



McKallen Medical Training Institute

Main Campus: 337 N. Vineyard Ave Suite 23 Ontario, CA 91764

Branch: 7816 Uplands Way D, Citrus Heights, CA 95610

Office: (909)243-2515

Branch: (916) 223-2992

www.mckallenmedicaltraining.com

Course Catalog

Catalog of Courses

Period Covered by the Catalog

January 1, 2026 to December 31, 2026

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Institutional Mission and Objectives

McKallen Medical Training Institute, a certified woman-owned and nurse-owned business, is dedicated to providing top-tier medical education and training programs, fostering competent and compassionate healthcare professionals. We offer a diverse range of courses tailored to meet the evolving needs of the industry, emphasizing hands-on experience and innovative teaching methodologies. Through our nonprofit organization, we strive to benefit both our community and future healthcare professionals with outreach initiatives and scholarship programs. Join us in redefining medical education and shaping the future of healthcare.

Instructional Location

Instruction is provided online and in person at the main campus at 337 N. Vineyard Ave Suite 23 Ontario, CA 91764 as well as our branch location 7816 Uplands Way D, Citrus Heights, CA 95610. Clinical externship instruction takes place at a variety of clinical locations; students will receive their specific clinical placement when nearing the end of the didactic portion of the course.

Description of the Facilities & Type of Equipment Used for Instruction

McKallen Medical Training Institute main campus location is approximately 1900 square feet and includes a reception area, 3 large classrooms, a restroom, and break area for student use. Administrative offices are also located onsite. The classrooms are equipped with modern and currently in use systems including laptops, a projector and standard peripherals. Dry erase boards and a large screen and computer are available for viewing videos and PowerPoint presentations.

McKallen Medical Training Institute branch location is approximately 2578 square feet and includes a reception area, 4 large rooms for instruction with a sink included, a restroom, 2 storage areas, and an administrative office. The classrooms are equipped with a large screen and computer for viewing videos and PowerPoint presentations and dry erase boards.

All equipment and supplies are used in each program and are all owned by the institution. See Appendix A for a list of equipment for each program.

School Calendar

The training center operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters. The following holidays are observed and no classes are held:

- New Year’s Day
- Martin Luther King Jr. Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day

- Christmas Day

Office hours, Main & Branch

Monday	9:00am - 5:00pm
Tuesday	9:00am - 5:00pm
Wednesday	9:00am - 5:00pm
Thursday	9:00am - 5:00pm
Friday	9:00am - 5:00pm
Saturday	Closed (Appointment Only)
Sunday	Closed (Appointment Only)

Library Resources

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. Learning resources provided include access to books, periodicals, videos, and access to specially selected internet sources of information which support the learning objectives of the programs offered. Student may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at McKallen Medical Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending McKallen Medical Training Institute to determine if your certificate will transfer.

Admissions Policies & Recognition of Credits

Admissions Policies for All Programs:

- Students must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- No “Ability-to-Benefit” students will be admitted.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- All students enrolling in a program of study that includes distance education as a method of instruction must demonstrate, via our questionnaire as part of our admissions process, that they have the skills and competencies to succeed in a distance learning environment.
- Students must be able to lift 50lbs.
- Students must possess or otherwise have access to a sufficiently up-to-date computer with webcam to participate in online instruction.
- Copy of Government issued photo ID/Passport is required
- Proof of flu shot is required during flu season (October 1 – February 28) and Covid screening is due 7 days prior to the start of class. If proof cannot be provided and is allowed by the clinical facility, participants must wear a face mask at all times during the clinical days, and McKallen

Medical will provide. Some clinical facilities require the flu shot at all times; you will be informed of this as applicable. Proof of Covid vaccination or weekly covid screening is required, if student declines Covid vaccination.

- **BACKGROUND CHECK/PRIOR CONVICTIONS:** McKallen Medical has the right to deny a student enrollment based on a prior conviction. The California Department of Public Health and Board of Pharmacy make all final decisions for certification; attendance and completion of the program does not guarantee certification. If you have concerns about prior convictions, and want counseling regarding your likelihood to achieve certification prior to enrolling, please speak with our Admissions personnel directly.

Additional Admissions Policies for Nurse Assistant, Home Health Aide, EKG Technician and Medical Assistant Programs

- Applicant must be 16 years of age or older at the time of program start date.
- Applicant may provide evidence of a high school diploma, GED or equivalent for admittance to these programs. Foreign Diplomas will be evaluated for U.S equivalency. If the applicant does not possess a high school diploma, GED or equivalent, or otherwise cannot provide that documentation, they may be accepted if they demonstrate through our admissions assessment that they are a qualified candidate for admission.

Additional Admissions Policies for Pharmacy Technician & Phlebotomy Technician Programs

- Applicant must be 18 years of age or older at the time of program start date.
- Applicant must have a high school diploma, GED or equivalent. Foreign Diplomas will be evaluated for U.S equivalency.

Additional Admissions Policies for IV Therapy & Blood Withdrawal Program

- Applicant may provide evidence of a high school diploma, GED or equivalent for admittance to these programs. Foreign Diplomas will be evaluated for U.S equivalency. If the applicant does not possess a high school diploma, GED or equivalent, or otherwise cannot provide that documentation, they may be accepted if they demonstrate through our admissions assessment that they are a qualified candidate for admission.
- Proof of current and valid Vocational Nursing license required

Student Orientation

All newly admitted students are required to attend a mandatory orientation session before the start of their program.

Orientation Content:

- Welcome and introduction to McKallen Medical Training, its mission, values, and history.
- Explanation of academic programs, including curriculum, duration, and career paths.
- Review of academic policies, including grading, attendance, and externship requirements.
- Information on student support services, including tutoring, advising, and career counseling.
- Overview of the code of conduct, dress code, and policies on weapons, drugs, and alcohol.
- Discussion of financial aid and payment options.

Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

Language Proficiency

General knowledge of English, written and spoken, is necessary to participate in our programs. The reasonable level of language proficiency required to succeed in our programs has been determined to be a reading and writing ability equivalent to the 10th grade level. This level of language proficiency is evidenced by our prospective students' successful completion of our admissions process, which includes a spoken interview and short answer writing responses designed to demonstrate the student's sufficient language proficiency. A student's level of language proficiency will be determined using the United States Foreign Service Language Rating System, which uses the Interagency Language Roundtable (ILR) scale: students must demonstrate in conversation with admissions staff that they possess language proficiency which meets the qualifications of Speaking 3 (General Professional Proficiency) on the ILR scale.

Language of Instruction

Instructions will be given in no language other than English.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

STRF Disclosure

Student Tuition Recovery Fund Disclosures.

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Pregnancy Policy

At McKallen Medical Training Institute, we are committed to providing a safe, supportive, and equitable learning environment for all students. This policy outlines the considerations and expectations for students who are pregnant while enrolled in a hands-on training course.

Disclosure of Pregnancy (Optional but Recommended)

- Students are not required to disclose their pregnancy status. However, if a student chooses to disclose their pregnancy, they are encouraged to inform the Program Director or Student Services Coordinator as soon as possible to facilitate appropriate accommodations and support.
- Disclosure will remain confidential and only shared with relevant faculty or staff on a

need-to-know basis.

Health and Safety

- **Medical Clearance:** Students who disclose their pregnancy may be required to provide written clearance from their healthcare provider to ensure their participation in hands-on activities is safe for them and their pregnancy.
- **Activity Modifications:** If specific tasks or activities pose potential risks, alternative assignments or accommodations will be provided to ensure the student can continue their training without compromising their health or learning outcomes.

Attendance and Leave

- Flexibility in Attendance: Students are expected to maintain the attendance requirements for their course. However, reasonable accommodations for prenatal appointments, childbirth, or pregnancy-related medical issues will be granted in accordance with federal Title IX protections.
- Medical Leave: In cases where a student requires a temporary leave due to pregnancy or childbirth, the student may request a medical leave of absence. A plan for re-entry into the program will be developed to ensure the student can resume their training without penalty.

Physical Demands of Training

- Hands-on training courses may involve physical activities such as lifting, standing for extended periods, or exposure to certain chemicals or environments. These factors will be evaluated on a case-by-case basis to determine appropriate accommodations.
- Students are encouraged to communicate any physical limitations to their instructors to ensure their safety during training.

Academic Accommodations

- The Training Institute will provide reasonable adjustments to course schedules, exams, and deadlines to support students managing pregnancy-related responsibilities.
- Students will not be penalized for missing class or coursework due to pregnancy or childbirth-related absences, provided that reasonable notice and documentation are given.

Return to Training

- Students returning from pregnancy-related leave will be supported to reintegrate into their course. The Program Director will collaborate with the student to create a plan for catching up on missed material or completing necessary skills assessments.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. Distance learning students must follow the technology standards of the course. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Having their camera off during online lectures.
- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Drug and Alcohol Policy:

McKallen Medical Training Institute is committed to maintaining a safe, professional, and conducive learning environment for all students. As future healthcare professionals, students are expected to uphold

the highest standards of integrity, professionalism, and safety. Students are strictly prohibited from: Using, possessing, distributing, or being under the influence of drugs (illegal or unauthorized prescription drugs) or alcohol during class, clinical training, or any other program-related activity.

If a student is suspected of being under the influence of drugs or alcohol based on observable behavior or other credible indications, the following steps will be taken:

1. Immediate Removal:

- The student will be immediately removed from the classroom, lab, or clinical site to ensure the safety of students, staff, patients, and themselves
 - The instructor or program coordinator will document the observed behavior or circumstances leading to the suspicion.

2. Incident Review:

- The Program Director will review the incident, including reports from staff, instructors, or other students who raised the concern.

3. Drug/Alcohol Testing (Optional):

- The student may be asked to undergo a drug or alcohol test at their own expense. Refusal to comply with the testing request will result in immediate dismissal from the program.

Consequences

- Dismissal from the Program:
 - If it is determined that the student was under the influence of drugs or alcohol during program activities, they will be permanently dismissed from the enrolled program.
- Re-enrollment:
 - Students dismissed under this policy are not eligible for re-enrollment.

Reporting Suspicious Behavior

- Any student who suspects a peer of being under the influence of drugs or alcohol is encouraged to report their concerns to the instructor or Program Director immediately.
- Reports must be made in good faith, and retaliation against students who report concerns will not be tolerated

Children in Class

Children are not permitted in the classroom, lab, or clinical area. Students who bring children to class will not be allowed to remain in class.

Student Dress Code

The student uniform is a grey top and bottom uniform purchased from the brand chosen by McKallen Medical. Students are expected to be in uniform every day of clinical and graduation. A watch with a second hand is part of your uniform. Shoes should be an athletic/tennis shoe and must be closed toe and

closed heel. Shoes may have some other small color or design, as long as they are mostly white, black or grey.

PERMITTED

- Scarf or skirt (neutral colors) for those with religious necessity
- Small earring studs and rings with personal significance (limit one per hand)
- Natural makeup
- Nails trimmed not extending beyond tips of fingers. No colors or designs.

NOT PERMITTED

- Cellular phones (should be put away and turned on during class and clinical)
- Hats or scarves (religious exception)
- Dangling jewelry or visible facial piercings (nose, eyebrow, lip, chin, etc.)
- Long, loose hair, extreme hair color or styles
- Acrylic nails or overlays, Heeled, open-back, or clogged shoes
- No jackets over the uniform attire, unless they are professional scrub jackets. If you are cold, we allow a long sleeve white, gray or black shirt under the grey scrub top.
- Please cover tattoos for the clinical experience

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

McKallen Medical Training Institute is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

McKallen Medical Training Institute encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Social Media Policy

All Nursing and Allied Health Facebook pages are maintained by faculty and monitored as such for content relevant to the nursing field. Students are not allowed to post content unrelated to the nursing field. Students are not allowed to post any information related to specific clinical experiences on

closed-group pages, the student's personal pages, or other social media sites including but not limited to Twitter and Instagram.

Artificial Intelligence (AI) Use Policy for Academic Assignments

McKallen Medical Training Institute recognizes that Artificial Intelligence (AI) tools (such as ChatGPT, Grammarly AI, or other generative AI platforms) are increasingly used in academic and professional environments. These tools may be used only as supportive reference tools and must not replace a student's independent learning, critical thinking, or academic work.

Acceptable Use of AI

Students may use AI resources for the following purposes:

- Brainstorming ideas or topics for assignments
- Improving grammar or sentence clarity
- Reviewing writing structure
- Helping understand difficult concepts

AI tools should be used **only as supplemental resources** and not as the primary source of information.

Prohibited Use of AI

Students **may not use AI-generated tools to complete or generate direct answers** for any of the following:

- Homework assignments
- Written papers
- Case studies
- Exams or quizzes
- Discussion board responses
- Clinical reflection assignments
- Any graded academic work

Submitting assignments that are **primarily generated by AI without the student's original analysis and work is considered academic misconduct.**

Evidence-Based Research Requirements

All written assignments must:

- Use the **course textbook as a primary source**
- Include **evidence-based scholarly resources**
- Cite **credible medical or healthcare sources**
- Use references that are **no older than five (5) years**, unless the source is considered a foundational medical reference

Examples of acceptable sources include:

- Peer-reviewed medical journals
- Government health agencies (CDC, NIH, WHO)
- Professional healthcare organizations
- Evidence-based clinical publications

AI Detection and Academic Integrity

To maintain academic integrity:

- **All assignments will be reviewed using AI detection software.**
- Assignments should demonstrate **at least 90% original student work.**
- AI-generated content should **not exceed 10% similarity or AI detection thresholds.**

Assignments exceeding the acceptable AI detection threshold may be:

- Recorded as an academic integrity violation depending on severity

Academic Responsibility

Students are responsible for ensuring that:

- All submitted work reflects **their own knowledge, understanding, and critical thinking**
- All references are properly cited
- AI tools are not used to replace learning

Violations of this policy may result in disciplinary action according to the **McKallen Medical Training Institute Academic Integrity Policy**.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Insurance

The student is NOT personally responsible for any expenses incurred from accidents or injuries, either in the clinical area or at McKallen Medical. While at the clinical facility the student must follow the facility's policies for injury or accident. Personal liability insurance must be purchased by the student prior to starting clinical.

Student's Right to Cancel

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent by email to Sade Stephenson, admin@mckallenmedicaltraining.com. Written notices may also be delivered in person to Sade Stephenson in person at the main campus. Notice of cancellation must be in writing. If a student provides a verbal cancellation in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal cancellation and the date the verbal cancellation was made. All records pertaining to the student's cancellation and refund issuance will be retained in the student's file, and the student will be added to the institution's cancellation log records, to include the student's name, address, telephone number, personal email address, date of cancellation and refund amount.

Withdrawal Policy

Withdrawals Initiated by the Student

A withdrawal for the current period of attendance may be effectuated by the student's written notice sent by email to Sade Stephenson, admin@mckallenmedicaltraining.com. Written notices may also be delivered in person to Sade Stephenson in person at the main campus. Notice of withdrawal must be in writing. If a student provides a verbal withdrawal notice in person or over the phone, the institution shall

send a follow-up written notice via email to the student affirming their verbal withdrawal and the date the verbal withdrawal was made. The effective date of the student's withdrawal shall be the date it is received by the institution.

Withdrawals Initiated by the Institution

Withdrawal for the current period of attendance may also be brought about by the student's conduct or lack of attendance. This is referred to as an "administrative withdrawal" and will be effectuated by the institution's written notice to the student, which is to include the reasons for administrative withdrawal and the effective date of the administrative withdrawal. For students who are administratively withdrawn due to lack of attendance, the effective date of the administrative withdrawal shall be the student's last date of attendance.

Students attending programs at our institution may be administratively withdrawn for the following reasons:

- Disruptive and/or offensive and inappropriate behavior in class or outside of class to fellow classmates and/or faculty and staff
- As the result of an investigation of plagiarism and cheating in which it was concluded the student did commit such actions
- Repeated violations of school policy
- Being absent for more than three (3) consecutive calendar days with no communication with the school to excuse the absences or otherwise seek to arrange a leave of absence

All records pertaining to the student's withdrawal and refund issuance will be retained in the student's file, and the student will be added to the institution's withdrawal log records, to include the student's name, address, telephone number, personal email address, date of withdrawal and refund amount.

Refund Policy

What follows is the sole refund policy for this institution. No other refund policy shall be enforced other than this policy, as specified in our institutional catalog and enrollment agreement.

Timing and Documentation of Refunds

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's cancellation of, completion of, or withdrawal from, the educational program in which the student was enrolled. This institution shall provide the student with documentation specifying the amount of a refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, as well as the payment method of refund (check, cash, ACH transfer, Zelle, etc.).

How Refunds are Calculated in the Event of a Cancellation

If a student cancels their enrollment according to the Cancellation Policy, this institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed two hundred fifty dollars (\$250), as specified in the catalog and enrollment agreement. Any fees collected related to the Student Tuition Recovery Fund shall be refunded. Any fees collected for educational materials otherwise noted as nonrefundable shall also be refunded.

How Refunds are Calculated in the Event of a Withdrawal

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

{A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days

prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

All amounts that the student has paid shall be subject to a pro rata refund unless the enrollment agreement and the refund policy outlined in the catalog specify a non refundable deposit or application fee, not to exceed two hundred fifty dollars (\$250), or non-refundable amounts paid for educational materials, or both. This institution does charge both a non-refundable deposit as well as non-refundable amounts paid for educational materials; these amounts are specified in our Charges and Fees section in the catalog and on the student's enrollment agreement. Please refer to the Fees section of the catalog and the enrollment agreement for an itemization of charges that are non-refundable as part of a pro rata refund, as well as a description of the conditions under which those items may or may not be refundable (for example only: fees for hard-copy textbooks could be deemed refundable on a case-by-case basis if the materials are returned in a reusable and unsullied state).

Refunds to 3rd Party Payors, as applicable

If a refund is made to a third party on behalf of a student who has cancelled or withdrawn from their enrollment in an educational program, the institution shall provide the student, within 45 calendar days after the date of cancellation or withdrawal, a written notice, as described in section 71920(b)(10), in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.

Refunds of Payments Collected and Payable to 3rd Party Entities, as applicable

If this institution has collected money from, or on behalf of, a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party or has not yet been billed or invoiced by the third party at the time of the student's cancellation or withdrawal, the institution shall refund the money to the student within 45 calendar days of the student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Policies and Procedures Regarding Financial Aid

This institution does not participate in any federal financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Financial Aid Disclosures

The institution does participate in the State of California's Eligible Training Provider List (ETPL) that provides customer-focused employment training resources for adults and dislocated workers. Students are referred from a career services foundation or organization, and their tuition is paid on their behalf by that organization utilizing Workforce Investment Opportunity Act funds. The ETPL program provides their own policies and disclosure to students who qualify under the program. ([WIOA ETPL Policies and Procedures](#), WSD25-02) .

The institution does provide financial aid directly to its students in the form of a monthly payment plan. No interest is charged, however late fees to apply for late payments one or more days delinquent. Students who fall one week behind in their tuition payments without communication about the circumstance are subject to administrative withdrawal from the program for a minimum of 6 months.

Grades and Standards for Student Achievement - Satisfactory Progress

Pass/fail scores are utilized for all courses. Students must receive passing grades on all skills examinations and achieve an 80% or better on the final exam to successfully pass the program. Students will be evaluated throughout the program. The student's final grade will be calculated by the following grading scale. Students who receive less than 80% on the final exam may retake the exam at the consent

of the instructor. Students who are permitted to retake an exam will receive a maximum grade of 80% on the exam.

A student will be warned that they are in jeopardy of failing the program if their cumulative score falls below 80%.

PASS/FAIL SCALE		
Type	Grade Scale	Grade
Quizzes/Tests/Final	80 and Above	Pass
	79 & Below	Fail
Skills Assessment	90 and Above	Pass
	89 & Below	Fail

Pharmacy Technician

GRADING SCALE	
Class Participation/Attendance	20%
Quizzes	20%
Assignments	10%
Final Exam	50%
	100%

Medical Assistant

GRADING SCALE	
Class Participation/Attendance	20%
Quizzes	20%
Assignments	10%
Final Exam	25%
Externship	25%
	100%

Phlebotomy Technician I

GRADING SCALE	
Class Participation/Attendance	15%
Quizzes	10%
Basic Phlebotomy Exam	25%
Advanced Phlebotomy Exam	25%
Externship	25%
	100%

Evaluation Policies

Grades are awarded on a pass / fail basis. In all evaluation areas of each program, students must achieve an 80% or higher to achieve a grade of pass.

If the student has not completed the coursework and earned a grade at the end of the program, the instructor may issue one of the following grades.

I Incomplete If the program has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making

satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any program before the end of the term. At the end of the term, the instructor may withdraw the student from the program and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Grading System Standard

Evaluation of student achievement will be based on meeting the objectives for each program.

Attendance Policy

For Programs or Portions of Programs Offered via In-Person Sessions:

Attendance is mandatory to all class lectures and clinical. Students are required to attend 100% of the scheduled hours of the program. When a student falls below 90% attendance they will be given a verbal warning by their instructor. When a student falls below 80% attendance they will be placed on probation until they make up the missed time and resume satisfactory progress. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer. Absences should only be for sufficient reasons which includes but not limited to: military duty, illness, hospitalization, jury duty, funerals, medical emergencies, family emergencies. Tardiness is defined as showing up more than ten minutes late for the beginning of a class. Tardiness without legitimate reason on more than three different occasions will be considered as one unexcused absence.

For Programs or Portions of Programs Offered via Distance Education:

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. To assure this timely communication, your instructor will respond to each of your assignment submissions or exam submissions within 2 days. To further assure this timely communication, you must respond to each of your instructor's inquiries within 2 days as well.

If a student is enrolled in an online/blended course, the student must demonstrate regular and substantive interaction with the instructor. Regular and substantive interaction is defined as completing one of the following academically related activities once a week in order to be marked as having attended and actively participating:

- Post to the course discussion board substantive comments relevant to the subject
- Substantive exchanges with the instructor about course content, concepts, and assignments
- Submit a graded unit assignment or exercise
- Attempt quiz or exam

Logging into a course and clicking on resources will not count as having participated. Reading discussion boards, and reading or viewing course resources, though academically important, are not measured or counted as student attendance.

Make Up Requirements

If a student should have to miss class or clinical time, the time has to be made up in order to complete the program. It is the student's responsibility to contact the instructor to make up any missed time. Graduation from the program requires all students to complete the minimum hours of instruction per program. If a student is absent on the day of a test, a different make-up test will be given within 3 days of the original test.

Academic Probation and Dismissal Policies

McKallen Medical reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of faculty, a student's conduct disrupts or threatens to disrupt the class, lab, or clinical setting appropriate action will be taken to restore order. McKallen Medical maintains a high standard of academic integrity code. Conduct that violates this code may include, but not limited to cheating, falsification, plagiarism, or abuse of academic materials. Any student who violates the academic integrity code is subject to disciplinary action which may include, but not limited to entry of the incident in the student record, reduced grades, and dismissal from the program.

Leaves of Absence

Generally, it is the policy of the school to not grant a Leave of Absence to students. The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 30 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence. If you choose to reschedule your class, please remember that payments must still be made on time to keep your enrollment active. Failure to make payments may result in administrative withdrawal from the program.

Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the school's mailing address: 337 N. Vineyard Ave Suite 23 Ontario, CA 91764. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. The COO will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the COO will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present. The person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence. Each party involved may be asked to present their version of the incident prior to all parties being present. The COO will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the COO explaining why they believe the decision is unacceptable. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.

Continued unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 574-8900

Web site: www.bppe.ca.gov

Student Services

This institution does not provide airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Placement Services

This institution provides placement assistance for all graduate students who wish to use the service. No guarantee of placement can be made. Graduates may take advantage of a number of services provided, which may include the following:

- Assistance with the preparation of employment interviewing and completion of job applications
- Direct employer referrals
- Information regarding job market and employment trends
- Employment seeking skills

Student Housing

This institution has no responsibility to find or assist a student in funding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. (www.apartmentguide.com)

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

Professions – Requirements for Eligibility for Licensure

Pharmacy Technician

Licensure is a goal of this program. Upon completion of the program, students can apply for their Pharmacy Technician license from the California State Board of Pharmacy. No exam is required. This state board does not approve programs which offer this instruction. A \$195 fee is required, as well as providing your SSN or ITIN, a photo, proof of basic education, proof of completion of the pharmacy technician course, a self-query report form the National Practitioner Data Bank, and fingerprints by LiveScan. More information pertaining to licensure requirements can be found here:

<https://www.pharmacy.ca.gov/applicants/tch.shtml>. The application for Pharmacy Technician is found here: https://www.pharmacy.ca.gov/forms/tch_app_pkt.pdf.

Medical Assistant

Certification is a goal of this program. Students will be certified as a Certified Clinical Medical Assistant by the National Healthcareer Association. There is no state certification or licensure for medical assistants in California.

Phlebotomy Technician I

State certification is a goal of this program. In order to gain licensure as a Certified Phlebotomy Technician (CPT1) through California Department of Public Health, Laboratory Field Services Division, the student must have successfully completed an approved Phlebotomy Training program and successfully pass an approved certifying exam.

Nurse Assistant

State certification is a goal of this program. In order to take the Certified Nursing Assistant California State Board Examination, the student must have successfully completed an approved Certified Nurse Assistant Training program approved by the California Department of Public Health and pass the State Board Examination.

EKG Technician

Certification is a goal of this program. Students will be certified as a Certified EKG Technician through the National Certification Exam. There is no state certification or licensure for EKG technicians in California.

Home Health Aide

State certification is a goal of this program. Students will be certified as Home Health Aides by the California Department of Public Health.

IV Therapy & Blood Withdrawal

Licensure is not a goal of this program however graduates do achieve certification from the BVNPT for completion of this course. This is a post-licensure program for Licensed Vocational Nurses.

Charges: Tuition & Fees

All fees are subject to change from time to time, without notice. No student shall be charged nor collected from or on behalf of any amount for total charges that exceeds the amount listed in our catalog and on the student's enrollment agreement. Within 5 days of the institution's receipt of payments, students shall receive a written receipt or updated student ledger, in hard copy or electronic format, for any payments received from the student or on behalf of the student, including the date of the payment(s), amount of the payment(s), description of the payment(s), and the payor(s). A copy of the receipt(s) or ledger shall be kept in the student's records.

Program Name	Tuition	Registration Fee	STRF \$0/\$1,000	Textbooks	Total Program Charges
Pharmacy Technician	\$3850	\$150	\$0	\$150.00	\$4140.00
Medical Assistant	\$3850	\$150	\$0	\$88.00	\$4088.00
Phlebotomy Technician I	\$1450.00	\$150	\$0	\$50.00	\$1650.00
Nurse Assistant	\$1450.00	\$150	\$0	\$110.00	\$1710.00
EKG Technician	\$700.00	\$150	\$0	\$50.00	\$900
Home Health Aide	\$700.00	\$150	\$0	\$56.25	\$906.26
IV Therapy & Blood Withdrawal	\$700.00	\$150	\$0	\$0	\$850.00

3rd Party Fees:

Fees for physical exams, tests, background checks and licensure fees are the responsibility of the student and are paid directly to the 3rd party or state. These fees are not collected by nor paid by the school on behalf of any student. Pricing provided below is a range to help students anticipate total costs of participating in the program. May not be applicable for all programs or all students.

Vaccinations **\$100-\$300**

Physical **\$65-\$130**

Tuberculosis Test **\$45-\$95**

LiveScan **\$50-\$65**

Student Liability Insurance **\$25-\$30**

Testing Fees **\$130-\$180**

Other Fees:

Transcript Request **\$5-\$20**

Program Name: Pharmacy Technician

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$4140.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$4940.00

TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$150.00
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Program Name: Medical Assistant

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$4088.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$4888.00
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$150.00

Program Name: Phlebotomy Technician I

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$1650.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$2470.00
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$150.00

Program Name: Nurse Assistant

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$1710.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$2510.00
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$150.00

Program Name: EKG Technician

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$900
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$1080
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$150.00

Program Name: Home Health Aide

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$906.26
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$1641.26
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$150.00

Program Name: IV Therapy & Blood Withdrawal

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$850
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$1620
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$150.00

Faculty

Main Campus (Ontario Location)

Sade Stephenson, AGACNP-BC – Program Director

Sade Stephenson is a board-certified Acute Care Nurse Practitioner (AGACNP-BC) and the Founder and Program Director of McKallen Medical Training Institute. She brings over 10 years of experience as a Nurse Practitioner and 9 years of experience in healthcare education and instruction.

Ms. Stephenson has worked extensively in hospital-based acute care settings, managing complex patient conditions, coordinating interdisciplinary care, and ensuring adherence to evidence-based clinical practices. She has also served as faculty at UCLA School of Nursing, where she contributed to the education and clinical training of nursing students.

In addition, Ms. Stephenson previously served as Program Director at Chaffey College for both the Certified Nursing Assistant (CNA) and Phlebotomy programs, where she oversaw curriculum development, regulatory compliance, student outcomes, and clinical partnerships.

As Program Director at McKallen Medical Training Institute, she is responsible for program oversight, curriculum design, faculty development, and compliance with Bureau for Private Postsecondary Education (BPPE) standards. She has successfully developed and implemented multiple allied health training programs, including CNA, Medical Assistant, Phlebotomy Technician, and EKG Technician programs, aligning curriculum with industry standards and national certification requirements.

Ms. Stephenson is dedicated to advancing workforce development and providing high-quality, competency-based healthcare education that prepares students for certification and successful employment in the healthcare field.

Alex Portillo, LVN, DSD – CNA Theory & Clinical Instructor

Alex Portillo is a Licensed Vocational Nurse (LVN) with over 10 years of clinical and leadership experience in healthcare. He has extensive experience teaching in Certified Nursing Assistant (CNA) programs, providing instruction in infection control, patient care, vital signs, and clinical procedures.

Mr. Portillo has served as a Director of Staff Development and Infection Control Nurse in multiple healthcare facilities, where he trained staff, developed continuing education programs, and ensured compliance with state and federal regulations. His clinical background includes skilled nursing, post-acute care, and home health, with expertise in wound care, catheterization, medication administration, and patient safety.

He holds IV therapy and CPR certifications and is dedicated to preparing students for clinical practice through hands-on training and competency-based instruction.

Balvina Ventura, CPT II – Phlebotomy Instructor

Balvina Ventura is a Certified Phlebotomy Technician II (CPT II) with over 15 years of experience in hospital, outpatient, and laboratory settings. She currently serves as a Phlebotomy Instructor.

She specializes in preparing students for certification and clinical readiness through structured skills training, competency evaluation, and real-world application of laboratory procedures.

Leah Nash, LVN – Medical Assistant Instructor & CPR Instructor

Leah Nash is a Licensed Vocational Nurse (LVN) with diverse experience in wound care, employee health, and home health nursing.

She holds IV therapy certification and is also an instructor in BLS, ACLS, and PALS.

Nina Luzania, LVN – CNA Clinical Instructor

Nina Luzania is a Licensed Vocational Nurse (LVN) and experienced Nurse Educator with over 15 years of experience in both clinical practice and healthcare education.

She is committed to fostering a structured and supportive learning environment.

Curtis Nash – Director of Workforce Development / CPR Instructor

Curtis Nash is an experienced educational leader with over 14 years of experience in program development, instructional design, and student success initiatives.

He supports students through career readiness training and workforce alignment initiatives.

Steven Aguilar – Administrative Assistant

Steven Aguilar serves as an Administrative Assistant at the Ontario campus and has been with McKallen Medical Training Institute for over three years.

He supports daily operations, student services, enrollment processes, scheduling, and compliance-related documentation, contributing to efficient program delivery.

Branch Campus

Mary Peck, LVN, DSD – CNA Theory & Clinical Instructor

Mary Peck is a Licensed Vocational Nurse (LVN) with over 10 years of clinical nursing experience and leadership in healthcare education.

She delivers classroom and clinical instruction aligned with CDPH standards.

Mia Banut, RN – Clinical Instructor

Mia Banut is a Registered Nurse (RN) with over 15 years of nursing experience in surgical and clinical care settings.

She provides hands-on training and supervision to students in clinical environments.

Tre Green – Director of Operations

Tre Green serves as Director of Operations and supports program implementation, student services, and organizational development.

He plays a key role in coordinating program logistics and partnerships.

Hannah Lee – Academic Operations, Systems & Compliance Coordinator

Hannah Lee provides administrative and student support services, assisting with data management, student records, and operational workflows.

She supports the efficiency and compliance of program delivery.

Programs

Name of Program	Pharmacy Technician
Program Description	The Pharmacy Technician program is designed to help students acquire the practical knowledge and the specialized skill needed to fill the role and perform all tasks required of a Pharmacy Technician in the state of California, under the direct supervision of a registered pharmacist. This course covers all topics required by Title 16 California Code of Regulation section 1793.6(c) and more, which makes our graduates eligible to obtain their license from the California State Board of Pharmacy. Graduates of this course will be equipped with the knowledge needed to obtain their certification from the Pharmacy Technician Certification Board (PTCB) or National Healthcare Association Pharmacy Technician Certification Program, which can increase their employability and competitiveness in the job market. The program consists of 240 hours of theory and skills training in the classroom.
Program Mission and Objectives	<p>Upon completion of this program the student will have:</p> <ul style="list-style-type: none"> ● Knowledge and understanding of different pharmacy practice settings. ● Knowledge and understanding of the duties and responsibilities of a pharmacy technician in relationship to other pharmacy personnel and knowledge of standards and ethics, laws and regulations governing the practice of pharmacy. ● Knowledge and ability to identify and employ pharmaceutical and medical terms, abbreviations and symbols commonly used in prescribing, dispensing and record keeping of medications. ● Knowledge of and the ability to carry out calculations required for common dosage determination, employing both the metric and apothecary systems. ● Knowledge and understanding of the identification of drugs, drug dosages, routes of administration, dosage forms and storage requirements. ● Knowledge of and ability to perform the manipulative and record-keeping functions involved in and related to dispensing prescriptions. ● Knowledge of and ability to perform procedures and techniques relating to manufacturing, packaging, and labeling of drug products.
Total Clock Hours	240 Hours
Is an Externship or Internship Required?	Yes.
Graduation Requirements	Students must receive passing grades on all skills examinations and achieve an 80% or better on the final exam to successfully pass the program.
Job Classification	This educational program is designed to prepare students for employment as a Pharmacy Technician (SOC 29-2052 – Pharmacy Technicians.)
Final Tests or Exams	Yes. Students are evaluated through a written exam.

Sequential Outline of Subject Matter: Pharmacy Technician

Topic	Description & Learning Objectives	Hours
Pharmacy Technician	Students will learn the fundamental knowledge required to become successful in a career as a Pharmacy Technician, including the	240 Hours

<p>– Theory Instruction</p>	<p>foundations of pharmaceutical care such as educational requirements, professional organizations, regulatory agencies, and code of ethics; fundamentals of pharmacy practices such as communication with patients/customers, accepted pharmaceutical references and publications, familiarity with medication indications, prescriptions processing, measurements and conversions calculations and compounding techniques; as well as crucial administrative skills such as maintaining safety in the workplace, handling medication errors, processing insurance and billing, and inventory controls. Students will also receive BLS/CPR training.</p> <p>Learning Objectives: Upon successful completion of the course the student will be able to:</p> <ul style="list-style-type: none"> ● Describe the roles and responsibilities of patients and providers within the healthcare industry ● Identify common medical prefixes, roots, and suffixes; identify and properly combine word parts to create medical terms; and learn common abbreviations in a cardiovascular context. ● Explain the function and structure of the capillaries, veins and arteries, and identify the names and locations of the veins suitable for venous and capillary blood collections ● Demonstrate safe and effective use of equipment and supplies used for blood collection and specimen transport. ● Demonstrate a knowledge of government and industry standards related to the collection of blood ● Demonstrate effective communication skills with patients related to the collection of blood ● Perform capillary puncture following CLSI standards. 	
<p>Pharmacy Technician – Externship</p>	<p>Practical instruction in pharmacy technician skills in a clinical setting. Students will be placed in a clinical setting in order to complete a minimum of 55 hours of clinical training.</p> <p>Students must complete a minimum of 55 hours of supervised field experience through actual on-the-job performance in a pharmacy setting.</p> <p>Learning Objectives: Upon successful completion of the course the student will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate a practical ability to accomplish the skills learned in the theory portion of the program 2. Gain hands-on experience in a clinical pharmacy setting 	<p>55 Hours</p>
		<p>295 required hours</p>

Name of Program	Medical Assistant
Program Description	<p>This program prepares students to achieve an entry-level position as a Medical Assistant in a variety of practice settings. The program content is presented in a standardized framework divided into four components: Core, Administrative, Clinical, and Emerging/Enhanced Roles. The program culminates in an externship at a clinical site, which provides students with valuable hands-on experience in a real world healthcare setting where they will perform administrative and clinical procedures under the supervision of a healthcare professional and receive feedback on their performance.</p>
Program Mission and Objectives	<p>At the completion of the program, the graduate will be equipped to provide competent care or medical office assistance. The graduate will understand the importance of ethical standards and cooperative relationships with members of the medical team with whom they will be working.</p> <p>Skills will include the ability to:</p> <ul style="list-style-type: none"> ● Understand the role of the medical assistant. ● Identify and develop professional communication and service excellence ● Recognize and develop cultural competence in the healthcare field. ● Correctly use the language of medicine. ● Understand basic human anatomy and physiology as it relates to each body system. ● Demonstrate the proper handling and disposal of hazardous and biohazard waste. ● Utilize proper body mechanics when lifting. ● Demonstrate how to screen patient calls or walk-in patients. ● Develop knowledge of appointment scheduling. ● Correctly evaluate cardiac arrest and/or obstructed airway, and safely perform CPR. ● Create, organize and maintain paper and electronic health records. ● Perform medical transcription, editing, and auditing. ● Perform bookkeeping, accounting, and payroll operations in a medical practice or facility. ● Distinguish types of insurance and insurance claims used in the medical office setting. ● Follow the principles of infection control and to protect the client and self from risk of infection. ● Understand the anatomy and physiology, normal parameters, and theoretical and procedural requirements when obtaining taking vital signs and measuring height and weight. ● Demonstrate the procedural requirements for assisting with the physical examination. ● Assist the physician during minor office surgery, to include electrosurgical and laser surgery. ● Perform spirometry testing. ● Perform an electrocardiogram. ● Assist the physician with orthopedic procedures. ● Properly assist and instruct the patient with cold and heat therapy.

	<ul style="list-style-type: none"> ● Process and perform testing on blood and body fluids in the physician's office laboratory setting. ● Properly collect, process and perform testing of specimens (urine, microbiology, etc.) ● Properly collect and process microbiology specimens. ● Understand the role of a patient advocate. ● Demonstrate the learning outcomes of all sections of this course by performing all duties of a medical assistant in a clinical setting.
Total Clock Hours	500 Hours.
Is an Externship or Internship Required?	Yes.
Graduation Requirements	Students must receive passing grades on all skills examinations and achieve an 80% or better on the final exam to successfully pass the program.
Job Classification	This educational program is designed to prepare students for employment as a Medical Assistant (SOC 31-9092.00 - Medical Assistants).
Final Tests or Exams	Yes. Students are evaluated through a written exam and externship skills assessment.

Sequential Outline of Subject Matter: Medical Assistant

Topic	Description & Learning Objectives	Hours
Core Medical Assistant	<p>This topic serves as an introduction to medical assisting, and provides students with exposure to terminology, anatomy and physiology, safety requirements; how to conduct screening, schedule appointments and use computers; how to handle office emergencies and conduct CPR; how to effectively conduct a job search and improve performance, as well as an introduction to health insurance and electronic health records.</p> <p>Learning Objectives: Upon successful completion of the course the student will be able to:</p> <ul style="list-style-type: none"> ● Develop a broad perspective of the past history and current issues affecting the practice of medicine. ● Discuss the various occupations in the healthcare field. ● Understand the role of the medical assistant. ● Understand the impact of law and ethics on the practice of medical assisting. ● Identify and develop professional communication and service excellence ● Recognize and develop cultural competence in the healthcare field. ● Recognize the basic skills required for the student learner, to include basic math and language skills. ● Develop effective study skills ● Utilize critical thinking skills ● Correctly use the language of medicine. ● Understand basic human anatomy and physiology as it relates to each body system. 	125 Hours

	<ul style="list-style-type: none"> ● Describe the Occupational Safety and Health Administration and its functions. ● Demonstrate the proper handling and disposal of hazardous and biohazard waste. ● Utilize proper body mechanics when lifting. ● Understand the required preparation for fire and disaster preparedness. ● Demonstrate how to screen patient calls or walk-in patients. ● Develop knowledge of appointment scheduling. ● Operate all types of computer hardware and software. ● Demonstrate the use of word processing and spreadsheet applications. ● Navigate the Internet. ● Correctly evaluate cardiac arrest and/or obstructed airway, and safely perform CPR. ● Provide care for patients with medical office emergencies. ● Develop skills required to obtain and maintain employment. ● Demonstrate knowledge of performance improvement. ● Utilize the Electronic Health Record, specifically document the patient encounter to include data requirements for Meaningful Use Stage 1 and 2 	
Administrative Medical Assistant	<p>This topic of instruction introduces students to all aspects of the front-end office role of the medical assistant, including how to command reception, how to handle medical office records and finances, processing insurance billing, and office management concepts.</p> <p>Learning Objectives: Upon successful completion of the course the student will be able to:</p> <ul style="list-style-type: none"> ● Understand the Role of the Administrative Medical Assistant. ● Create, organize and maintain paper and electronic health records. ● Process mail and correspondence. ● Perform medical transcription, editing, and auditing. ● Identify criteria of establishing professional fees and customer credit, and identify the laws and regulations that affect follow-up and collection procedures. ● Perform bookkeeping, accounting, and payroll operations in a medical practice or facility. ● Perform banking procedures. ● Distinguish types of insurance and insurance claims used in the medical office setting. ● Engage in marketing and community service. ● Utilize practice management software. ● Participate in facility management. 	120 Hours
Clinical Medical Assistant	This topic of instruction introduces students to all aspects of the back-end clinical role of the medical assistant, and covers concepts like exam room & specialty procedures, pharmacology, minor office	140 Hours

	<p>out-patient surgery, laboratory procedures, nutrition and patient education.</p> <p>Learning Objectives: Upon successful completion of the course the student will be able to:</p> <ul style="list-style-type: none"> ● Follow the principles of infection control and to protect the client and self from risk of infection. ● Interview a patient and correctly complete appropriate sections of medical history forms. ● Complete requirements for assisting with patient screening and intake. ● Understand the anatomy and physiology, normal parameters, and theoretical and procedural requirements when obtaining taking vital signs and measuring height and weight. ● Demonstrate the procedural requirements for assisting with the physical examination. ● Assist the physician during minor office surgery, to include electrosurgical and laser surgery. ● Provide minor wound and post-operative wound care. ● Perform vision and audiometry screening. ● Perform spirometry testing. ● Perform an electrocardiogram. ● Assist the physician with orthopedic procedures. ● Assist with colon procedures. ● Properly assist and instruct the patient with cold and heat therapy. ● Carry out his/her role and responsibilities to safely prepare and administer medications in the ambulatory care setting. ● Describe the purpose of the physician office laboratory, and employ the necessary procedures to identify the equipment used to perform CLIA waived tests. ● Process and perform testing on blood and body fluids in the physician's office laboratory setting. ● Properly collect, process and perform testing of urine specimens. ● Properly collect and process microbiology specimens. ● Assess and educate patients on nutritional diets. ● Provide patient support and education related to a therapeutic diet. ● Instruct and assist a patient in creating pathways that will enable them to participate positively in their healthcare. 	
<p>Medical Assisting Emerging and Enhanced Roles</p>	<p>This topic of instruction exposes students to the cutting edge of the medical assisting field, and introduces them to new concepts and roles that they may be asked to fulfill on the job, such as that of a patient advocate or medical scribe.</p> <p>Learning Objectives: Upon successful completion of the course the student will be able to:</p>	<p>15 Hours</p>

	<ul style="list-style-type: none"> • Understand the role of a patient advocate. • Identify strategies for advancement and professional development. • Understand the duties and responsibilities of a medical scribe. 	
Clinical Externship	<p>This topic of instruction is provides students with the hands-on experience necessary to gain the skills for practice as a medical assistant in a real-world clinical setting.</p> <p>Learning Objectives: Upon successful completion of the course the student will be able to:</p> <ul style="list-style-type: none"> • Demonstrate a practical ability to accomplish the skills learned in the theory portion of the program • Gain hands-on experience in a clinical setting 	200 Hours
		600 Hours

Name of Program	Phlebotomy Technician I
Program Description	The Phlebotomy Technician program is designed to help students acquire the practical knowledge and the specialized skill needed to draw blood from patients as an entry-level phlebotomist. Upon completion of the program and the required externship, students may take the Phlebotomy Certification exam through the National Healthcareer Association (NHA) or the National Certified Phlebotomy Technician exam (NCPT), through the National Center for Competency Testing (NCCT). Students who pass the exam may apply for state licensure CPT1 through the California Department of Public Health Laboratory Field Services.
Program Mission and Objectives	Upon completion of this program the student will be able to <ul style="list-style-type: none"> ● Describe the components of blood. ● Perform the blood collection procedure. ● Describe the role of the Phlebotomist. ● Describe legal issues related to Phlebotomy. ● Identify factors in selecting venipuncture or skin puncture site selection. ● Discuss complications associated with blood collection. ● Describe the difference between serum and plasma. ● Demonstrate a successful venipuncture.
Total Clock Hours	80 Hours.
Is an Externship or Internship Required?	Yes.
Graduation Requirements	Students must receive passing grades on all skills examinations and achieve an 80% or better on the final exam to successfully pass the program.
Job Classification	This educational program is designed to prepare students for employment as a Lab Asst; Patient Service Technician PST; Phlebotomist; Medical Lab Assistant; Registered Phlebotomist-Part Time (SOC 31-9097.00).
Final Tests or Exams	Yes. Students are evaluated through a written exam and externship skills assessments.

Sequential Outline of Subject Matter: Phlebotomy Technician I

Topic	Description and Learning Objectives	Hours
Basic Phlebotomy	In this module students will learn the fundamental knowledge of the healthcare delivery system and the Phlebotomists role in collection and transporting of patient specimens. The following topics are covered: Learning Objectives <ul style="list-style-type: none"> ● Describe the roles and responsibilities of patients and providers within the healthcare industry ● Identify common medical prefixes, roots, and suffixes; identify and properly combine word parts to create medical terms; and learn common abbreviations in a cardiovascular context. ● Explain the function and structure of the capillaries, veins and arteries, and identify the names and locations of the veins suitable for venous and capillary blood collections ● Demonstrate safe and effective use of equipment and supplies 	20 Hours

	<p>used for blood collection and specimen transport.</p> <ul style="list-style-type: none"> ● Demonstrate a knowledge of government and industry standards related to the collection of blood ● Demonstrate effective communication skills with patients related to the collection of blood ● Perform capillary puncture following CLSI standards. 	
Advanced Phlebotomy	<p>In this module students will learn and demonstrate advanced knowledge of blood collection equipment, various types of additives used and special precautions. The following topics are covered:</p> <p>Learning Objectives</p> <ul style="list-style-type: none"> ● Perform venipunctures proficiently following CLSI standard ● Process, label, and transport samples, in addition to reporting results. Students will also be able to apply laboratory quality and safety regulations, as well as collect and handle non-blood specimens (such as urine, stool, and cultures). ● Apply precautions and standards to protect from pathogen exposure, including physical and chemical barriers. ● Demonstrate correct venipuncture insertion and removal techniques. Students will also be able to follow accurate order of draw, perform special collections, and understand the types and functions of blood testing. ● Describe ETS tube stopper color coding used to identify the presence or absence of an additive, connect additives and stopper colors with laboratory departments and tests, and list the order of draw and explain its importance. ● Describe how to handle patient complications and conditions pertaining to blood collection, address procedural error risks, and specimen quality concerns, and analyze reasons for failure to draw blood. 	20 Hours
Externship	<p>Practical instruction in phlebotomy in a clinical setting. Students will be placed in a clinical setting in order to complete 40 hours of clinical training. Students will complete a minimum of 10 skin punctures and 50 venipunctures that fulfill all sampling requirements as set forth by the CA Department of Health as well as observe arterial punctures.</p> <p>Students must complete 40 hours of verified, supervised field experience and meet the required competencies through actual on-the-job performance in order to receive a certificate of completion. This is a pass/fail class. Students may repeat through an appeals process.</p> <p>Learning Objectives</p> <p>Upon successful completion of the course the student will be able to:</p> <ul style="list-style-type: none"> ● Select blood collection equipment appropriate to test requisition 	40 Hours

	<ul style="list-style-type: none"> ● Prepare the patient for proper testing procedures using proper infection control guidelines ● Demonstrate venipunctures and skin punctures for testing purposes ● Demonstrate post-puncture care procedures ● Apply appropriate blood processing techniques, including centrifugation ● Demonstrate proper disposal of needles, sharps, and medical waste ● Explain arterial blood draws 	
		80 Hours

Name of Program	Nurse Assistant
Program Description	Utilizing the NATAP Nurse Assistant Training Program, students will learn the essential skills required to fulfill the responsibilities that comprise the full spectrum of patient care, including gathering vital medical information, maintaining a safe, clean environment, assisting patients with daily activities, and communicating vital health information about a patient's condition to supervising RNs and LPNs and other medical staff. The course will prepare the student for certification by the State of California as an entry-level healthcare worker.
Program Mission and Objectives	<p>McKallen Medical Training Center has developed its curriculum based on several outcomes and essentials to ensure that graduates are competent in the care of patients and families in a variety of settings. These outcomes are essential for the nursing assistant and provide guidelines for individual classes and the program as a whole. The outcomes and essentials are as follows:</p> <ul style="list-style-type: none"> ● Physical Care Skills ● Basic Nursing Skills ● Restorative Skills ● Psychosocial Care Skills ● Role of the Nurse Aide <p>The content outline is based on the findings from the 2014 Job Analysis and Knowledge, Skill, and Ability Study of Nurse Aides published by the National Council of State Boards of Nursing (NCSBN) in 2015.</p> <p>Upon completion of this program the student will be qualified to take the California State Certified Nursing Assistant exam.</p>
Total Clock Hours	160 Hours.
Is an Externship or Internship Required?	Yes.
Graduation Requirements	Students must receive passing grades on all skills examinations and achieve an 80% or better on all evaluation areas in the syllabus successfully pass the program.
Job Classification	This educational program is designed to prepare students for employment as a Nursing Assistant (SOC 31-1131).
Final Tests or Exams	No; there is no final exam; students are evaluated overall based on theory concepts acquisition and skills assessments.

Sequential Outline of Subject Matter: Nurse Assistant

Module	Description	Theory Hours	Clinical Hours
Introduction	In this course the student is introduced to the California Code of Regulations, Division 5, Title 22, regarding the regulation of health care facilities. The student is instructed in the roles and responsibilities of the nurse	2 hrs	0 hrs

	<p>assistant including the requirement for CNA certification, professionalism, ethics and confidentiality.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> • The role & responsibilities of the Nursing Assistant (CNA) • Title 22 • Requirements for nurse assistant certification • Professional, Ethical and Legal Issues Affecting the Nursing Assistant 		
Patient's Rights	<p>In this course the student is introduced to patient/resident rights, the fundamental principles of care and how those patient rights are protected by federal and state law.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> • Health & Safety Code • Code of Federal Regulations • Clinical Skills: Resident Rights (1 hour Clinical) • Knocks on door before entering • Pulls privacy curtains during personal care • Keeps resident information confidential • Treats resident with respect and dignity • Encourages resident to make choices • Explains procedure to resident 	3 hrs	1 hr
Interpersonal Skills	<p>In this course the student is introduced to the interpersonal skills a nurse assistant must possess to communicate effectively with the patient, family members and the health care team.</p> <p>Objectives</p> <p>At the completion of this module the student will have a basic understanding of the following interpersonal skills</p> <ul style="list-style-type: none"> • Communications • Defense Mechanisms • Socio-cultural factors • Attitudes illness/health care • Family interaction 	2 hrs	0 hrs
Prevention Management (catastrophe and unusual occurrences)	<p>In this course the student is introduced to the nurse assistant's role in creating a safe environment for the patient and planning for potential emergency conditions.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> • Emergency procedures • General safety • Fire, Disaster plans 	1 hr	1 hr

	<ul style="list-style-type: none"> • Roles & Procedures for Certified Nurse Assistants (CNA) • Demonstrates fire/disaster procedures • Handles O2 safely • Uses fire extinguisher 		
Body Mechanics	<p>In this course the student is introduced the principles of positioning and the transportation of patients using efficient and proper use of the body.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> • Basic body mechanics • Transferring techniques • Alignment • Ambulation • Use of gait • Proper body mechanics/positioning techniques • Adaptive Equipment • Clinical Skills: Body Mechanics (4 hours Clinical) • Use of gait belt • Helping helpless resident up to head of bed w/2 assistants • Turning/positioning resident • Assisting transfer from bed to chair or wheelchair • Assisting transfer from chair or wheelchair to bed • Mechanical lift 	2 hrs	4 hrs
Medical and Surgical Asepsis	<p>In this course the student is presented with information about asepsis and the control of infection. Specific procedures and precautions are taught to protect residents, other health care workers and others from infection.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> • Micro organisms, Infectious agents & blood borne pathogens • The Chain of infection • Body defenses • Signs & symptoms of infection • Universal precautions, transmission based precaution • Principles of Asepsis • Defense against infection and use of Personal Protective Equipment • Bio-hazardous waste management • Clinical Skills: Medical & Surgical Asepsis (8 hours Clinical) • Hand washing 	2 hrs	8 hrs

	<ul style="list-style-type: none"> ● Proper handling of linen ● Universal Precautions ● Gloving ● Gowning ● Apply Mask ● Double bagging trash/waste 		
Weights and Measures	<p>In this course the student is introduced to a system of measurement used by the nurse assistant.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> ● Metric & household measurements ● Weight, length, and liquid volume ● Military time (24-hour clock) ● Clinical Skills: Weights and Measures (1 hour Clinical) ● Measuring oral intake ● Measuring urinary output ● Measuring height of resident in bed ● Weighing resident in bed ● Measuring and weighing resident using an upright scale 	1 hr	1 hr
Patient Care Skills	<p>In this course the student is taught the skills need tot support and assist the resident in personal hygiene, activities of daily living and elimination. The nurse assistant learns that assistance of this type is provided only when the patient needs help.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> ● Bathing/medicinal baths ● Dressing ● Oral hygiene ● Hair care, shampoo, medicinal shampoo, ● Nail & foot care, shaving ● Prosthetic devices (To be completed before Clinical) ● Skin care, pressure ulcer prevention and care ● Urinary elimination and catheter care ● Bowel elimination, ostomy care ● Bowel & bladder retraining (To be completed before Clinical) ● Clinical Skills: Patient Care Skills (44 hours Clinical) ● Back rub ● Bed bath/partial bath ● Tub bath ● Shower 	14 hrs	40 hrs

	<ul style="list-style-type: none"> ● Assisting with oral hygiene ● Denture care ● Nail care ● Combing resident's hair ● Shampoo of bed ridden resident ● Shampoo with shower or tub bath ● Medicinal shampoo ● Shaving – electrical shaver, razor blade ● Dressing/undressing patient ● Changing clothes of resident with shower ● Assist in use of urinal, bedpan, commode/toilet ● Bladder, bowel retraining ● Perineal care ● Artificial limbs ● Splints ● Applying/removing behind-the-ear hearing aid ● Removing, cleaning and reinserting artificial eye 		
Patient Care Procedures	<p>In this course the student is provided learning experiences to safely perform the procedures necessary to support the resident in meeting the physical care needs that cannot be met by that resident.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> ● Bed making ● Collection of specimens ● Care of patient with tubing (does not include insertion, suction or changing tubes): ● Gastrointestinal tube feeding and suction ● Urinary ● IV ● Bowel care, Cleansing enemas, Laxative suppositories ● Intake and output measurements ● Therapeutic (TED) hose use ● Non-sterile dressings ● Non-prescription use of ointments, lotions, or powders ● Admission, transfer, discharge procedures ● Application of warm and cold procedures ● Clinical Skills: Resident Care Procedures (20 hours Clinical) ● Collect and identify specimen ● Sputum collection ● Urine specimen: clean catch & routine urine analysis ● Stool Specimen ● Occupied bed making 	7 hrs	20 hrs

	<ul style="list-style-type: none"> ● Unoccupied bed making ● Administering the commercially prepared cleansing enema ● Administering enemas – tap water, soap suds ● Administering laxative suppository ● Empty urinary bags ● Care of patient with tubing ● Oxygen ● IV ● Gastrostomy ● Nasogastric ● Urinary Catheter ● Antiembolic hose, elastic stockings (TED Hose) ● Admitting, transferring, discharging patient ● Application of nonsterile dressing, bandages ● Application of non-legend topical ointment 		
Vital Signs	<p>In this course the student is to learn the correct procedures for measuring temperature, pulse, respirations and blood pressure and how to recognize and report normal and abnormal measurement.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> ● Purpose of vital signs ● Factors affecting vital signs ● Normal ranges ● Methods of Management ● Temperature, Pulse, Respirations ● Blood pressure ● Pain ● Height ● Weight ● Abnormalities ● Recording ● Clinical Skills: Vital Signs (6 hours Clinical) ● Measure and record vital signs ● Temperature: Oral, Axillary, Rectal ● Pulses: radial, apical ● Respirations ● Blood Pressure 	3 hrs	6 hrs
Nutrition	<p>In this course the student will learn about the basic food groups, their effect on the body, resident nutrition and hydration requirements and common therapeutic diets.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> ● Proper nutrition and food pyramid 	2 hr	6 hrs

	<ul style="list-style-type: none"> ● Fluid requirements ● Nutritional needs of elderly ● Therapeutic diets, dietary therapy and modifications ● Feeding Techniques ● Alternative feeding ● Clinical Skills: Nutrition (6 hours Clinical) ● Feeding the helpless resident ● Assisting the resident who can feed self ● Verifying resident has been given correct diet tray 		
Emergency Procedures	<p>In this course the student is introduced to the concepts and procedures related to emergency procedures, signs and symptoms of distress, the nurse assistant role in Long Term Care situations and appropriate response to temporary intervention and emergency situations.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> ● Signs and symptoms of distress ● Immediate and temporary intervention ● Emergency codes ● Clinical Skills: Emergencies and Catastrophic Prevention (1 hour Clinical) ● Applying postural supports (safety devices) ● Applying soft wrist/ankle restraint as safety device ● Heimlich maneuver for the conscious patient ● Heimlich maneuver for the unconscious patient ● Positioning of call light ● Handles O2 safely ● Use of fire extinguisher 	2 hrs	1 hrs
Long Term Care Patient	<p>In this course the student is introduced to the common physical and psychological conditions found in the elderly, the approaches to care and the community resources oft time available to assist the elderly with psychological, recreational an social needs.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> ● Special Needs. Patients with: ● Retardation ● Alzheimer's ● Cerebral palsy ● Epilepsy ● Dementia ● Mental Illness ● Introduction to anatomy and physiology ● Physical and behavioral needs and changes ● Community resources available ● Psychological, social, and recreational needs 	5 hrs	4 hrs

	<ul style="list-style-type: none"> • Common diseases/disorders including signs and symptoms 		
Rehabilitative Nursing	<p>In this course the student is introduced to restorative care. The nurse assistant learns how to assist the patient to achieve maximum independent living skills through the use of rehabilitative or restorative procedures.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> • Promoting patient potential & independence • Activities of Daily Living (ADL's) • Family interactions • Complications of inactivity • Ambulation • Rehabilitation procedures, range of motion (ROM) • Use of adaptive devices • Clinical Skills: Rehabilitative/Restorative Care (4 hours Clinical) • Range of motion exercises • Assisted ambulation of resident with gait belt • Assisting the resident to ambulate with cane • Rehabilitative devices 	2 hrs	4 hrs
Observation and Charting	<p>In this course the student will learn how to report and record observations using appropriate medical terms and abbreviations.</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> • Observation of patients and reporting responsibilities (To be completed before Clinical) • Patient Care Plan • Patient Care Documentation (To be completed before Clinical) • Legal Issues of Charting • Key terminology & abbreviations • Clinical Skills: Observation and Charting (4 hours Clinical) • Reports appropriate information to charge nurse • Documents vital signs, Activities of Daily Living, timely/correctly • Documents changes in resident's body functions/behaviors • Participates in resident care planning 	4 hrs	4 hrs
Death and Dying	<p>In this course the student will learn of the various state of the grieving process and physical signs of approaching death. The nurse assistant must recognize the physical,</p>	2 hrs	0 hrs

	<p>psychological and spiritual needs of the resident during this normal stage of life. And provide support to the resident and family members.</p> <p>Objectives At the completion of this module the student will understand</p> <ul style="list-style-type: none"> ● Common signs of approaching and biological death ● Five stages of grieving process ● Patient monitoring and comfort measures ● Rights of dying patient (To be completed before Clinical) ● Monitoring the patient ● Emotional and spiritual needs of patient and family ● Postmortem care 		
Abuse	<p>This course consists of topics in preventing, recognizing and reporting instances of resident/patient abuse.</p> <p>Objectives At the completion of this module the student will understand</p> <ul style="list-style-type: none"> ● Common signs of abuse ● Methods for prevention of patient abuse ● Methods of speaking to patients and colleagues to attempt to verify suspicions ● Escalate the situation by reporting to the appropriate supervisor for action 	6 hrs	0 hrs
		60 hrs	100 hrs

Name of Program	EKG Technician
Program Description	The EKG program is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long-term care facilities. The EKG programs includes a combination of lectures, laboratory practice, and supervised hands-on training in a laboratory setting or clinic. Students will learn the function and proper use of electrocardiographic equipment, including the proper procedure for placement of leads on a patient's chest. Students will gain a foundational understanding of the anatomy of the heart, disease process, medical terminology, medical ethics, and legal issues. Students will experience real-time stimulation in patient care and professional patient interaction.
Program Mission and Objectives	Upon successful completion of this course, students will be able to: <ul style="list-style-type: none"> • Demonstrate proficiency in operating EKG equipment. • Accurately apply and remove EKG leads following established protocols. • Analyze EKG tracings to identify normal and abnormal rhythms. • Apply basic knowledge of cardiac anatomy and physiology to EKG interpretation. • Communicate effectively with patients and healthcare professionals regarding EKG procedures. • Adhere to safety standards and infection control protocols during EKG procedures. • Demonstrate professionalism and ethical conduct in the clinical setting.
Total Clock Hours	36 Hours.
Is an Externship or Internship Required?	No.
Graduation Requirements	Students must receive passing grades on all skills examinations and achieve an 80% or better on all evaluation areas in the syllabus to successfully pass the program.
Job Classification	This educational program is designed to prepare students for employment as a Cardiovascular Technologist and Technician (SOC 29-2031).
Final Tests or Exams	No; there is no final exam; students are evaluated overall based on theory concepts acquisition and skills assessments.

Sequential Outline of Subject Matter: EKG Technician

Week	Description	Theory Hours	Practical Hours
Week 1	<ul style="list-style-type: none"> • Safety, Compliance & Coordinated Patient Care 	6.5	2.5
Week 2	<ul style="list-style-type: none"> • EKG Acquisition 	6.5	2.5
Week 3	<ul style="list-style-type: none"> • EKG Analysis and Interpretation 	6.5	2.5
Week 4	<ul style="list-style-type: none"> • Remediation & Certification Prep Week 	6.5	2.5
		26	10

Name of Program	Home Health Aide
Program Description	<p>This class will prepare students to perform basic nursing skills and duties in a home health agency (Medicare certified) and any other healthcare settings which require certification. The class includes lecture and clinical practice in the lab and at a local SNF.</p> <p>The skills learned include promoting asepsis, body mechanics, client rights, communication, emergency procedures, housekeeping & laundry services, observation and charting, other household requirements, personal care skills, preparing/serving meals and snacks, prevention of catastrophe/unusual occurrences, shopping, running errands, vital signs, and weights and measures.</p>
Program Mission and Objectives	<p>Upon completion of this class, students will:</p> <ul style="list-style-type: none"> ● Demonstrate skill in performing selected nursing procedures required to meet a client's ● basic needs ● Demonstrate skill in completing assigned client care ● Work effectively with other members of a team in order to provide optimum client care ● Report observations and the effects of care given to an assigned client ● Demonstrate basic communication skill in establishing a rapport with clients and obtaining ● information from clients ● Recognize that each client is a unique individual with varying needs ● Recognizing ethical and legal implications of administering nursing care ● Assume responsibility for one's professional image
Total Clock Hours	40 Hours.
Is an Externship or Internship Required?	Yes.
Graduation Requirements	Students must receive passing grades on all skills examinations and achieve an 80% or better on all evaluation areas in the syllabus to successfully pass the program.
Job Classification	This educational program is designed to prepare students for employment as a Home Health Aide (SOC 31-1121.00).
Final Tests or Exams	No; there is no final exam; students are evaluated overall based on theory concepts acquisition and skills assessments.

Sequential Outline of Subject Matter: Home Health Aide

Description	Theory Hours	Clinical Hours
Introduction to Aide and Agency Role	2	0
Interpretation of Medical and Social Needs of People Being Served	5	0
Personal Care Services	5	15
Nutrition	5	3
Cleaning and Care Tasks in the Home	3	2
	20	20

Name of Program	IV Therapy and Blood Withdrawal
Program Description	This is a 36-hour course consisting of 27 hours of lecture and nine (9) hours of clinical experience. The course is designed to safely enable the Licensed Vocational Nurse to initiate and maintain intravenous therapy in the clinical setting.
Program Mission and Objectives	Upon completion of this course the student will be able to: 1. Discuss the structure and function of veins. 2. Identify the names and the locations of the veins most suitable for phlebotomy and cannulation/venipuncture. 3. Assemble equipment and supplies needed to collect blood and cannulation/venipuncture and discuss the correct use. 4. Demonstrate the steps in performing blood collection and cannulation/venipuncture procedures. 5. Assess the techniques and equipment used to minimize biohazard exposure in blood collection and cannulation/venipuncture. 6. Evaluate procedural errors in blood collection and cannulation/venipuncture and discuss remedies for each. 7. Differentiate complications associated with blood collection and cannulation/venipuncture and their effect on the quality of laboratory results.
Total Clock Hours	36 Hours.
Is an Externship or Internship Required?	Yes.
Graduation Requirements	Students must receive passing grades on all skills examinations and achieve an 80% or better on all evaluation areas in the syllabus to successfully pass the program.
Job Classification	This educational program is not designed to prepare students for employment, but rather is a course designed to enhance the skills already possessed by vocational nurses and other healthcare professionals currently working in the field.
Final Tests or Exams	No; there is no final exam; students are evaluated overall based on theory concepts acquisition and skills assessments.

Sequential Outline of Subject Matter: IV Therapy & Blood Withdrawal

Week	Description	Hours
Week 1	<ul style="list-style-type: none"> ● Requirements in the Business & Professions Code ● Psychological Preparation of the Patient ● Universal precautions for infection control 	9

Week 2	<ul style="list-style-type: none"> ● Intravenous Therapy <ul style="list-style-type: none"> ○ Indications for intravenous therapy ○ Types of venipuncture devices ○ Types of delivery systems ○ Types of intravenous fluids ○ Preparation and immobilization of the venipuncture site ○ Observation of the patient ○ Regulation of the fluid flow ○ Local and systemic reactions ● Blood Withdrawal <ul style="list-style-type: none"> ○ Venipuncture ○ Skin puncture 	9
Week 3	<ul style="list-style-type: none"> ● Selection of appropriate method ● Safety measures ● Possible complications ● Preparation of withdrawal sites 	9
Week 4	<p>CLINICAL</p> <ul style="list-style-type: none"> ● Preparation of equipment for intravenous therapy and blood withdrawal ● Safety factors ● Choice of vein ● Choice of device for intravenous therapy and blood withdrawal ● techniques of venipuncture ● Skin puncture practice ● Universal precautions for infection control 	9
		36

REQUIRED DISCLOSURES

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- This institution is a private institution. The school was granted institutional approval to operate by the Bureau of Private Post Secondary Education (BPPE). The Bureau's approval means compliance with state standards set forth in CEC and 5, CCR. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.
- The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling **(888) 370-7589, option #5** or by visiting [\(<https://osar.bppe.ca.gov>\)](https://osar.bppe.ca.gov).

APPENDIX A: EQUIPMENT LIST

Pharmacy Technician

- Lab Balances
- Lab blenders and emulsifiers
- Automatic bottle filling machines
- Computer-based dispensing equipment

Phlebotomy Technician I

- Centrifuge
- Thermostat
- Scales
- Height measurement
- Sphygmomanometer
- Timer
- Gloves
- Contact-activated lancets
- BD Vacutainer tubes
- Adaptor
- Winged blood collection set
- Safety needles 21Gx 1”
- Safety needles 15Gx 5.8”
- TB syringe
- 3ml syringe with 21Gx1”
- 3ml syringe with 21Gx5.8”
- Germicidal disposable swabs
- Alcohol swabs
- Adhesive bandages
- 62 inch Television
- 32 Single person desks with chairs
- 4 rubber manikin arms for student practice

Medical Assistant

- Examination tables
- Human anatomy charts and posters
- Heart model
- EKG machine
- Centrifuge
- Microscope
- Autoclave
- Snellen chart for vision testing
- Percussion or reflex hammer Otoscope Stethoscope
- Urine dip test strips
- Glucoses test strips
- Masks and gloves
- Thermometers
- Blood pressure meter
- Scales
- Syringes
- Cotton balls

- Alcohol swabs
- Blood test tubes
- Penlights
- Exam gowns
- Biohazard waste containers