

# CABARRUS COLLEGE OF HEALTH SCIENCES

An Affiliate of Carolinas Medical Center - NorthEast



## CONTINUING EDUCATION DEPARTMENT

*Lifelong Learning: A Personal & Professional Journey*

CATALOG

## OUR MISSION/PURPOSE

**Mission:** The Continuing Education Department provides comprehensive workforce training programs that address the lifelong learning needs of current healthcare professionals and those seeking a career in the healthcare field. We continuously seek opportunities to provide programs of superior quality that are financially and geographically accessible and that meet individual, business, and community needs of Cabarrus County residents and residents in the surrounding areas.

**Purpose:** The purpose of the Continuing Education Department is to improve the quality of client/patient care by developing and enhancing the health care careers of local and regional nurses, other allied health professionals and those beginning their journey in this rewarding profession.

# TABLE OF CONTENTS

## General Information

Introduction .....	4
Notice of Compliance With Federal Law .....	5
Continuing Education General Guidelines .....	6

## Programs

Nurse Aide I Training Program .....	7
Nurse Aide I Review.....	7
Nursing Aide II Training Program .....	8
Nursing Aide II – NA-I/EMT Bridge Program .....	8
Coding Program .....	9
Medication Aide Training .....	10
Medical Terminology .....	10
Central Service Technician Certification Exam Review .....	11
Phlebotomy Training .....	12
HealthCare Provider CPR/AED .....	13
HealthCare Provider CPR/AED Recertification .....	14
Computer Application Technology Programs .....	15
Computer “Quick-Shots” Technology Programs .....	16

## INTRODUCTION

Cabarrus College of Health Sciences (CCHS) is an independent, post-secondary educational institution affiliated with Carolinas Medical Center - NorthEast in Concord, NC. The College provides undergraduate health sciences education to qualified men and women from Cabarrus and surrounding counties which results in their developing the knowledge, attitudes and competencies to function as informed, responsible citizens and to serve in their communities as compassionate practitioners in their chosen health discipline.

The Continuing Education Department is committed to providing quality continuing education services built upon the College's established reputation and relationships as a leader in applied education. As a premier institution of higher learning, Cabarrus College of Health Sciences' commitment to education lies not only in preparing students for professional positions in the healthcare community, but also in helping today's professionals stay abreast of new technology, methods and programs that will contribute to their individual growth and to the bottom-line success of their organizations.

Our goal is to provide education and training which will be both effective and beneficial for immediate use in the workplace. Our faculty are highly experienced, highly educated and have practical experience in the healthcare industry. It is this experience that sets our instructors apart from those at other universities or training companies.

Participants completing course and /or workshop requirements are awarded a continuing education certificate in accordance with established state, regional and national guidelines.

Please note that this catalog is intended for information purposes only. Although the publisher has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors or errors made by mistake. The publisher has attempted to present information that, at the time of printing, most accurately describes the course offerings, faculty listings, policies, procedures, regulations and requirements of the College. Requirements, rules, procedures, courses and informational statements are subject to change.

## NOTICE OF COMPLIANCE WITH FEDERAL LAW

Cabarrus College of Health Sciences is operated on a nondiscriminatory basis. The College complies with federal law. This commitment is in keeping with:

***Title IX.*** Cabarrus College of Health Sciences does not discriminate on the basis of sex in its employment practices for academic or non-academic personnel, in its admission of students or in its educational programs or activities.

***Title VI.*** Cabarrus College of Health Sciences employs individuals and extends to students and employees of any race, color or national origin all rights, privileges, programs and activities generally accorded or made available to students and employees at the College.

CCHS does not discriminate on the basis of race, color or national origin in administration of its educational policies, admission policies, scholarship and loan programs and other College-sponsored programs.

***The Rehabilitation Act of 1973, Section 504.*** Cabarrus College of Health Sciences does not discriminate against employees, students or applicants who are handicapped.

***Age Discrimination Act.*** Cabarrus College of Health Sciences does not discriminate against students or applicants on the basis of age.

CCHS does not discriminate against employees or prospective employees on the basis of age.

***Family Educational Rights and Privacy Act of 1974.*** Cabarrus College of Health Sciences ensures that students have access to certain records that pertain to them and that unauthorized persons do not have access to such records.

***Health Insurance Portability and Accountability Act of 1996.*** Cabarrus College of Health Sciences protects the healthcare information of students and access is available to authorized personnel only.

***Graham-Leach-Bliley Modernization Act (GLB) of 1999.*** Cabarrus College of Health Sciences protects the student's financial records and access is available to authorized personnel only.

## Continuing Education Department General Guidelines

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All Continuing Education classes, unless otherwise noted, have a nonrefundable registration fee. Textbook, supplies, and lab fees are not included in tuition unless so stated.

Tuition is due three (3) weeks before the first day of class. If the tuition deadline is not met, the participant will be subject to forfeiting his/her place in the class. **Tuition is refundable if the applicant submits in writing a request to be withdrawn from the class no less than three (3) weeks (15 business days) prior to the first day of class. If communication is not in writing or if the student does not withdraw prior to fifteen (15) business days before class begins, tuition is NOT refundable.**

The Continuing Education Department reserves the right to cancel any class due to low enrollment. Should this occur, the \$50.00 registration fee along with any tuition paid will be refunded.

For all Continuing Education classes, a copy of the attendee's driver's license and social security card is required.

The following pre-requisites apply to all Continuing Education classes with a clinical component (including, but not limited to: Nurse Aide I, Nurse Aide II, Nurse Aide II – NAI/EMT Bridge Program, Coding Certification, Phlebotomy, Central Service Technician Training.

- High school diploma or GED
- Must take a Basic Drug Screening – no earlier than 30 days before class begins. Test results must be submitted in a sealed clinic envelope.
- Must submit a completed Consumer Reports Release form.
- If not a US citizen the student must provide current permanent resident card, or a current I-551 card from the Department of Immigration and Naturalization Services
- Must submit the following immunization documentation three (3) weeks prior to the first day of class:
  1. Measles Mumps and Rubella (MMR) (2 doses)
  2. Hepatitis B (3-dose series). The 1<sup>st</sup> dose is required three (3) weeks prior to the first day of class
  3. Tuberculin Skin Test (PPD) - within the last year
  4. Tetanus shot within the last ten years
  5. Varicella (Chicken Pox) physician documentation of disease, immunization or blood titer test results

## **NURSE AIDE I TRAINING**

The Nurse Aide I Program offered through the Continuing Education Department prepares participants to successfully fulfill the minimum requirements necessary for working in the healthcare field as a Nurse Aide I. Upon successful completion of this class, graduates are eligible to take the Nurse Aide I Competency Evaluation at a local test site for an additional fee. Federal and state regulations require that before allowing an individual to serve as a nurse aide, a facility must receive registry verification that the individual has met competency evaluation requirements.

## **NURSE AIDE I REVIEW**

This program provides a concentrated, focused review. Upon satisfactory completion of the course, participants are eligible to take the NC Division of Health Services Regulation approved NA I written Competency Evaluation and skills evaluation Competency Test at a local test site for an additional fee.

### *Additional Prerequisites*

The NA I Review course is available for healthcare personnel who meet at least one of the following criteria and can provide appropriate documentation to validate the criteria chosen:

- Previously completed an approved program for Nurse Aide I certification either in NC or another state
- Previously listed on NA I Registry but has not practiced as such during the past 24 months under the supervision of an RN, or has failed to renew Registry listing
- Previous employment in a position having actual hands on, care-giving work experience under supervision of an RN (currently registered in NC) who recommends the participant and can provide a written statement listing NA I activities that the RN has observed the applicant demonstrate
- Is certified as an Emergency Medical Technician (EMT)
- Has completed a Medical Assistant program (CMA or MOA)

## **NURSE AIDE II TRAINING**

The Nurse Aide II Program is designed to prepare graduates to perform more complex nursing skills for patients or residents regardless of the setting. This program includes class, laboratory and clinical learning experiences with a focus on complex skills and more invasive procedures including wound care, oxygen therapy, and tracheotomy care to name a few. Upon satisfactory completion of the course and the skill/competency evaluation, the graduate will be eligible for listing with the North Carolina Board of Nursing as a Nurse Aide II. The Nurse Aide II will always work under the supervision and direction of a licensed nurse. This program meets criteria established by the NC Board of Nursing.

### *Additional Prerequisites*

Participants must present evidence of the following prior to enrolling in the program:

- Participants must be currently registered as an NA I on the NC Registry with no substantiated findings of abuse, neglect, or misappropriation of property
- Participants must be currently employed as an NA I and must have worked as an NA I for a minimum of twelve (12) months

## **NURSE AIDE II – NA-I/EMT BRIDGE**

Our community is fortunate to have numerous professionals certified as Emergency Medical Technicians (EMT) who have obtained their Nurse Aide I training and are listed on the NC Nurse Aide I Registry. Their extensive training and experience serves as a stepping-stone to an abbreviated Nurse Aide II Program offered through the Continuing Education Department. This training will prepare participants to seek careers in the field of emergency rescue as well as to provide nursing assistant duties within a healthcare facility. This program meets criteria established by the NC Board of Nursing.

### *Prerequisites*

Participants must present evidence of the following prior to enrolling in the program:

- Participants must be currently listed as an NA I on the NC registry with no substantiated findings of abuse, neglect, or misappropriation of property
- Participants must be currently employed as an NA I/EMT and must have been employed as an NA I/EMT for a minimum of twelve (12) months
- Participant must be a certified EMT

## **CODING PROGRAM**

The coding professional is a specialist who analyzes health records & assigns codes to medical data. These codes classify diagnoses and procedures and are used in medical research, insurance claims, reimbursement and healthcare planning.

This program is a series of courses leading to a certificate of completion. The purpose is to present beginning coders as well as those with limited experience with a firm foundation in coding. Those who complete the program are prepared to apply for entry-level positions in hospitals, clinics, & other healthcare related organizations.

### Course Content

Level I: Medical Terminology; Anatomy & Physiology; Computers for Coders; and Coding Pharmacology & Disease Process

Level II: Basic ICD-9; and Basic CPT

Level III: Billing & Reimbursement; and Coding II/Field Observation

\* Participants may place out of Level I classes, with an official transcript from a college or university.

### Schedule

The coding program is a ten-month curriculum offered one time per year beginning in the fall semester. Classes are typically held in the evenings for two days per week, three hours per class. The *Medical Terminology* course may be completed during the preceding spring or summer semester.

### Successful Completion

Participants must maintain satisfactory scores as outlined in each course syllabi to progress in the program. Participants who are unsuccessful in one class will not be allowed to progress to the next level.

### Certification Exam

American Health Information Management Association (AHIMA) is the certification body for coding. Two exams are offered, CCS (Certified Coding Specialist) and CCS-P (Certified Coding Specialist – Physician). AHIMA has determined that candidates who are successful on the national coding certification exam have completed a formal coding course and have 2-3 years of actual on-the-job experience in coding.

## **MEDICATION AID TRAINING PROGRAM**

The Medication Aide Training Course covers the basic preparation for administration of medications by unlicensed persons in a skilled nursing facility setting. It is designed to prepare persons to take the competency testing required for listing as a Medication Aide in the State of North Carolina.

### *Schedule*

The total required time is 24 class hours.

### *Successful Completion*

Participants must attend all twenty-four (24) hours of class as scheduled.

### *Certification Exam*

Upon completion of the course, participants may sit for the State Competency Test for Medication Aide.

## **MEDICAL TERMINOLOGY**

This is a beginning study of basic medical terminology used in the science and health science fields. It is ideal for all students in health science occupations or those who will have to communicate with physicians and other medical professionals. This course is designed to provide the student with a basic knowledge and understanding of medical language used by healthcare providers. These words and symbols relate to body systems, anatomical structures, medical diagnoses and procedures. This course is a stand-alone course, not a program for certification. It is a supplementary class for those interested in or needing assistance in these areas. This course is self-paced independent study.

### *Schedule*

This independent study course is offered each semester. The Continuing Education Department requires that students complete this work within 15 weeks from enrollment.

### *Successful Completion*

No exam or testing is required for CEU credit; however, the participant must complete assignments in the workbook as evidence of study.

Upon successful completion of all materials, the Continuing Education Department will provide each student with a certificate of completion including awarding of appropriate continuing education units (CEUs).

## CENTRAL SERVICE TECHNICIAN CERTIFICATION EXAM REVIEW

This program is designed to provide the training required to prepare you for Central Service Certification. The course will utilize training guidelines from the American Society for Healthcare Central Service Personnel of the American Hospital Association. You gain knowledge of national and international standards for decontamination and sterilization. You study the principles of microbiology with emphasis on decontamination, disinfection and sterilization, with an overview of medical terminology, fundamentals of human anatomy, proper care and handling of surgical instrumentation, basic surgical instrument identification, inventory control, distribution, purchasing, and healthcare trends.

### Prerequisites

This program is not intended as a pre-employment training program. Participants must be currently employed in a Central Services Department or have a background in Central Servicing processes.

### Schedule

Classes are typically scheduled one day per week for three (3) hours in the evenings for a total of nine (9) weeks, January – March. There is an 8-hour clinical observation in addition to the 19 hours of classroom instruction. This experience is planned at a site other than the participant's place of employment. Selected area hospitals accept participants' request for this experience.

### Successful Completion

Attendance at all classes is encouraged. To receive a certificate of completion for continuing education units (CEUs), participants must complete all class assignments and score 75% or higher on the comprehensive final course exam.

## PHLEBOTOMY TRAINING

Program Objectives: Upon completion of this course the student will be able to:

- Collect appropriate amounts of blood by venipuncture or dermal puncture
- Select appropriate specimen containers for specified tests
- Correctly label specimens with required information
- Process specimens for delivery to appropriate laboratory departments
- Maintain records manually and electronically
- Comply with all safety regulations

Prerequisites:

Participants must have previous experience in phlebotomy & direct patient contact (RN, LPN, MOA or care partner for a minimum of 3 months) and be **currently employed by Carolinas Medical Center -NorthEast or one of its affiliates.**

Course Content

- Professional behavior
- Safety precautions
- Isolation procedures
- Standard precaution
- Disposal of biohazardous material
- Proper specimen management
- Proper specimen collection equipment
- Proper arterial puncture technique
- Anatomy & physiology of the circulatory system
- Components of whole blood and their function
- The role of the phlebotomist in the health care team
- Associated medical terminology

Schedule

Classes are scheduled for 4-hour blocks of time, two days per week. Theory presentation is scheduled for five weeks followed by self-scheduled clinical labs for venipuncture.

Successful Completion

Participants must complete the comprehensive final test with a score of 75 or better **and** complete 100 successful venipunctures. Each draw must be supervised and documented by a skilled phlebotomist as outlined on the skills check sheet provided by the College.

Certification Exam

Upon successful completion of all materials, the Continuing Education Department will provide each student with a certificate of completion including awarding of appropriate CEUs. Participants are eligible to take the American Society of Clinical Pathologist (ASCP) exam to be certified as a phlebotomist.

## **HEALTHCARE PROVIDER CPR/AED**

The curriculum for this program utilizes the recommended content areas from the American Heart Association (AHA).

### *Program Objectives*

Upon completion of this course the student should be able to:

- Perform CPR on an adult, child and infant
- Perform appropriate CPR rescue procedures when both one and two-rescuers are present
- Correctly use an automated external defibrillator (AED)

### *Course Content*

This course provides information on adult, pediatric, and infant CPR, including one and two rescuer and use of the bag-valve mask. The course also covers foreign-body airway obstruction (conscious and unconscious) and automated external defibrillation. Class is presented via lecture, video, skill demonstration and practice prior to testing.

### *Schedule*

Class is scheduled for four (4) hours.

### *Successful Completion*

Participants must attend the entire class time as scheduled and demonstrate proficiency in CPR and airway obstruction management on an adult, pediatric and infant manikin.

### *Certification*

Upon successful completion of the class, participants receive an official AHA Healthcare Provider CPR/AED card. The card is in effect for two (2) years from the date of issue.

## HEALTHCARE PROVIDER CPR/AED RECERTIFICATION

The curriculum for this program utilizes the recommended content areas from the American Heart Association (AHA). This course is for professional healthcare and rescuer personnel who have previously been credentialed and wish to renew (physicians, nurses, paramedics, respiratory therapists, physician assistants, nursing assistants and nursing students).

### Program Objectives

Upon completion of this renewal course the student should be able to:

- Perform CPR on an adult, child and infant
- Perform appropriate CPR rescue procedures when both one and two rescuers are present
- Correctly use a automated external defibrillator

### Course Content

The course provides information review on adult, pediatric, and infant CPR, including one and two-rescuer and use of the bag-valve mask. The course also covers foreign-body airway obstruction (conscious and unconscious) and automated external defibrillation. Class is presented via lecture, video, skill demonstration and practice prior to testing.

### Schedule

Class is scheduled for 4-hour blocks of time; however, participants are “checked-off” on a first come first served basis.

### Successful Completion

Participants must attend the review and demonstrate proficiency in CPR and airway obstruction management on an adult, pediatric and infant manikin.

### Certification

Upon successful completion of the class, participants receive an official AHA Healthcare Provider CPR/AED card. The card is in effect for two (2) years from the date of issue.

## COMPUTER APPLICATION TECHNOLOGY PROGRAMS

Writing a letter, analyzing numeric information, using the internet and maintaining an updated list of clients are a few of the many tasks which can be done more efficiently with a computer. The Continuing Education Department can assist you with the basics including how to set up, start, log in, find your way around a word processing document, update a spreadsheet, find information in a database, and access the Internet. Our Advanced classes can build on the basics and better prepare you for work-place demands allowing you to create special projects, design a presentation, work with macros, special functions, and create advanced formulas.

### Available Courses

- Introduction to Computers
- Introduction to Excel
- Introduction to Microsoft Word
- Introduction to PowerPoint
- Introduction to Access
- Introduction to Internet and Communication Software
- Advanced Excel
- Advanced Word
- Advanced PowerPoint
- Advanced Access
- Advanced Internet

### Prerequisites

It is recommended that all participants complete the *Introduction to Computers* course before enrolling in additional courses. Participants should have completed the introductory course of a particular topic before enrolling in the advanced class. Previous experience can account for introductory courses based on the student's comfort level.

### Course Content

Classes are held in one of the computer labs at the College. Participants learn by demonstration, hands on participation, and project completion with the instructor. Each course is unique to the content described.

### Schedule

Classes are scheduled for 3.0 - hour blocks of time during the day and evening hours (classes meet 5 times).

### Successful Completion

Participants must attend all classes as scheduled or work with the instructor for make-up. Make-up will be planned on a limited basis and at the instructor's discretion.

## COMPUTER “QUICK SHOT” TECHNOLOGY PROGRAMS

The “Quick-Shot” technology classes are designed to meet specific participant needs for quick reviews or program updates to previous classes. Classes range from basic introduction to advanced techniques.

### Available Courses

- Introduction to Computers
- Introduction to Excel
- Introduction to Microsoft Word
- Introduction to PowerPoint
- Introduction to Access
- Introduction to Internet and Communication Software
- Advanced Excel
- Advanced Word
- Advanced PowerPoint
- Advanced Access

### Pre-Requisites

Participants should have previous computer training and experience before enrolling in one of the “quick-shot” classes because these classes are designed to be up-grades and refresher in nature. They are not intended for the computer novice who is beginning training in computer skills.

### Course Content

Classes are held in one of the computer labs at the College. Participants learn by demonstration, hands on participation, and project completion with the instructor. Each course is unique to the content described.

### Schedule

Classes are scheduled for 4 - hour blocks.

### Successful Completion

Participants must attend all four (4) hours of class as scheduled.