## North Georgia Healthcare Training

## 1080 BUS- US 441 Suite A, Demorest, GA 30525

## (678) 605-6622

http://www.nghtraining.com

admissions@nghtraining.com

# Catalog Volume I

# School Year 2022-2023

# Published June 15, 2022

# Effective August 1st, 2022

Message from the Founder 3

About the College 3

Office Hours 3

Course Description 3

Course Hours 3

Course Enrollment Dates 3-4

Holidays Observed 4

Enrollment Periods 4

Learning Resources Management 5

Approvals 5

Administration 5

Faculty and Staff 5

Programs of Study & Course Description 6-8

Program Entrance Requirements 8

Program Graduation Requirements 8

Academic Information 8

Attendance Policy 9

Incompletes 10

Withdrawal 11

Remedial Work 11

Transfer Credits 11

Financial Information/ Tuition & Fees 11

Complaints & Grievance 12

Readmission 12

Student Conduct Policy 12-15

Cancelation & Refund Policy 15-16

Employment Assistance 16
Facilities and Equipment 16-17

Career Service 17

Student Disclosure 18

Student Laboratory Procedures Agreement 19

## A MESSAGE FROM YOUR PRESIDENT

Welcome to North Georgia Healthcare Training . It is our goal to assist you in obtaining a certificate that you are comfortable to take into the workforce and generate gainful employment, while doing what you love. Thank you for choosing this program and if there is anything you ever feel would make the program even more of a success, please feel free to email me, or notify your instructors.

**ABOUT THE COLLEGE**

Our Mission:

Our mission is to protect the quality of patient care by ensuring that all of our students receive a quality education.

**OFFICE HOURS**

8AM - 5PM

### COURSE OPTIONS:

Phlebotomy Technician

### COURSE HOURS

9:00am-3:30pm Thursday & Friday, 20 days/10 week

5:00pm-9:00pm Thursday & Friday, 30 day/15 week

8:00am-5:00pm Saturday, 15 day/ 15 week

### TERM DATES

### BEGINNING AND ENDING DATES OF TERMS

###

### Schedule for Day Course: 9:00am-3:30pm Thursday & Friday

### (20 day/10 week)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Day of Class | Mid Term (day 15) | Last day of Class | Classroom Make-up Day | Lab Make-up Day |
| 11/10/2022 | 01/12/2023 | 01/27/2023 | 02/02/2023 | 02/03/2023 |
| 02/02/2023 | 03/30/2023 | 04/14/2023 | 04/20/2023 | 04/21/2023 |
| 04/20/2023 | 06/08/2023 | 06/23/2023 | 06/29/2023 | 06/30/2023 |
| 06/29/2023 | 08/17/2023 | 09/01/2023 | 09/07/2023 | 09/08/2023 |

### Schedule for Night Course: 5:00pm-9:00pm Thursday & Friday

### (30 day/15 week)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Day of Class | Mid Term (day 15) | Last day of Class | Classroom Make-up Day | Lab Make-up Day |
| 11/10/2022 | 01/12/2023 | 03/03/2023 | 03/16/2023 | 03/17/2023 |
| 03/16/2023 | 05/04/2023 | 06/23/2023 | 06/29/2023 | 06/30/2023 |
| 06/29/2023 | 08/17/2023 | 10/06/2023 | 10/12/2023 | 10/13/2023 |

### Schedule for Weekend Class: Saturdays 8:00am-5:00pm

### (15 day/15 week)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Day of Class | Mid Term (day 7) | Last day of Class | Classroom Make-up Day | Lab Make-up Day |
| 11/12/2022 | 01/07/2023 | 03/04/2023 | 03/18/2023  | 03/25/2023 |
| 03/18/2023 | 04/29/2023 | 06/24/2023 | 07/01/2023 | 07/08/2023 |

### HOLIDAYS TO BE OBSERVED

* New Year’s Day (January 1)
* Easter Sunday (for weekend classes)
* Memorial Day (last Monday in May)
* 4th of July (Independence Day)
* Labor Day (1st Monday in September)
* Veteran's Day (November 11)
* Thanksgiving (3rd Thursday in November)
* Black Friday (Friday after Thanksgiving)
* Christmas Eve (December 24)
* Christmas Day (December 25)
* New Year's Eve (December 31)
* **We will be closed the 2nd week of March for spring break.**

### ENROLLMENT PERIODS

Enrollment periods are 5 business days prior to the first day of classes for each program.

**DESCRIPTION OF FACILITIES**

Upon entering the facility, you will walk in the 81 square foot waiting area. The first office door will be that of the director. Straight ahead down the hallway will be the classroom that is divided into two areas. The 84 square foot side on the left will have a sitting area and 6 six foot desks for students to sit and complete their work. To the right in the classroom area are two more sets of table and chairs for the students, a speaking area designated by the podium, and a whiteboard to engage in lessons. Continuing down the hall is an office on the left for the instructor, and a public restroom on the right. Following the restrooms will be another designated area for hand washing. The final room in the facility is the lab. The lab is set up with one hospital bed for practicing phlebotomy skills.

**LEARNING RESOURCES MANAGEMENT**

North Georgia Healthcare Training does provide a resource library in the classroom with reference books to help enhance student learning as it related to the curriculum. Reference materials are allowed for use on premises only and may be allowed to check books out for use after hours. All books that have been checked out must be returned in 24 hours so that other students may use the reference materials as well. The courses offered by North Georgia Healthcare Training do not require the use of advance learning resource systems such as Nexis Lexis and other online reference libraries. Each programs program director is responsible for the management of the student library and will replace and update books as needed. North Georgia Healthcare Training staff is also trained and qualified to assist students in utilizing the library resources and will provide oversight in student use of these resources.

## AUTHORIZATION

### North Georgia Healthcare Training is authorized by the Georgia Nonpublic Postsecondary Education Commission.

North Georgia Healthcare Training Phlebotomy Technician follows the guidelines established by the National Healthcareer Association to ensure students meet criteria to sit for their national certification exams.

**ADMINISTRATION**

Instructor: Stephanie Dixon

Position: Owner

Email: admissions@nghtraining.com

Number: (678) 605-6622

Office Hours: Thursday & Friday 3:30pm-5:00pm

**FACULTY AND STAFF**

Instructor: Kimberly Ward, CPT

Position: Instructor

Email: Kward.nghtraining@gmail.com

Number: 314-603-6392

Office Hours: Thursday & Friday 3:30pm-5:00pm

Instructor: Michelle Lett CPT

Position: Instructor

Email: Mlett.nghtraining@gmail.com

Number: 770-243-3529

Office Hours: Thursday 3:30pm-5:00pm

## PROGRAM OF STUDY & DESCRIPTION

### Title of Course: Phlebotomy Technician

### Program Description:

The Phlebotomy Technician program is a comprehensive course designed to teach students the skills need to perform safe venipuncture. This is a 120-hour program with 40 hours of lab practicum. Students will be trained to perform a variety of blood collection methods using proper techniques and precautions including vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children and infants. Through lecture and lab experiences at the facility, student will receive training in infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing, and accessioning. This program does not have a extern/ internship component. Students must complete at least 30 venipunctures and 10 capillary sticks on live individuals in order to qualify for graduation from the program. After the successful completion of this course, students may sit for the National Healthcareer Association exam to become nationally certified phlebotomy technicians (CPT). Students have 5 years from the date of training to sit for the exam. To obtain a job in this career field, students do not have to be certified to work. It is up to the employer to require certification or if they will accept hands on experience. A certificate of completion is provided at the end of the course. Upon successful completion of the Phlebotomy Technician program, students will be able to obtain jobs as a Certified Phlebotomy Technician in the following areas:

* Hospitals
* Private practices and clinics
* American Red Cross
* Nursing homes
* VA clinics/hospitals
* Urgent care or emergency clinics
* Mobile phlebotomy
* Paramedical examiners
* Health fairs

Program Includes the following Subject Titles:

P100: Introduction to Phlebotomy: Contact Hours: 16

This subject includes an introduction to the field of phlebotomy, the history and the profession. Understanding the healthcare structure and how phlebotomy fits into the structure. Understanding safety concerns surrounding the phlebotomy profession. Understanding how to maintain infection control as a phlebotomist. Lab Breakout: Laboratory orientation- Introduction to the clinical laboratory, functions in the laboratory, departments within the laboratory (1 hour lab accompanies this module)

P101: Phlebotomy Basics: Contact Hours: 16

This subject explains medical terminologies phlebotomists should be familiar with while working in the healthcare setting. Understanding human anatomy and physiology in order to engage in duties. Understanding the circulatory system, lymphatic system, and immune system as it relates to the world of phlebotomy. Lab Breakout: Safety in the lab, emergency procedures, infection control, venipuncture equipment, organizing and transporting equipment (4-hour lab accompanies this module)

P102: Specimen Collection: Contact Hours: 24

This subject introduces students to venipuncture equipment and how to complete routine venipunctures. Also understanding how to conduct capillary collections. Understanding pre-analytic variables to conduct blood draws and venipuncture complications that can occur in the workplace. Understanding blood collections in special populations and considerations to consider. Understanding arterial blood collections and why they are needed. Engaging in special collections and procedures/techniques for certain tests. Understanding special non-blood collection procedures such as specimen collections of sputum, stool, and urine. Lab Breakout: Locating veins, locating puncture sites, types of needles, tubes of blood specimens, tube additives, order of draw, order of draw, routine venipuncture, capillary collection, venipuncture complications, complications during collection hand, hand collection using a winged infusion set, special populations blood collections, arterial blood collection, CBG testing (26 hours lab accompanies this module)

P103: Specimen Handling: Contact Hours: 16

This subject introduces students to how to handle specimens during transport processing and any other special considerations related to specimens. Understanding point of care testing, when testing should occur, the importance of POC testing and consideration when conducting POC tests. Lab Breakout: venous blood handling, capillary blood handling, problems with completing the procedure, special nonblood collection procedures, specimen collections, handling, transporting, processing, and point of care testing. Advanced beneficiary notice, requisitions, patient identifiers, barriers to communication, long term complications, special collections and procedures, blood cultures, blood donor collections, skills validation, and electrocardiography (7 hour lab accompanies this module)

P104: Professional Issues: Contact Hours: 8

This subject discusses quality matters surrounding phlebotomy such as procedure manual quality controls delta checks preanalytical variables etc. Understanding legal issues surrounding phlebotomy such as loss scope of practice liability malpractice and confidentiality. Lab Breakout: TQM, QA/QC, procedure manuals, monitoring variables, requisition handling, patient identifiers, variables, patient prep and specimen collection, professional liability, confidentiality, (2 hours lab accompanies this module)

P105: lab Contact Hours: 40

In this course, students will practice hands-on what they have learned in the course. Learning will occur in the lab where students get to practice venipuncture and capillary sticks to satisfy requirements needed for certification, should the student choose to sit for the national qualifying exam.

Course Hours:

120 Clock hours with 40 hours in lab and 80 hours of classroom. An externship is NOT required for this course.

**Performance Objectives-** After successful completion of this course student will be able competently engage in the following:

* Phlebotomy: Understanding Past and Present and the Healthcare Settings
* Quality Assurance and Legal Issues in Healthcare
* Infection Control, Safety, First Aid, and Personal Wellness
* Medical Terminology
* Human Anatomy and Physiology
* The Circulatory System
* Obtaining Vital Signs
* Blood Collection Equipment, Additives, and Order of Draw
* Venipuncture Procedures
* Pre-examination/ Pre-analytical Considerations
* Capillary Puncture Equipment, Principles and Procedures
* Special Collections and Point-of-Care Testing
* Computers and Specimen Handling and Processing
* Urine and Other Non-blood Specimens and Tests
* Documentation

**Required Textbooks:**

Hartman’s Complete Guide for the Phlebotomy Technician 1st Ed 2020 (Hartman Publishing, Inc). ISBN-13: 978-1604251296.

**Instructional Methods**:

Instruction for this course will include lectures, PowerPoint presentations, case studies, videos, skills, instructor demonstration, return demonstration, interactive games, and role play

## PROGRAM GRADUATION REQUIREMENTS

**Phlebotomy Technician Program:** Students must complete all 120-hours of instruction with at least a 70% in classroom/ lecture and a pass in lab with 30 successful venipunctures/ 10 capillary sticks for successful completion of this course. Candidates who complete this course with success will be eligible to sit for the NHA national qualifying exam for certified phlebotomy technician.

## ACADEMIC INFORMATION

**Grading:**

Grade evaluation will be separate for classroom and lab. The class grade will be the average of all tests and the final exam. Lab practice will be a Pass/Fail system based on performance observation by the instructor. Student must receive an overall course grade of 70% in order to pass the course and receive a certificate of completion to take the national certifying exam.

|  |  |  |
| --- | --- | --- |
| Numerical Grade | Letter Grade | Grade Point |
| 100-90 | A | 4.0 |
| 89-80 | B | 3.0 |
| 79-70 | C | 2.0 |
| 69-60 | D | 1.0 |
| Below 60 | F | 0.0 |
| Incomplete | I | 0.0 |
| Withdraw | W | 0.0 |

A student who is not making satisfactory progress as defined above at the time of student evaluations will be placed on academic probation until the next evaluation. If a student on academic probation achieves satisfactory progress for the next evaluation period, but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued terminated from the program. Students terminated for unsatisfactory progress cannot be readmitted until the next course offering.

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

**Transcripts**

Upon graduation from the program, students will receive a copy of their transcript free of charge. Student who would like an additional transcript must submit a written request to the Program Director along with a fee of $7 to receive an official copy of their program transcript

**ORIENTATION**

Course orientation will occur the week before class starts and is one hour long. Orientation must be onsite and requires review of school policies and procedures and well as facilities and equipment review. Students will be advised of orientation date and time at the time of enrollment. Orientation is mandatory and must be attended by student prior to the first day of class.

## ATTENDANCE POLICY

Students are expected to attend all lectures and lab as each courses has a required number of hours that must be achieved. Instructors will maintain a daily record of attendance for each class offering at the beginning of class and after each break. A **tardy** is defined as arriving in the classroom 10 minutes after the start of class. Students are considered late from breaks when returning more than 5 minutes late from the start of class. Any student that has been marked tardy 3 times must attend the make-up session designated at the beginning of the course. Students may only attend the predesignated make-up day as seen in the above course schedule and no additional make up day will be arranged. Students who did not attend the predesignated make-up day will be terminated from the course. **Students whose enrollments are terminated for violation of the attendance policy may not reenter before the start of the next grading period.**

If a student misses a day of class **(absence)**, the student must attend the pre-designated make-up date as seen in the course schedule above. If the student has subsequent days missed or exceeds three tardy occurrences, the student will be required to attend a make-up day and will be placed on academic probation. If the student does not attend the make-up session or continues to be tardy after the make-up session, they will be placed on academic probation or possibly terminated from the program. Students who are terminated from the program due to attendance issues are still subject to the refund policy.

**Leave of absence** will not be granted to students. Students must withdraw and re-enroll in the program when ready to attend the course.

### MAKE-UP WORK

No more than 5% of the total course time hours for a course may be made up. Make-up work shall:

 (1) be supervised by an instructor approved for the class being made up;

 (2) require the student to demonstrate substantially the same level of knowledge

 or competence expected of a student who attended the scheduled class session;

(3) be completed within two weeks of the end of the grading period during which the absence occurred;

 (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and

 (5) be signed and dated by the student to acknowledge the make-up session.

Note: Make-up of missed lab hours must be arranged with the Program Director. Make-up time for absences during the lab is limited to 8 hours. This time may be further limited due to supervised make-up work earlier in the term.

**INCOMPLETES:**

An "I" for incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.

## WITHDRAWAL:

Any student who wishes to withdraw must submit a formal withdraw request to the program director. A withdraw form can be found at the front desk and maybe submitted in person or via email. A full refund will be made to any student who cancels the enrollment contract (withdraws) within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed or if no contract is signed and prior to the classes beginning the student requests a refund within 72 business hours after making the payment. Any student who withdraws after day three of class will receive a full refund minus $150 administrative fee granted all books, uniform and any other equipment provided are returned. Any student who withdraws after day three, a refund will be provided based on the refund table noted under the refunds section. If a student is withdrawn from the institution because they violated the conduct, they are still subject to the refund policy.

A students file will reflect a "W" for Withdrawal which indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study and will be issued a refund in accordance with the refund policy below.

## REMEDIAL WORK AND REPEAT COURSES

North Georgia Healthcare Training does not offer remedial work. Students who miss class must attend a make-up session and must complete the work they missed from the missed class. Student who must repeat the course due to termination or withdraw must repeat the course in its entirety. Students who fail the nurse aide training program only have two attempts to re-take the course. After the second attempt and if the student fails, they are unable to re-enter the course again.

## TRANSFER CREDITS

North Georgia Healthcare Training does not accept transfer credits or hours from other programs or institutions. North Georgia Healthcare Training does not offer transfer credits to other institutions or programs.

## FINANCIAL INFORMATION/ TUITION & FEES

## North Georgia Healthcare Training accepts the following payment options: cash, credit/ debit card, money order, cashier’s check. We do not accept personal checks.

Application Fee $150
Text Books $75
Scrubs: $25
Lab Fee: $50
Tuition: $900

Total: $1200

**GRIEVANCES/ COMPLAINTS**

Student complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to submit a grievance form to the program director for resolution as soon as possible. The program coordinator will schedule a meeting with all involved parties within 48 business hours of student filing. If needed an investigation will be conducted by the administrator and program director with final finding to be delivered to the student within 5 business days of the student initial complaint filing.

The Commission requires that ***students utilize and complete their institution's grievance procedure*** in an attempt to resolve any complaint or concern before submitting a complaint to the Commission**.** If the institution’s resolution is not satisfactory, a student may then appeal to the Commission, but it will not investigate a complaint unless the student has exhausted all available grievance procedures outlined by the institution.

You may contact Georgia NPEC at online at <https://gnpec.georgia.gov/student-resources/student-complaints> or contact them at

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place Suite: 220

Tucker, GA 30084

770-414-3300

**READMISSION POLICY**

Readmissions to North Georgia Healthcare Training is only grated to students who formally withdraw and have an incomplete on their transcript. Students may reapply to the program during the next class offering. If a student is not successful in completion of a course offered by North Georgia Healthcare Training after the second attempt, the student is not eligible for another re-admittance to that program, or any other program offered by North Georgia Healthcare Training. Students must formally enroll during readmittance and are required to pay for all student tuitions despite any fees paid during the last course enrollment. Student who do NOT formally withdraw or have been terminated from the program are not eligible to readmittance.

## STUDENT CONDUCT POLICY

Student may be terminated from the program if they violate any policies or conduct rules. Student who are terminated for violation of these polices will not be eligible for re-enrollment. Some reasons for termination include but are not limited to:

* Theft of supplies from the school whether it be from the school, a resident, or another student. Theft of any kind will NOT be tolerated. or possessions from patients/residents, the school, other students, or employees of the school.
* Destruction of school property, property, resident property, or another student’s property.
* Engaging in disruptive behavior, including foul language, horse play or creating a disturbance in class, campus.
* Falsifying any documents related to enrollment, educational documents, or resident records.
* Non-adherence to school uniform requirements while in class. This includes proper scrub colors, uniform free of wrinkles, free of offensive odors, artificial nails, etc.
* Engaging in unsafe care related to patient safety or the safety of other students will not be tolerated.
* Posting inappropriate content, graphics, and verbiage to social media while in the program that undermines the rights/ beliefs of patients or that is considered undesirable/ inappropriate in general.
* Engaging in patient abuse or neglect.
* The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus.
* Student refusal or failure to follow direct instructions from course instructors will not be tolerated.
* Possession of weapons such as of guns, knives, explosives or other weapons on campus.
* Students are not allowed to use electronic devices while in the lab or in the classroom.
* Plagiarism or academic dishonesty.
* Students engaging in HIPAA Health Insurance Portability Accountability Act (HIPAA) violations.
* Students engaging in harassment be it sexual, racial or cultural will not be tolerated on campus.

Students who are terminated from the program sue to violations of the conduct policy are still subject to the refund policy.

**EXPECTED STUDENT BEHAVIOR IN LAB ATMOSPHERE:**

* Each student will demonstrate appropriate behavior in regard to faculty and fellow students in the classroom/laboratory/practicum setting.
* Students are expected to be on time and appropriately prepared for class/laboratory/practicum. Any information learned about a patient is considered confidential. There will be no discussion of practicum experiences in public places (elevators, stairs, hallways, etc.). Discussion should occur only in practicum conferences or in private conversations with instructor and/or fellow students. Students are not to make copies of any part of patients’ records nor be in possession of copies of any part of patients’ records. Violation of this confidentiality policy will result in a grade of unsatisfactory in practicum, consequently an "F" in the course, and dismissal from the Program.
* If a violation of confidentiality becomes evident after completion of a course, the student is subject to dismissal from the program. A student who is responsible for an act of negligence or deviation from expected performance in the practicum area will complete an agency report per agency policy. At the discretion of the program director, the student will meet with applicable parties to discuss this area of concern and the student's retention in the program. The program director is to submit a written record of the meeting.
* When at all possible, a student will not be assigned to the same practicum site where he/she is or has been an employee and/or volunteer.
* Students should not wear the uniform in public places such as grocery stores, malls, etc. Students shall not visit units in assigned or unassigned health care agencies in a visitor role while wearing the medical assisting student uniform. Students shall not make or receive any personal phone calls while on duty in a practicum facility unless it is an absolute emergency, and the instructor has given permission. Use of cell phones or electronic devices (such as tape recorders, pagers, smartphones, etc.) is not allowed in the classroom during testing or test reviews. Students should refrain from wearing perfume or heavily scented products, after shave, cologne, hair spray while in uniform and/or on duty in practicum facility.
* Outside visitors are not to visit with students during scheduled practicum experiences. Students are not to leave the facility unless the instructor has been notified and consent has been given. Students are expected to adhere to the North Georgia Healthcare Training Drug-Free and Smoke Free Environment policies. No smoking, use of tobacco, use or purchase of alcohol, drug consumption, or other violations are allowed in college vans, campus buildings, campus parking lots or any time while in a North Georgia Healthcare Training program uniform. Students may not buy, sell or consume alcoholic beverages or illicit drugs while in a North Georgia Healthcare Training program uniform (including street clothes while in facilities) or lab. Violation of this alcohol/drug policy will result in disciplinary action up to and including a grade of unsatisfactory in lab, consequently an "F" in the course, and immediate dismissal from the program and all program courses. Students may not smoke while in a North Georgia Healthcare Training program uniform (including street clothes while in facilities) or lab. The smell of smoke on a student uniform will be considered unprofessional in the lab setting and a “noxious odor”. The student will be removed from the lab setting until they are able to return without the odor as determined by the program director. Any missed time will count under the attendance policy as absent lab time for the course. Repeated violations of this policy may result in disciplinary action up to and including failure and dismissal from the program.

**Sexual Harassment Defined:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or **s**uch conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Reenrollment after dismissal/ termination for any violation of student conduct is not allowed.

Dress Code:

Students must wear school issued scrubs to lab, classroom settings. A school issued ID badge must be worn daily.

## CANCELLATION AND REFUND POLICIES

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or if no contract is signed and prior to the classes beginning the student requests a refund within 72 business hours after making the payment. North Georgia Healthcare Training will refund any unused portion of the fees if a student withdraws before completing fifty (50) percent of the period of enrollment except for items that were special ordered for a particular student and cannot be used or sold to another student and items that were returned in a condition that prevents them from being used by or sold to new students. Tuition and fees, if applicable, must be refunded at a prorated amount, based on a percentage of the paid segment completed, should the student withdraw before 50% completion of the course/program. The school also will not refund fees for goods and/or services provided by third party vendors. Refunds will be calculated based on the date in which the student has begun the formal withdraw process. Refunds will be issued to the student in full via US mail in a form of a check within 45 days of the date of withdraw.

**REFUND POLICY**

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

* 1. an enrollee is not accepted by the school;
	2. if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
	3. if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed or if no contract is signed and prior to the classes beginning the student requests a refund within 72 business hours after making the payment. Withdraw must be requested via the withdraw form and submitted to the school or via email to admissions@nghtraining.com

A nonrefundable application fee of $150 will be removed from tuition. Goods distributed at the beginning of the course unopened and returned will be eligible for a refund. Refunds will be distributed based upon withdrawal of the student.

**EMERGENCIES AND INCLEMENT WEATHER**

In the event of an emergency, the school will notify students of any class delay or cancellation via the remind app. In the event of inclement weather, such as ice, sleet, flooding or any other natural weather or local disaster, students will receive a message from the remind app if school is closed or delayed. When class is delayed, the time must be made up prior to the completion of course per federal regulations. Course make up dates are predesignated on the course calendar. Please see course calendar above. However, in the event of multiple emergencies or inclement weather issues every effort will be made to arrange with students for a common make up day. This may result in the student finishing class with the next scheduled class.

### EMPLOYMENT ASSISTANCE POLICY

### North Georgia Healthcare Training does not provide job placement assistance and does not promise students job placement after graduation.

Prior to the completion of the program of study, students will be provided with:

* Instruction on resume preparation
* How to conduct job searches
* Understanding interviewing skills
* Understanding how to accept and negotiate job offers
* Access to employer contact list

**DESCRIPTION OF FACILITIES & EQUIPMENT:**

**CAREER SERVICES:**

North Georgia Healthcare Training does not guarantee job placement; however, we do offer job referral assistance. Graduates of our program will receive access to job opportunities in their area to which they can apply. This information is provided upon graduation and job opportunities are also listed on our job board in our school.

Upon entering the facility, you will walk in the 81 square foot waiting area. The first office door will be that of the director. Straight ahead down the hallway will be the classroom that is divided into two areas. The 84 square foot side on the left will have a sitting area and 6 six foot desks for students to sit and complete their work. To the right in the classroom area are two more sets of table and chairs for the students, a speaking area designated by the podium, and a whiteboard to engage in lessons. Continuing down the hall is an office on the left for the instructor, and a public restroom on the right. Following the restrooms will be another designated area for hand washing. The final room in the facility is the lab. The lab is set up with one hospital bed for practicing phlebotomy skills.

**STUDENT DISCLOSURE FORM FOR**

 **North Georgia Healthcare Training**

Address of School: 1080 Historic Hwy 411 Suite A, Demorest, Georgia 30535

1. Enrollment Agreement & Catalog I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the terms and conditions of these documents are not subject to amendment or modification by oral agreements. \_\_\_\_\_\_\_\_ Student’s Initials

2. School Outcomes I have read and received a copy of the school’s self-reported, unaudited retention, graduation, and placement rates for the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering.

 \_\_\_\_\_\_\_\_ Student’s Initials

3. Employment I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to earn a specific salary range upon graduation.

 \_\_\_\_\_\_\_\_ Student’s Initials

4. Refund Policy I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that this policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education Commission.

\_\_\_\_\_\_\_\_ Student’s Initials

5. Complaint Procedure I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institution’s procedure, I have the right to appeal the institution’s complaint determination to the Georgia Nonpublic Postsecondary Education Commission. \_\_\_\_\_\_\_\_ Student’s Initials

 6. Authorization and Accreditation Status I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia Code (§20-3-250.6). Although authorized, I understand that this institution is not accredited by a U.S.-based accrediting association recognized by the United States Secretary of Education; therefore, I am not eligible for Federal Student Aid. Additionally, as is the case with all postsecondary institutions, both accredited and unaccredited, there is no guarantee that my credits will transfer to another institution. \_\_\_\_\_\_\_\_ Student’s Initials

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_

School Representative’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_

 \*Student must receive a copy of this form, and a copy must be kept in the student’s file.

**Student Forms**

Laboratory Procedures Agreement

I, the undersigned, volunteer for venipuncture and micro-collection procedures to be performed on me as part of the Phlebotomy Technician or Medical Assistant Program. I am aware that these are invasive procedures and there are risks such as hepatitis, HIV, and other diseases. I have no knowledge of having any communicable disease such as hepatitis, HIV, or other disease such as anemia, cancer, TB, etc. I understand that I may only perform venipunctures and micro-collections within the lab/practicum setting and under the supervision of the instructor(s) or practicum supervisor(s). I do not hold North Georgia Healthcare Training, faculty, or classmates responsible for any untoward effect from these procedures. If applicable, I will obtain a physician’s excuse which will exempt me from either/or both venipuncture and/or micro-collection procedures to be performed on me before the beginning of MED 150 course. The physician will need to specify which technique(s) I will be exempted from. My grade will not be jeopardized by an exemption from these procedures. I agree to follow all lab rules and procedures as explained in this catalog and the additional rules and procedures listed below for my protection and the safety of others.

1. Wear PPE (Personal Protective Equipment) when handling any biohazard specimen or chemical

2. Disinfect the work area before and after procedures, immediately if there is a spill

3. Discard all contaminated materials into an appropriate labeled biohazard container. A rigid puncture-proof container, (Sharps), must be used for disposal of any object that would puncture a garbage bag, i.e. needles and lancets

4. Wear safety goggles when working with chemicals or when splashes are likely to occur

5. Avoid testing, smelling, or breathing chemicals

6. Follow the manufacturer’s instructions for operating equipment

7. Handle equipment with care and store chemicals properly

8. Report any broken or frayed electrical cord to your instructor

9. Discard any broken glassware into a “Sharps” container

10. Use appropriate chemical spill kits to clean up spills

11. Report any accident to your instructor

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_