

*Your 2<sup>nd</sup> Chance*

**Spring 2016**



**The Learning Bridge Career Institute**

Yokesna Greene

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985-262-4685

[www.lbcihouma.com](http://www.lbcihouma.com)

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# **Learning Bridge Career Institute**

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## **Learning Bridge Career Institute Faculty and Staff**

**Gloria Williams-----President/Campus Administrator**

**Jesse Williams, III-----Vice President of Operations**

**Yokesha Greene, M.Ed. -----Dean of Education**

**Brandie Moore-----Enrollment Counselor/ Student Services**

**Bertha Monic, RN, ASN-----Nursing Program Coordinator**

**Deidra Williams, RN, BSN-----Nursing Program Coordinator**

**Angie Helluin, CMBCS-----Instructor**

**Melissa Williams, LPN-----Instructor**

**Alexis Williams, LPN-----Instructor**

**Jennifer Fanguy, RN-----Instructor**

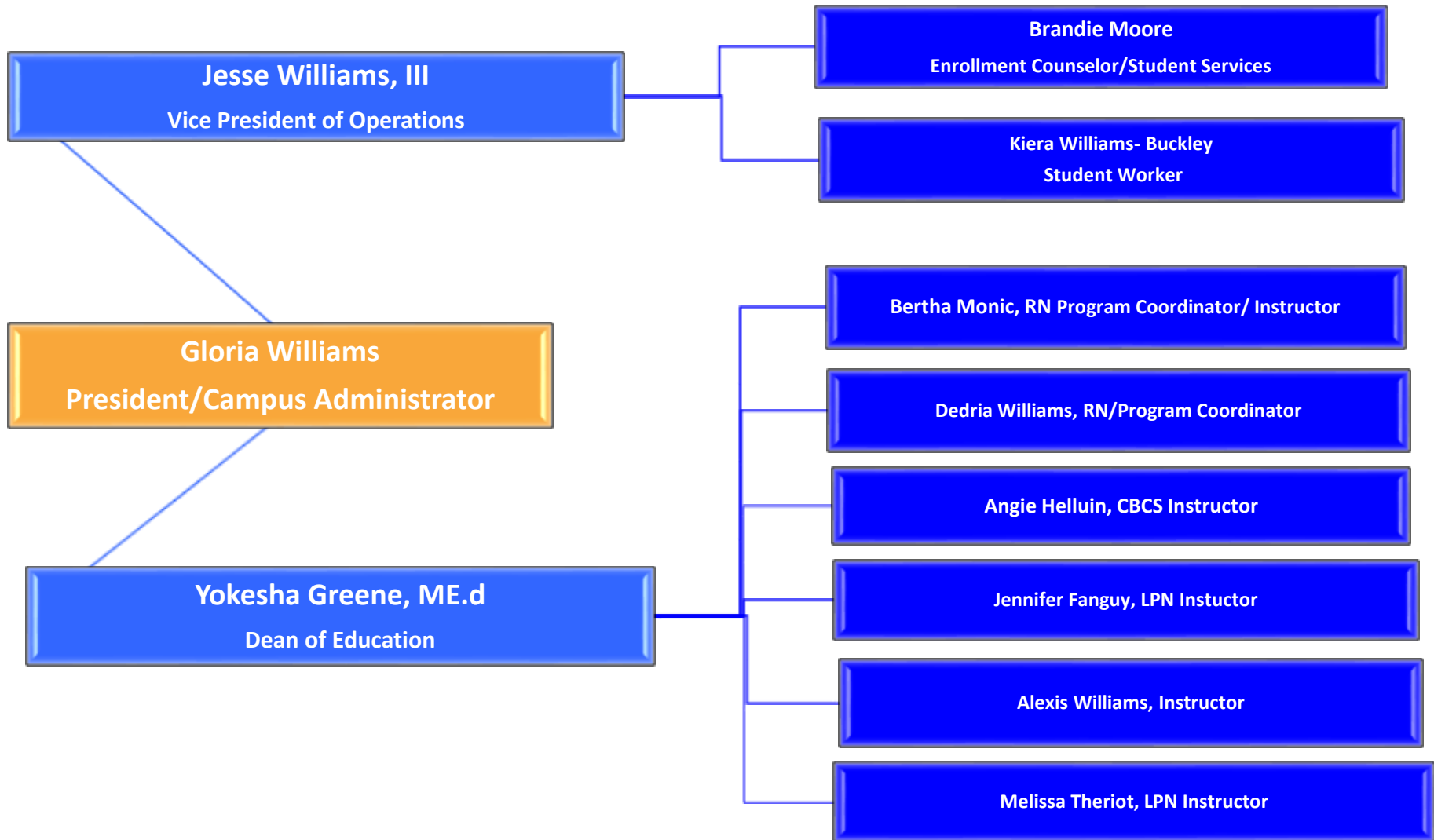
**Kiera Williams-Buckley-----Student Worker**



**The Learning Bridge Career Institute is licensed by the Louisiana Board of Regents as an institution of higher education and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission**

**The Learning Bridge Career Institute is Nationally Accredited by Commission of Council on Occupational Education**





## A Message from the President



Greetings,

I am delighted that you are considering taking this brave step towards a new beginning. I know life has a way of bringing unexpected challenges as well as blessings. But it is up to us to grow from each opportunity with which we are faced. The Learning Bridge Career Institute prides itself in offering individualized opportunities for each student who chooses to take that next step forward. With small class sizes it is easy to feel comfortable in a learning culture that nurtures your goals and counsels the unforeseen obstacles that may come your way. Our LBCI team is devoted to ensuring that you gain valuable knowledge, receive exceptional service, and grow personally and professionally while you achieve your career goals.

Sincerely,

*Gloria Williams*

Campus President

### **History**

The Learning Bridge Career Institute, LBCI, was founded in 2010 by three local community individuals who felt the need to offer affordable education that focuses on career training and job readiness. LBCI initially offered the Medical Office Specialist program with future plans to offer other classroom training, GED coaching, as well as online programs.

### **Mission Statement**

Our mission is to educate and prepare our students by providing technical and professional training needed to enhance their skills, knowledge and competencies while pursuing their career opportunities. The Learning Bridge Career Institute is committed to the student's personal success, to their success in the work environment and to their success in the communities where they choose to reside. We will accomplish this mission by providing a diverse group of skilled professional instructors, to teach, guide, nurture, mentor and encourage our student's personal and professional growth, while achieving their career goals at the Learning Bridge Career Institute.

### **Philosophy**

Our philosophy at the Learning Bridge Career Institute is to offer students a highly informative training program. We encourage our students to excel academically, clinically, and professionally in order to become an integral part of their community.

### **Accreditations**

The Learning Bridge Career Institute was awarded its National Accreditation from the Council of Occupation Education (COE) in September 2014 and adheres to the rules, regulations and standards of quality of the Commission.

### **Licensure**

The Learning Bridge Career Institute is licensed by the Louisiana Board of Regents and adheres to the rules and regulation of the Louisiana Proprietary Schools Advisory Commission.

### **Location**

The Learning Bridge Career Institute is located in the Atrium Building at 1340 West Tunnel Boulevard, Suite 110, in Houma, Louisiana. We are handicap accessible. The LBCI is reachable by the Terrebonne Parish Consolidated Government Transit System. The LBCI is located in the heart of Terrebonne Parish surrounded by shopping, dining, and Cajun activities. The school is located in a six-story building. The Learning Bridge Career Institute occupies a 3,000 square foot area on the first floor. The school contains a receptionist area, 4 administrative offices, 4 lecture/laboratories instructional rooms, two laboratories, an assembly area, kitchen, and a storage room. Men and women's restrooms are easily accessible on the first floor. Various equipment will be used such as classroom tables, chairs, dry erase boards, viewfinders, projectors, televisions, and computers.

### **Parking**

Available parking is located on the east side of the building.

### **Course Offerings**

Nursing Assistant- High School Diploma not required  
Medical Billing & Coding Specialist  
Medical Assistant  
Phlebotomy

### **Course Times**

Monday, Tuesday, Wednesday and or Thursday - Hours of 9:00AM - 1:00PM (depending of program)  
Monday, Tuesday, Wednesday, and or Thursday - 6:00PM - 9:00PM  
Monday - Friday - 8:00AM - 5:00PM (*NA only*)

### **Admission Requirements for Students with a High School Diploma:**

- Proof of Age - Applicants who are not 18 years of age prior to their desired start date at the LBCI may apply at the age of 17 with parental permission.



- Application for Admission Form: Each applicant must submit a completed application for admission form and the following attachments:
  - Proof of high school graduation (diploma, transcript) or General Education Development (GED) | Current Driver's License or State approved ID | Social Security Card | Entrance Exam Score of 15 or above | Background Check State Background Check for Nursing Assistant Students
- Registration Fee - All applicants require a \$100.00 fee. Applications received without the application fee will not be considered and will not be processed.
- Personal Interview - Each applicant must attend a personal interview with a school administrator. A telephone interview may be considered if the applicant's geographical location and ability to travel to the interview site is a hardship. Applicant must demonstrate sufficient maturity to undertake a health care profession, including the capacity to ethically and responsibly manage professional boundaries.

#### **Admission Requirements for Students without a High School Diploma:**

Students without proof of high school diploma or GED are eligible to take the Nursing Assisting Program as long as they meet the admission standards below:

- Proof of Age - Applicants who are not 18 years of age prior to their desired start date at the LBCI may apply at the age of 17 with parental permission.
- Application for Admission Form: Each applicant must submit a completed application for admission form and the following attachments:
  - Current Driver's License or State approved ID | Social Security Card | Entrance exam score of 17 or above | Background Check | State Background Check for Nursing Assistant Students
- Registration Fee - All applicants require a \$100.00 fee. Applications received without the application fee will not be considered and will not be processed.
- Personal Interview - Each applicant must attend a personal interview with a school administrator. A telephone interview may be considered if the applicant's geographical location and ability to ethically and responsibly manage professional boundaries.

#### **Acceptance into the Program**

When the application requirements have been met, acceptance decisions will be based on each applicant's academic background, personal qualities, and his or her likelihood of succeeding in the program. A student will be notified via telephone, mail, or in person of his / her acceptance into the program. The LBCI does not discriminate based on age, race, color, religion, ethnic, or national origin, disability, gender, sexual orientation, or any other status protected by law. Enrollment for accepted students is on a first come, first served basis guaranteed by the enrollment deposit. Those accepted for enrollment after a class has been filled will be placed on a waiting list and given preferential standing for programs for the upcoming term date.

#### **Students with Disabilities**

The Learning Bridge Career Institute (LBCI) does not discriminate against students and applicants on the basis of disability, in the administration of its educational and other programs. LBCI reasonably accommodates qualified students (including applicants) with disabilities as defined by applicable law, if the individual is otherwise qualified to meet the fundamental requirements and aspects of the program of LBCI, without undue hardship to the LBCI. For purposes of reasonable accommodation, a student or applicant with a disability is a person who has learning, physical or psychological impairment which limits one or more major life activities (such as walking, seeing, speaking, learning, or working).

To be eligible to continue at LBCI, the student or applicant must meet the qualifications and requirements expected generally of its students, and must also be able to perform the requirements of the individual major or program in which she is enrolled.

A qualified student or applicant is an individual with a disability as defined by this policy and applicable law who meets the academic and technical standards. Accommodations are such modifications to the course, program or educational requirements as are necessary and effective for the individual, if reasonable to provide at LBCI and do not alter the fundamental nature of programs. Accommodations do not include exemption from academic evaluation standards or from the code of student conduct.

If you are a student with a disability, you will give sufficient notice of your need for assistance preferably prior to enrollment. Upon receiving a request for assistance as well as submitting appropriate documentation, the Dean of Education considers the student's need for assistance as it relates to the documented disability. The following list is an example of the types of reasonable accommodations and services that LBCI may provide, on a case-by-case basis, to assure equal access:

Academic adjustments and curricular modifications  
Assistive technology  
Consultation with faculty and staff  
Registration assistance and classroom rescheduling  
Readers, scribes, note-taking, and library assistance and test proctoring services



### **Student Advising**

Students are invited to consult with the Administrator or Academic Dean to discuss issues affecting the student's academic situation. Students also have the option for advisement by their instructor during their office hours.

### **Dress Code**

The Learning Bridge Career Institute requires that all students adhere to the following dress code:

- A lab coat approved by LBCI
- LBCI T-Shirt approved by LBCI
- Navy or Royal blue scrub pants
- Clean tennis shoes or hospital shoes (all shoes must be closed in)
- No head wraps or scarves allowed unless authorized by LBCI.
- No excessive jewelry (wedding band, class ring, watch only)
- OSHA approved scrubs of the student's choice
- No jeans, exercise attire, or sandals allowed
- No large earrings (nothing larger than a quarter)

### **Career Services**

The LBCI Career Services department will provide guidance to all of their students in regards to job placement. Students will have the opportunity to meet with the Transitional Instructor to gain assistance in creating effective resumes, letters of application, and interview techniques. While it is not possible to guarantee placement, the LBCI will assist the students in finding the best employment available, using any and all resources possible.

### **School Closing**

In case of inclement weather, please listen to our local radio and television stations for details. The Learning Bridge Career Institute will follow the schedule of the Terrebonne Parish School Board in the event of inclement weather.

### **Student Holiday Schedule**

MLK Day - January  
Mardi Gras Holiday -  
Good Friday -  
Memorial Day -  
Independence Day -  
Labor Day -  
Thanksgiving Holiday -  
Christmas Holiday -

### **Satisfactory Academic Progress (SAP)**

Satisfactory progress in academic performance and attendance is required to continue as a student in good standing. A diploma will be awarded upon successful completion of requirements of the program

The academic grading system is as follows:

A = 90-100      B = 80-89      C = 70-79      D = 60-69      F = 68 or below

Students are graded according to the results of written and practical examinations. Practical evaluations take into consideration performance and production. These grades are recorded on progress reports which are computed monthly.

To remain in good academic standing, a student must maintain at least a 70% average and complete the course in the designated time frame. Students who fall below a 70% average will attend a conference with the Administrator before continuing the course.

### **Academic Probation**

Any student failing to maintain at least a 70% average in the academic and / or practical segments is subject to probation. During probation the student's performance will be monitored and additional academic assistance will be given in an effort to assist the student in being removed from probation. The student must correct the deficiency that caused the probation and must do so before the next evaluation period. Failure to improve during a probationary period may subject the student to dismissal.



### **Attendance and Absences**

Excessive absences and tardiness will directly affect your grades and students are required to make up the missed training and or examinations. Students who miss 14 consecutive calendar days or 10 consecutive school days may be dismissed from LBCI. Failure to comply with attendance percentage may cause a student to be dropped from the Learning Bridge Career Institute. Make up time is permitted, but only at the discretion of instructor and administration. Any student that enters class 15 minutes after the scheduled start will be considered tardy. Students who exceed ten tardies per month will face disciplinary action.

### **Re-Entry**

Students who have been dismissed by the school must appeal the decision along with submission of a re-entry fee.

### **Make Up Work**

Instructors may arrange for individual assistance to make up work. Students must contact their instructors for individual assistance or for make-up work assignments. Make up work is at the discretion of the instructor.

### **Repeated Courses**

If a student fails to pass a course or receives a grade below a 'D', he / she must retake the course. The student shall make prior arrangements to enroll in the course, for an additional fee, when it is next regularly scheduled.

### **Transfer Policy**

Students wishing to transfer from one program to another within the institution should meet with the Dean of Education to determine eligibility and transferability within the institution. Students are given full credit for courses common in both programs that demonstrate satisfactory academic progress.

Students wishing to transfer from one program to another from other institutions must submit the following:

- Submit an application of admission to the Admission department
- Submit an official transcript from their current school

After the submissions of documents, the Dean of Education evaluates the transcript to determine transfer equivalency. To be eligible for transfer credit, students must have earned a "C" (2.0 GPA) or above in the course. No more than 60% of the course can be transferred from a program of study may be transferred from another institution. This policy is published in the LBCI catalog and on the LBCI website.

Students wishing to transfer (credits) from one program to another from other institutions must submit the following:

- Submit an application of admission to the Admission department
- Submit an official transcript from their current school

After the submissions of documents, the Dean of Education evaluates the transcript to determine transfer equivalency. To be eligible for transfer credit, students must have earned a "C" (2.0 GPA) or above in the course. No more than 60% of the course can be transferred from a program of study may be transferred from another institution. This policy is published in the LBCI catalog and on the LBCI website.

### **Right to Terminate**

The school reserves the right to terminate any student who fails to maintain passing grades, who shows excessive tardiness or absences, who maliciously destroys, steals, or damages any property of the school (the student may be liable for repair and or replacement of the damaged property), or violates the Rules of Conduct.

### **Rules of Conduct**

- Unsatisfactory progress
- Excessive absenteeism
- Unlawful possession, use, or distribution of drugs and alcohol by students on school property, or during any school activity
- Willful abuse of equipment
- Theft
- Insubordination and / or intolerable conduct
- Poor attitude and / or lack of motivation
- Unauthorized use of school equipment
- Cheating
- Falsification on any document

In addition, the following violations may bring dismissal:

Failure to make payments on dates due

Failure to adhere to requirements as outlined in contract or catalog

\*\* All students have the right to appeal a termination or dismissal.



### Appeals

Appeals may be made in writing using the appeal form. Students may obtain the appeal form by contacting the LBCI. The Administrator will set up a meeting with the student in reference to his or her request to re-enter. The Administrator's decision on all appeals is final.

### Withdrawals

A student may voluntarily terminate their training at any time by giving a written notice to the Administrator. The termination date will be determined by the last date of the actual attendance by the student. For refunds, see LBCI Refund Policy.

### Scholarships

Learning Bridge Career Institute provides a scholarships to assist with completing career training. Details and dates for application and awarding of the scholarship are available from the Administrator's office.

### Tuition Payments

Students are obligated to seek private funding for their financial obligations. The Learning Bridge Career Institute accepts the following payment options: cash, money orders, and credit card. Tuition payments may be arranged to fit the need of the individual student and are subject to approval by the Administrator. All fees must be paid before the student begins an internship or externship and receives his / her diploma. Payments are due every Monday.

### Refund Policy (For both Withdrawn and Dismissed Students)

Three - Business Day Cancellation

If the student for any reason does not enter, all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

Cancellation after the three-business-day cancellation period but before commencement of classes by the student. Tuition or fees collected in advance of entrance and if the student does not begin classes, not more than \$100.00 shall be retained by the institution. Refunds for a students who does not begin classes shall be made within 30 days of the start of a class.

### I UNDERSTAND THAT THE WITHDRAWAL AFTER COMMENCEMENT OF CLASSES REFUND POLICY SHALL BE:

#### For programs less than 300 clock hours

- After the student has completed less than 15% of the course, the institution shall refund at least 80% of the tuition, less the registration fee, thereafter,
- After a student has completed less than one fourth of the course, the institution shall refund at least 70% of the tuition, less the registration fee, thereafter,
- After a student has completed one fourth, but less than one half of the course, the institution shall refund at least 45% of the tuition, less the registration fee, thereafter,
- After a student has completed one half or more of the course, the institution may retain 100% of the stated course price.
- If a student is absent for 5 consecutive days, he /she may be dropped from LBCI and a refund will be given within 30 business days of the date of the withdrawal date.

### I UNDERSTAND THAT THE WITHDRAWAL AFTER COMMENCEMENT OF CLASSES REFUND POLICY SHALL BE:

#### For programs 300 clock hours or longer

- During the first week of the program, the institution shall refund at least 90% of the tuition, less the registration fee, thereafter;
- During the next three weeks of the program, the institution shall refund at least 75% of the tuition, less the registration fee, thereafter;
- During the first 25% of the program, the institution shall refund at least 55% of the tuition, less the registration fee, thereafter;
- During the second 25% of the program, the institution shall refund at least 30% of the tuition, less the registration fee, thereafter;
- During the third and fourth 25% of the program, the institution shall retain 100% of the stated course price. Percentages of the course completion are to be computed on the basis of clock hour.
- For programs longer than one year ( 12 calendar months ) in length, 100% of the stated course price attributable to the period beyond the first year will be refunded when the students withdraws during the prior period.
- Any unused portion of the book fee will be refunded.

### The Federal Family Educational Rights and Privacy Act of 1974 (FFERPA)

The Federal Family Educational Rights and Privacy Act of 1974, as amended, and its implementing federal regulations affords to persons who are currently, or were formerly, in attendance at LBCI as registered students a right of access to their "educational records" that contain information directly related to such persons. Persons who unsuccessfully applied for admission to LBCI are



not covered by the Act. An unsuccessful applicant for admission to one of the schools or divisions of LBCI is not considered to be a "student" of LBCI.

### Records Covered

"Educational records" of a student include records, files, documents, and other materials regularly maintained by the LBCI that contain information directly related to a student and that are maintained in connection with the student's attendance at the LBCI.

### Access Rights of Students

- **Procedure**  
A student may obtain access to his education records by making a request in writing using the **REQUEST OF RECORDS FORM** and submitting it to the Student Services Coordinator. LBCI is required to grant the request within 7 to 10 business days. The Student Services Coordinator will forward copies to the person or address indicated on the form submitted.
- **Copying**  
A student will ordinarily not be provided with copies of any part of his record other than his transcript, unless the inability to obtain copies would effectively prevent him from exercising his right to inspect and review his education records. In cases where copies will be provided LBCI may impose a charge for making such copies (2.00 per sheet).
- **Access Rights to Others**
  - The Learning Bridge Career Institute will not generally permit access to, or release of, educational records or personally identifiable information contained therein to any party without the written consent of the student. LBCI may, however, as provided in the Act, release such data to certain persons including:
    - Employees of LBCI who have a legitimate educational interest (including persons with whom LBCI has contracted) in obtaining access to the records. Such access will be granted if the official needs to review an educational record in order to fulfill his or her professional responsibility.
    - Persons who require access in connection with the student's application for, or receipt of, financial services.
    - Parents of a student, provided the student is a "dependent" of the parents for federal income tax purposes.
    - LBCI may release such information in compliance with a judicial order or pursuant to any lawfully issued subpoena.
    - In connection with an emergency, LBCI may release information from educational records to appropriate persons if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
- **Release with Student's Consent**  
Upon written consent or request by a student, LBCI will release information from the student's educational records to third parties. The student should make a request for such release to LBCI in writing or on the Student Education Records Form during the time of enrollment.

### Complaints and Grievance Procedure

The steps below are to be used when reporting complaints and grievances:

- Complete the grievance form prior to your appointment with the Administrator.
- Submit the original form to the LBCI and keep a copy for your records.
- Schedule an appointment with the LBCI Administrator

### If you are still dissatisfied, please write:

Louisiana Board of Regents, Division of Planning, Research, and Performance,  
Proprietary Schools Section, P.O. Box 3677,  
Baton Rouge, LA, 70821, 225-342-7084

and or to

Council on Occupational Education  
7840 Roswell Road, Bldg. 300 Suite 325,  
Atlanta, GA 30350  
[www.council.org](http://www.council.org)  
770-396-3898

This step should be taken only after the student has unsuccessfully attempted to resolve the matter with the school, and having first filed a written and signed complaint with the Dean of Education and or to Administrator.



## **PHLEBOTOMY Program Description**

### **PHI 101 Introduction to Phlebotomy**

The content presented will help teach the student the basic services, principals, and quality assessments of phlebotomy. It also focuses on the safety policies and procedures that must be followed in the laboratory.

### **PHI 102 Medical Terminology for the Phlebotomist**

The course presents the student with the medical terminology used in the laboratory. The course will also present basic functions of the cardiovascular system.

### **PHI 103 Specimen Collection**

This course describes phlebotomy safety supplies and equipment, identifies the various supplies that should be carried on a specimen collection tray, and identifies the types of safety equipment needed to collect blood by venipuncture and skin puncture. It describes the identification process, hand hygiene, and glove procedures before and after venipuncture, steps of a venipuncture procedure, and the potential causes of phlebotomy complications during a venipuncture procedure. It also provides steps and equipment used in blood culture collections, requirements for glucose testing, and types of urine specimen collections and procedures and potential complications involved for specimen collection for pediatric and geriatric patients

### **PHI 104 Specimen Handling**

This section will provide the student with knowledge of specimen-handling guidelines for maintaining specimen integrity, policies and procedures important to phlebotomy and methods commonly used to transport specimens.

### **PHI 105 Professional Issues**

This section will provide the student with knowledge and importance of law and ethics, HIPPA, and basic functions of medical records and well of quality assurance.

### **MOA 101 Introduction to the Medical Office**

This course provides an introduction of the medical office. It provides the student with knowledge on the health care team, professionalism and careers in medical office. This course illustrates the importance of team work, communication, work ethic, professionalism and performance.

### **MOA 102 Interacting with Patients**

This section focuses on culture, diversity, and effective communication among patients. It emphasizes the importance accuracy in appointment scheduling and patient registration.

### **MOA 103 Operations of a Medical Office**

The content presented in this course focuses on occupational safety and basic operations in the medical office. It describes the organizational leadership, the importance of office meetings and interoffice communications.

## **MEDICAL BILLING AND CODING SPECIALIST Program Description**

### **IBS 101 Introduction to Body Systems I**

This course introduces health care terminology and the body structure. Students will gain knowledge in prefixes, suffixes, and combining forms.

### **IBS 102 Introduction to Body Systems II**

This course shares knowledge using the various body systems. The learner will be able to recognize and use terms related to the anatomy and physiology, pathology and procedures of the body systems.

### **IBS 103 Introduction to Body Systems III**

This section will provide knowledge to be able to recognize and use terms related the pathology and procedures of special senses, pregnancy, and blood forming organs.

### **MBSC 101 Relationship Between the Patient, Provider, and Carrier**

This section will provide the student with knowledge to accurately file Medicare, Medicaid, and TRICARE claims. It shares information on Medicare basic structure, fraud, abuse and managed care. It also presents information on HIPPA, reimbursement and compliance.

### **MBCS 102 Medical Coding**

The course presents the student with the knowledge to properly use the ICD-9-CM, ICD-10-CM, and key coding guidelines.

### **MBCS 103 Introduction to Current Procedural Terminology**

This program introduces a foundation of CPT and national codes. It also presents information on modifiers and CPT evaluation and management

### **MBCS 104 Application of CPT and HCPCS Coding**

This course focuses on the knowledge and skills to submit a medical claim in various medical specialties using Current Procedural Terminology (CPT) with no errors so that full reimbursement will be received.

### **MBCS 105 Inpatient Coding**

This section will provide the student with the knowledge of the differences between inpatient and outpatient coding. It also shares information on guidelines for coding and reporting.

### **PHC 101 Professionalism in Health Care I**

This course provides an introduction on professionalism as an entry- level health care professional. This course illustrates the importance of team work, communication, work ethic, and performance.

### **PHC 102 Professionalism in Health Care II**

This section focuses on culture, diversity, appearance, grooming and effective communication. It shares in detail the importance of communication and appearance when servicing a diverse population in the health care industry.

### **PHC 103 Professionalism in Health Care III**

The content presented in this course focuses on leadership skills and career development. It also provides the student with a sound foundation of how to construct a resume and how to prepare for an interview.

## Medical Assisting Program Description

**MA 101 Introduction to Medical Assisting**

The content presented in this course will help the student understand the profession of medical assisting. It presents information on the health care industry, workplace behavior, ethics and law.

**MA 102 Medical Terminology**

This course provides an in-depth study on medical terminology.

**MA 103 Administrative Medical Assisting**

The course presents the student with the knowledge of office procedures. It focuses on appointment scheduling, written communication, telephone techniques, and patient reception and processing.

**MA 104 Health Information in the Medical Office**

This course focuses on the knowledge and understanding of the patient medical record and confidentiality in the physician's office.

**MA 105 Introduction to Billing and Coding Procedures**

This course provides an introduction to basic understanding in health care insurance claim forms and diagnostic and procedural coding.

**MA 106 Assisting with Medications**

This section will provide the student with basic knowledge and understanding of legal, commercial, and chemical names for drugs. It will also focus on administering medications through various medical routes, and basic pharmacology mathematics.

**MA 107 Fundamentals of Clinical Medical Assisting**

This section will provide the student with knowledge of infection control, patient assessments, promoting patient education and assisting with physical and wellness examinations.

**MA 108 Assisting with Medical Specialties**

This course will provide the students with knowledge and hands on training of various medical procedures.

**MA 109 Diagnostic Procedures**

This course focuses on the preparation and outcome of a patient's electrocardiogram procedure as well as the fundamentals of phlebotomy.

**MA 110 Assisting with Surgeries**

This section will provide the student with knowledge and identification of various surgical supplies and instruments. This course also shares information on surgical procedures and asepsis.

**MA 111 Career Development**

This course emphasizes professionalism and career opportunities.

**NA 101 Communication and Interpersonal Skills**

This course focuses on long term care for the nursing assistant and how to communicate effectively.

**NA 102 Safety and Emergency Procedures**

This course focuses on safety and body mechanics, emergency care, first aid, positioning, moving, and lifting. It also teaches Cardiopulmonary Resuscitation and students become CPR Certified.

**NA 103 Resident's Rights and Promoting Resident's Rights**

This course focuses on the ethical and legal rights of the patients. It also discusses various types of care such as rehabilitative, restorative, and end of life care.

**NA 104 Basics Nursing Skills**

This course focuses on basic nursing skills such as bed making, personal care, vital signs and nutrition.

**NA 105 Basic Anatomy and Physiology**





This course will give an overview of the human body to include, gastrointestinal, urinary, musculoskeletal, nervous, and endocrine systems.

**NA 106 Clinical Externship**

This course will offer hands on training in a nursing home or clinical setting.

## NURSING ASSISTING PROGRAM

**Admission Requirements:** Students without proof of a high school diploma or GED are eligible to take the following Nursing Assisting Program as long as they meet the admission standards below:

- Proof of Age - Applicants who are not 18 years of age prior to their desired start date at the LBCI may apply at the age of 17 with parental permission.
- Application for Admission Form: Each applicant must submit a completed application for admission form and the following attachments:
  - Current Driver's License or State approved ID | Social Security Card | Entrance exam score of 17 or above
  - Background Check | State Background Check
- State Background Check that meets the requirements of Department of Health and Hospitals
- Registration Fee - All applicants require a \$100.00 fee. Applications received without the application fee will not be considered and will not be processed.
- Personal Interview - Each applicant must attend a personal interview with a school administrator. A telephone interview may be considered if the applicant's geographical location and ability to travel to the interview site is a hardship. Applicant must demonstrate sufficient maturity to undertake a health care profession, including the capacity to ethically and responsibly manage professional boundaries.

### Acceptance into the Program

When the application requirements have been met, acceptance decisions will be based on each applicant's academic background, personal qualities, and his or her likelihood of succeeding in the program. A student will be notified via telephone, mail, or in person of his / her acceptance into the program. The LBCI does not discriminate based on age, race, color, religion, ethnic, or national origin, disability, gender, sexual orientation, or any other status protected by law. Enrollment for accepted students is on a first come, first served basis guaranteed by the enrollment deposit. Those accepted for enrollment after a class has been filled will be placed on a waiting list and given preferential standing for programs for the upcoming term date.

### Satisfactory Academic Progress (SAP)

Satisfactory progress in academic performance and attendance is required to continue as a student in good standing. A diploma will be awarded upon successful completion of requirements of the program.

The academic grading system is as follows:

A = 95-100	D = 79-70
B = 94-90	F = 69 or below
C = 89-80	

Students are graded according to the results of the written practical examinations. Practical evaluations take in to consideration performance and production. These grades and skills are recorded daily in the schools learning management system, with progress reports, and in the student's examinations booklets.

### Didactic Segment of the Nursing Assisting Program

To remain in good academic standing, students must complete the academic week, courses NA 101-NA 105, with an average of 70% and a passing score or 70% or above on each course exam. Students who fall below the 70% at the end of the academic week may result in repeating the academic week or a specific course within the program.

### Clinical Segment of the Nursing Assisting Program

To remain in good academic standing during the clinical segment of the program, students must complete NA 106 with a 70%. Student who fail to complete NA 106 with 70% may result in repeating the clinical week.



### Attendance

- Students must complete 40 hours of the didactic segment of the Nursing Assisting program. Failure to do may result in completing the missing hours during the next Nursing Assisting program offered and or the inability to move into the clinical segment of the program.
- Students must also complete 40 hours of clinical training. Failure to do may result in completing the missing hours during the next Nursing Assisting program offered.
- Students who miss more than 2.5 hours of academic instructions and or 2.5 hours of clinical instruction, may be withdrawn from the program.

### Program Completion Requirements:

- Students must complete 40 hours academic instruction and 40 hours of clinical instruction
- Student must complete the didactic segment of the program with a 70% average.
- Students must complete the clinical segment of the program with a 70% average.
- Students must complete the all exams with a 70% average or above.

### Registry Requirements:

- Students must successfully complete the Nursing Assisting program (NA 101-106)
- Students must sit for the registry exam within 15 days of successfully completing the program at LBCI.
- All registry exams are given on Monday at 6PM at LBCI.
- Students must complete registry application and satisfy the exam fee prior to sitting for the exam.

### Nursing Assisting Course Times:

#### Week 1

- Monday - Friday 8AM -5PM

#### Week 2

- Monday 8AM-5PM
- Tuesday 6AM-2PM
- Wednesday 6AM-2PM
- Thursday 6AM-2PM
- Friday 6AM-2PM

## NURSING ASSISTANT

### Rules and Regulations

- Students must complete 40 hours of academic training.
- Students must complete 40 hours of clinical training.
- Students must complete a 4 hour orientation.
- Students must complete their academic studies with an overall average of 70%.
- Students must complete each course exam with a 70%
- Students must complete clinical training with a 70%.
- Students must pass final with minimum of 70%.
- All missed exams must be taken on the day the student returns to class. All make up work must be done prior to the completion of the program.
- No smoking is allowed in the building and should be done during the appropriate break times.
- Students must follow the dress code as outlined in this handbook.
- Students at all times must respect the employees and fellow students of the LBCI. Foul language and disrespect will not be permitted.
- Cell phones must be off during class time. All personal phone calls must be conducted during the appropriate break times. In the event of a personal emergency phone call, alert your instructor.
- Eating is not permitted in the classrooms.



## **NURSING ASSISTING Program Description**

**NA 101                    Communication and Interpersonal Skills**

This course focuses on long term care for the nursing assistant and how to communicate effectively.

**NA 102                    Safety and Emergency Procedures**

This course focuses on safety and body mechanics, emergency care, first aid, positioning, moving, and lifting. It also teaches Cardiopulmonary Resuscitation and students become CPR Certified.

**NA 103                    Resident's Rights and Promoting Resident's Rights**

This course focuses on the ethical and legal rights of the patients. It also discusses various types of care such as rehabilitative, restorative, and end of life care.

**NA 104                    Basics Nursing Skills**

This course focuses on basic nursing skills such as bed making, personal care, vital signs and nutrition.

**NA 105                    Basic Anatomy and Physiology**

This course will give an overview of the human body to include, gastrointestinal, urinary, musculoskeletal, nervous, and endocrine systems.

**NA 106                    Clinical Externship**

This course will offer hands on training in a nursing home or clinical setting.

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