant practice, body structure and function, medical terminology and common disease and condition of the elderly. In addition to 60 hours of classroom training, students will spend 20 hours in the laboratory setting. Additionally, student will complete 40 hours of directly supervised clinical hours in a long-term care facility. Graduates will be qualified to sit for Arizona's State Board of Nursing CNA examination.

Upon successful completion of the course, EVMC will schedule and fund graduates to take the AZBN Exam

Occupational Objective

The Certified Nursing Assistant assists professional nursing personnel in providing quality, compassionate patient care by performing tasks involving direct and indirect patient care, using skills and knowledge in basic nursing assistant procedures and techniques under the direction and supervision of a registered nurse.

Essential Functions

Certified Nursing Assistants work directly under the supervision of practical and registered nurses. They perform basic technical skills which may include: CPR; taking and recording vital signs; measuring and recording fluid intake/output; applying dressings; recognizing and reporting signs and symptoms of common diseases or conditions; administering treatments as directed by a physician or nurse. Additionally, they assist patient with personal care which may include: bathing; mouth and skin care; grooming and dressing; toileting assistance; eating and hydration; assist patients with help walking, exercising, and moving in and out of bed. Their role in performing patient care is to assist the licensed staff in providing quality nursing care to the patient.

Lecture/Laboratory Days and Hours

Monday – Thursday, 08:00 – 14:30. Students will be given a 30-minute lunch break. Subject to change to due holidays.

Clinical Rotation

Students must meet all requirements listed below to continue in the program clinical rotation with the instructor. Students must attend all mandatory orientation set by the clinical site.

- Ability to conduct themselves in a professional manner
- Passed written mid-term and written final examination with 80% or greater
- Passing of all required lab skills
- All tuition, supplies, and fees must be paid in full or current with payment plan

Students may be placed in a clinical setting that is up to 50 miles from the college and are responsible for providing their own transportation to and from the clinical site.

Students are responsible for skills list which documents all skills they have observed or participated in. A clinical instructor signature is required on all skills checked off. In the event the student is dismissed from the clinical setting due to derogatory behavior, unprofessional behavior, insubordination, and/or violation of attendance policy, the College will not be responsible for obtaining a new site and the student will be dismissed immediately from the program.

Clinical Days and Hours

Monday – Thursday 6:30 am 4:30 pm. Students will be given a 30-minute lunch break. Clinical conference will be held daily. Time; TBA. Attendance is mandatory. Clinical days and hours are subject to change.

Clinical Attendance

Students are expected to complete 100% of the clinical assigned hours. Make up of clinical time is not guaranteed. Make up time will be based on Instructor availability and clinical availability. Additionally, students will be charged an additional \$35 dollars per hour that they need to make up and the payment must be made to the college in advance.

Standards of Conduct in the clinical setting

Students are expected to adhere to and follow the AZBN standard of conduct for Certified Nursing Assistants while in the clinical setting. Violations may result in the student being dismissed from the courses and reported to the AZBN.

R4-19-814. Standards of Conduct for Certified Nursing Assistants

For purposes of A.R.S. § 32-1601 (22) (d), a practice or conduct that is or might be harmful or dangerous to the health of a patient or the public and constitutes a basis for disciplinary action on a certificate includes the following:

1. Failing to maintain professional boundaries or engaging in a dual relationship with a patient, resident, or any member of the patient's or resident's family;
2. Engaging in sexual conduct with a patient, resident, or any member of the patient's or resident's family who does not have a preexisting relationship with the nursing assistant, or any conduct in the workplace that a reasonable person would interpret as sexual;
3. Leaving an assignment or abandoning a patient or resident who requires care without properly notifying the immediate supervisor;
4. Failing to accurately document care and treatment provided to a patient or resident;
5. Falsifying or making a materially incorrect entry in a health care record;
6. Failing to follow an employer's policies and procedures, designed to safeguard the patient or resident;
7. Failing to take action to protect a patient or resident whose safety or welfare is at risk from potential or actual incompetent health care practice, or to report the practice to the immediate supervisor or a facility admin.
8. Failing to report signs, symptoms, and changes in patient or resident conditions to the immediate supervisor in an ongoing and timely manner;
9. Violating the rights or dignity of a patient or resident;
10. Violating a patient or resident's right of privacy by disclosing confidential information or knowledge concerning the patient or resident, unless disclosure is otherwise required by law;
11. Neglecting or abusing a patient or resident physically, verbally, emotionally, or financially;
12. Soliciting, or borrowing, property or money from a patient or resident, or any member of the patient's or resident's family;
13. Removing, without authorization, any money, property, or personal possessions, or requesting payment for services not performed from a patient, resident, employer, co-worker, or member of the public.
14. Repeated use or being under the influence of alcohol, medication, or any other substance to the extent that judgment may be impaired, and practice detrimentally affected or while on duty in any work setting;
15. Accepting patient or resident care tasks that the nursing assistant lacks the education or competence to perform;
16. Removing, without authorization, narcotics, drugs, supplies, equipment, or medical records from any work setting;
17. Obtaining, possessing, using, or selling any narcotic, controlled substance, or illegal drug in violation

- of any employer policy or any federal or state law;
18. Permitting or assisting another person to use the nursing assistant's certificate or identity for any purpose;
 19. Making untruthful or misleading statements in advertisements of the individual's practice as a certified nursing assistant;
 20. Offering or providing certified nursing assistant services for compensation without a designated registered nurse supervisor;
 21. Threatening, harassing, or exploiting an individual;
 22. Using violent or abusive behavior in any work setting;
 23. Failing to cooperate with the Board during an investigation by:
 - a. Not furnishing in writing a complete explanation of a matter reported under A.R.S. § 32-1664;
 - b. Not responding to a subpoena issued by the Board;
 - c. Not completing and returning a Board-issued questionnaire within 30 days; or
 - d. Not informing the Board of a change of address or phone number within 10 days of each change;
 24. Engaging in fraud or deceit regarding the certification exam or an initial or renewal application for certification;
 25. Making a written false or inaccurate statement to the Board or the Board's designee during the course of an investigation;
 26. Making a false or misleading statement on a nursing assistant or health care related employment or credential application concerning previous employment, employment experience, education, or credentials
 27. If an applicant or certified nursing assistant is charged with a felony or a misdemeanor, involving conduct that may affect patient safety, failing to notify the Board, in writing, within 10 days of being charged under A.R.S. § 32-3208. The applicant or certified nursing assistant shall include the following in the notification:
 - a. Name, current address, telephone number, Social Security number, and license number, if applicable;
 - b. Date of the charge; and
 - c. Nature of the offense;
 28. Failing to notify the Board, in writing, of a conviction for a felony or an undesignated offense within 10 days of the conviction the nursing assistant or applicant shall include the following in the notification:
 - a. Name, current address, telephone number, Social Security number, and license number, if applicable;
 - b. Date of the conviction
 - c. Nature of the offense; and
 29. Practicing in any other manner that gives the Board reasonable cause to believe that the health of a patient, resident, or the public may be harmed.

Instructional Aids

- Reference materials: medical dictionary, additional medical terminology textbooks
- Anatomical poster
- Computer software
- PowerPoint presentations that correspond with textbooks
- DVDs for classroom viewing
 - Anatomy and Physiology
 - Mosby Nursing Assistant Video's
 - Mosby's Basic and Intermediate Skills

- Phlebotomy skills – student version 3.0
- Ostomy Care Simulator
- Teaching Torso
- Anatomical Models of Body Organs
- Skeleton

ARIZONA STATE BOARD OF NURSING (AzBN)

Certified Nursing Assistant

Exam Application Instructions and Requirements for Certification In Arizona

- Complete test application for Certified Nursing Assistant Examination – Mail to HEADMASTER. Print out application by going to
 - www.hdmaster.com/testing/cnatesting/arizona/azformpages/azforms/1101AZ.pdf and [az forms/1402AZ.pdf](http://www.hdmaster.com/testing/cnatesting/arizona/azformpages/azforms/1402AZ.pdf).
- Pass the written and manual tests. (This should be done before you send an application to AZBN.)
- Complete the AZBN application for Certified Nursing Assistant certification – Mail to Arizona State Board of Nursing (AZBN).
- Complete a fingerprint card (see fingerprinting below).
- Pay exam fees (optional).
- Fingerprint results – If the results of your fingerprint check show a positive criminal history, an investigation will be started and certification will not be given to you until the investigation is done. This may take 4 to 6 months.
- Include with your application:
 - A completed fingerprint card **AND**
 - A copy of the “certificate of completion” of a nursing assistant courses that Arizona State Board of Nursing has approved **OR**
- Proof of completing a 120-hour nursing assistant courses approved by another state / territory **OR**
- Proof of completing a 75-hour nursing assistant courses approved by another state / territory **AND**
- Proof of working as a nursing assistant for an additional 45 hours **OR**
- Proof of graduation from an approved RN or LPN courses or holds a valid RN/LPN license or meets educational requirements for RN/LPN licensure in Arizona

NOTE: Applicants who have not taken the CNA exam within 2 years of their training and can show proof that they worked as a nursing assistant for 160 hours every 2 years, since they completed a state approved nursing assistant courses, may take the CNA test. Example: An applicant took their initial training in 2007 and never took the exam, needs to show they worked 160 hours between 2007 & 2009, and 160 hours between 2009 & 2011. **This may be validated in a letter signed by the employer.**

FEES: Optional fee of \$50 for wallet size, pink-colored paper certificate. If the \$50 is **not included** with your application, the Board will assume you **do not** want a document. Optional fee of \$50 to have your fingerprint card processed before passing your CNA written & manual skills test. You may pay by credit/debit card (must complete attached two pages for credit card authorization) or money order or check. All personal checks **must** be pre-printed with your name and address and made payable to the Arizona State Board of Nursing. Purchase Orders from facilities are not accepted. All fees are non-refundable. A \$50 fee will be charged for checks returned because of insufficient funds.

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|------------------------|--------------------------|
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| Mandy Dass | Campus Director |
| Mark Jaynes, BS | Allied Health Instructor |
| Jennifer Johnson, M.A. | Allied Health Instructor |
| Kelly Schiff, BSN, RN | Allied Health Instructor |

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Program schedule, holiday and breaks schedule for the year can be viewed online at www.eastvmc.com