**HOLMES HEALTHCARE TRAINING CENTER 2022-23 CATALOG**

**OFFICE NUMBER: (504)354-8804**

**FAX: (504)605-1252 EMAIL: Info@holmeshcs.com**

**BUSINESS HOURS OF OPERATION: MONDAY-THURSDAY 9AM-5PM FRIDAY 9AM-NOON**



DATE OF PUBLICATION: 08/01/2018 REVISED-10/01/2018/REVISED-02/11/2019/REVISED-02/18/2019/REVISED-02/26/2019/REVISED-06/04/2019/REVISED-05/05/2020/REVISED-04/30/2021/REVISED-06/18/2021 REVISED 01/20/2022 Revised 9/16/2022

THIS CATALOG IS TRUE AND CORRECT IN CONTENT AND POLICY

E. HOLMES

**TABLE OF CONTENTS**

**TABLE OF CONTENTS 1**

HHCT HISTORY 3

INSTITUTIONAL PHILOSOPHY 3

MISSION STATEMENT 3

OWNERSHIP 3

CAMPUS LOCATION 3

DELIVERY METHOD OF PROGRAMS 3

HOURS OF OPERATIONS 4

ACCREDITATION AND LICENSURES 4

SCHOOL OFFICERS 4

FACULTY 4

ACADEMIC CALENDER 5

ADMISSION REQUIREMENTS 8

Enrollment Policy 8

POLICY AND PROCEDURES 9

ATTENDANCE POLICY 10

SATISFACTORY PROGRESS 15

RULES AND REGULATION 17

JURY DUTY 26

TUITION REFUND 27

ACADEMIC PROGRAM 28

* PHLEBOTOMY 29
* MEDICAL ASSISTANT 32

ABOUT US

**HHCT HISTORY**

HHCT HAS BEEN AROUND SINCE 2007 SERVING THE COMMUNITY IN MANY WAYS. IN 2013, WE CHANGED THE TYPE OF SERVICES TO BE OFFERED AND STARTED OFFERING AMERICAN HEART ASSOCIATION CPR TRAINING. HHCT NOW OFFERS A VARIETY OF MEDICAL PROFESSIONAL CERTIFICATION PROGRAMS SUCH AS PHLEBOTOMY AND MEDICAL ASSISTANT TRAINING. ALL PROGRAMS OFFER SMALL CLASSROOM SETTINGS, DAY AND EVENING TRAINING OPTIONS, LOW TUITION WITH AN OPTION FOR PAYMENT PLANS. HHCT OFFERS POST GRADUATE JOB SEARCH AND CERTIFICATION REVIEW ASSISTANCE.

**INSTITUTIONAL PHILOSOPHY**

WE ENVISION A DYNAMIC LEARNING COMMUNITY MADE UP OF STUDENTS AND STAFF WITH DIVERSE PERSPECTIVES AND BACKGROUNDS IN AN ACADEMIC ENVIRONMENT THAT FOSTERS THE DEVELOPMENT OF COMPASSION, HUMANISM, PROFESSIONALISM AND CULTURAL COMPETENCE.

**MISSION STATEMENT**

TO ACTIVELY RECRUIT AND RETAIN HIGHLY QUALIFIED AND DIVERSE STUDENTS IN OUR PRESTIGIOUS MEDICAL CAREERS TRAINING CENTER.

**OWNERSHIP**

HHCT IS OWNED AND OPERATED BY EBONY N. HOLMES, RN

**CAMPUS LOCATION**

HOLMES HEALTHCARE TRAINING CENTER IS A SINGLE STORY 1,200 SQUARE FEET BUILDING IN NEW ORLEANS, LOUISIANA. HHCT IS LOCATED AT 10555 LAKE FOREST BLVD, SUITE 1D, NEW ORLEANS, LA,70127. HHCT IS AIR CONDITIONED AND HEATED CENTRALLY TO PROVIDE COMFORT DURING WEATHER CONDITION CHANGES. HHCT MEETS APPLICABLE FIRE AND BUILDING REQUIREMENTS AND IS EQUIPTED TO MEET THE PROFESSIONAL STANDARDS OF SAFETY AND HYGIENE. INSTRUCTIONAL AND LABORATORY AREAS ALLOW FOR EFFECTIVE DELIVERY OF INSTRUCTION WITH EQUIPMENT THAT ALSO MEETS NECESASSARY SAFETY AND HYGIENE REQUIREMENTS.

**DELIVERY METHOD**

HHTC OFFERS CONVENIENT PROGRAM COURSEWORK DELIVERED UTILIZING A TRADITIONAL RESIDENTIAL METHOD THROUGH CLASSROOM INSTRUCTION DEDICATED TO MEETING THE EDUCATIONAL NEEDS AND PROFESSIONAL EXPECTATIONS OF ITS STUDENTS.

**HOURS OF OPERATION**

OFFICE HOURS: Tuesday/Thursday 3:00PM-5:00PM and Friday 9:00AM – 12:00PM

SCHOOL HOURS: MONDAY- THURSDAY 10:00 AM -4:30 PM AND 6:00PM - 9PM

**ACCREDITATION** **AND LICENSURES**

HOLMES HEALTHCARE TRAINING CENTER IS LICENSED BY THE BOARD OF REGENTS AND ADHERES TO THE RULES AND REGULATIONS OF THE LOUISIANA PROPRIETARY SCHOOLS ADVISORY COMMISSION.

1201 N. THIRD ST., SUITE 6-200

BATON ROUGE, LA 70802

(225)342-4253

***LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS***

*628 N. 4TH* STREET

BATON ROUGE, LA *70802*

(225)-342-9500

**DEPARTMENT OF VETERANS AFFAIRS**

1250 POYDRAS STREET, SUITE 200

NEW ORLEANS, LA 70113

**SCHOOL OFFICERS:**

**PROGRAM DIRECTOR:**  EBONY HOLMES, RN

**FACULTY**

EBONY HOLMES, RN – DIRECTOR, FULL-TIME INSTRUCTOR- OUR LADY OF THE LAKE COLLEGE, BATON ROUGE, LA AND EXCELSIOR COLLEGE, ALBANY, NY

SHAUNDRIA HOLMES, CPT - ADJUNCT INSTRUCTOR- CRESCENT CITY CODERS, LA

BEATRICE BROWN, LPN - ADJUNCT INSTRUCTOR, OUR LADY OF THE LAKE COLLEGE, BATON ROUGE, LA

**INSTITUTION**: HOLMES HEALTHCARE TRAINING CENTER

**OWNER:** EBONY HOLMES, RN

**ADMINISTRATIVE STAFF**

EBONY HOLMES, RN

**Advisory Board Members**

Nelcia Alexis, MSN, BA, RN- MA Program

Sharlana Wilson, F-NP, RN- MA Program

Shanais Burton,RN-Phlebotomy Program

Betty Brown, MA- MA Program

Florance Francios, Graduate MA-MA Program

Courtney Marbly, BSN, RN- Ma Program

Keshundra Lee, CPT- Phlebotomy Program

**HHCT 2022-23 ACADEMIC CALENDER**

**HOLIDAYS**

NEW YEAR’S DAY JANUARY 1ST

MARTIN LUTHER KING DAY JANUARY 16TH

MARDI GRAS MARCH 1ST

EASTER APRIL 9TH

GOOD FRIDAY APRIL 15TH

MEMORIAL DAY MAY 29TH

JUNETEENTH JUNE 19TH

INDEPENDENCE DAY JULY 4TH

LABOR DAY STEPTEMBER 4TH

THANKSGIVING HOLIDAY 23RD-24TH

CHRISTMAS HOLIDAY DECEMBER 24TH -25TH

**SCHOOL SCHEDULE**

JAN.3RD FIRST DAY OF CLASS (NA)

JAN 6TH LAST DAY TO WTHDRAW (NA) WITH 100% TUITON REIMBURSEMENT

JAN 10TH ENROLLMENT BEGINS FOR ALL PROGRAMS

JAN 11TH FIRST DAY OF CLASS (PHLEBOTOMY)

JAN 14TH LAST DAY TO WITHDRAW (PHLE) WITH 100% TUITION REIMBURSEMENT

JAN 21ST FIRST PAYMENT DUE (PHLEBOTOMY)

FEB. 4TH- SECOND PAYMENT DUE (PHLE)

FEB 11TH LAST DAY OF ENROLLMENT FOR ALL PROGRAMS FOR NEXT SEESION

FEB 18TH FINAL PAYMENT DUE (PHLE)

FEB 18TH LAST DAY OF CLASS (PHLE)

FEB 23RD LAST DAY TO WITHDRAW (NA) WITH 100% TUITION REIMBURSMENT

MAR 1ST- SCHOOL CLOSED (MARDI GRAS)

MAR. 8TH FIRST DAY OF CLASS (MA & PHLE)

MAR 11TH LAST DAY TO WITHDRAW (MA & PHLE) WITH 100% TUITION REIMBURSMENT

MAR 18TH FIRST PAYMENT DUE (PHLE)

MAR.21ST – APR 1ST ENROLLMENT BEGINSFOR PHLEBOTOMY

MAR 25TH FIRST PAYMENT DUE (MA)

APR 1ST SECOND PAYMENT DUE (PHLE)

APR 14TH FINAL PAYMENT DUE (PHLE)

APR 15TH- SCHOOL CLOSED (GOOD FRIDAY)

APR 21ST LAST DAY OF CLASS PHLE

APR 22ND SECOND PAYMENT DUE (MA)

May 3rd FIRST DAY OF CLASS (PHLE)

MAY 5TH LAST DAY TO WITHDRAW (PHLE) FOR 100% TUITION

MAY 20TH FIRST PAYMENT DUE (PHLE)

MAY 27TH THIRD PAYMENT DUE (MA)

May 30th SCHOOL CLOSED (MEMORIAL DAY)

JUN 3RD LAST DAY FOR PHLEBOTOMY STUDENTS

JUN 6TH ENROLLMENT BEGINS FOR PHLEBOTOMY

JUN 20TH LAST DAY FOR ENROLLMENT FOR PHLE

JUN 30 FOURTH PAYMENT DUE FOR MA STUDENTS

JUL 5TH FIRST DAY FOR PHLEBOTOMY STUDENTS (ORIENTATION)

AUG 8TH-16TH ENROLLMENT BEGINS FOR PHLEBOTOMY

JUL 11TH JUL 22ND ENROLLMENT FOR PHLEBOTOMY

JUL 15TH FIRST PAYMENT DUE FOR PHLE

JUL 29TH / 2ND PAYMENT DUE FOR PHLEBOTOMY/ 5TH PAYMENT DUE MA

AUG 12TH FINAL PAYMENT DUE FOR PHLEBOTOMY

AUG 19TH LAST DAY OF CLASS PHLEBOTOMY

AUG 20TH FINAL PAYMENT DUE FOR MA

AUG 25TH LAST DAY OF CLASS FOR MA

SEPT 12TH-23RD ENROLLMENT BEGINS PHLEBOTOMY

OCT 4th FIRST DAY OF CLASS PHLE (ORIENTATION)

OCT 7 TH FIRST PAYMENT DUE

OCT 14TH SECOND PAYMENT DUE

OCT 21ST THIRD PAYMENT DUE

OCT 28TH FOURTH PAYMENT DUE

NOV 4TH 5TH AND FINAL PAYMENT DUE

NOV 10TH LAST DOAY OF CLASS FOR PHLE

NOVEMBER 11TH -DECEMBER 31ST- NO CLASSES HELD

DEC 5TH- 23RD ENROLLMENT FOR ALL PROGRAMS BEGINS

**2023**

JAN 5TH FIRST DAY OF CLASS MA/PHLE (ORENTATION)

JAN 13TH FIRST PAYMENT DUE ALL PROGRAMS

JAN 16TH-FEB 10TH ENROLLMENT FOR PHLEBOTOMY AND MA

**ADMISSSION REQUIREMENTS**

ANYONE INTERESTED IN ENROLLING AT HOLMES HEALTHCARE TRAINING CENTER SHOULD CONTACT THE SCHOOL TO SCHEDULE AN APPOINTMENT OR SUMBIT A REQUEST FOR INFORMATION ON THE WEBSITE INFO@HOLMESHCS.COM. ALL APPLICANTS MUST BE HIGH SCHOOL DIPLOMA GRADUATES OR POSSESS A GED.

 THE FOLLOWING ARE ENTRANCE REQUIREMENTS:

* *ADMISSION APPLICATION*
* *ENROLLMENT AGREEMENT*
* *DEPOSIT*
* *STATE ID OR DRIVERS’ LICENSE*
* *SOCIAL SECURITY CARD*
* *HIGH SCHOOL DIPLOMA OR GED (Transcript acceptable)*
* *TB SKIN TEST*
* *HEPATITIS B VACCINE*
* *UPDATED HEALTH IMMUNIZATION RECORD*

**POLICY AND PROCEDURES CONCERNING ENROLLMENT DATES AND ENTRANCE REQUIREMENTS:**

1. HOLMES HEALTHCARE TRAINING CENTER’S PROGRAMS ARE AVAILABLE YEAR-ROUND.
2. AFTER THE PROSPECTIVE STUDENT IS INTERVIEWED BY THE DIRECTOR, THE PROSPECTIVE STUDENT IS ELIGIBLE TO ENROLLED IN THE SELECTED PROGRAM OF STUDY.
3. REGISTRATION IS NOT COMPLETE UNTIL THE APPROPRIATE FEES HAVE BEEN PAID.
4. ORIENTATION IS HELD ON THE FIRST DAY OF CLASS.

APPLICANTS WHO ENROLL IN A PROGRAM MUST HAVE:

|  |
| --- |
| PAPER/NOTEBOOK |
| PEN/PENCIL |
| SCRUBS (PROVIDED BY SCHOOL) |
| BLACK TENNIS SHOES (NO CROCS)SECONDHAND WATCH (MA/NA STUDENTS) |

\**EACH STUDENT COMPLETING ANY PROGRAM AT HOLMES HEALTHCARE TRAINING CENTER WILL RECEIVE A CERTIFICATE OF ACHIEVEMENT. \*\*****HHTC DOES NOT OFFER OR GAURENTEE EMPLOYMENT\****

*HHTC UTILIZES CLOCK HOURS FOR EACH PROGRAM*

*DEFINTION: CLOCK HOUR- A PERIOD OF TIME CONSITING OF:*

1. *A 50-60 -MINUTE CLASS, LECTURE OR EXTERNSHIP IN A 60- MINUTE PERIOD*
2. *A 50-60 MINUTE FACLCUTY -SUPERVISED LABOTORY OR CLINICAL EXPERIENCE IN A 60- MINUTE PERIOD.*

*\*MILITARY STUDENTS*

*PLEASE HAVE YOUR OFFICIAL MILITARY TRANSCRIPTS (JOINT SERVICE TRANSCRIPT) SENT TO HOLMES HEALTHCARE ADMISSIONS, AS THE VA REQUIRES ALL MILITARY AND VETERAN STUDENTS HAVE AN OFFICIAL MILITARY TRANSCRIPT ON FILE WITH THE SCHOOL. HOLMES HEALTHCARE PROVIDES VETERAN AND MILITARY STUDENTS THE OPTION OF HAVING THEIR MILITARY TRANSCRIPTS REVIEWED FOR ACADEMIC CREDIT AND/OR COURSE WAIVER.*

**ACADEMIC INFORMATION**

**STUDENT FILES**

UNDER THE AUTHORITY OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, A STUDENT HAS THE RIGHT TO EXAMINE CERTAIN FILES, RECORDS OR DOCUMENTS MAINTAINED BY THE SCHOOL, WHICH PERTAIN TO THEM. THE SCHOOL MUST PERMIT A STUDENT TO EXAMINE SUCH RECORDS WITHIN 45 DAYS AFTER SUBMISSION OF WRITTEN REQUEST, AND TO OBTAIN COPIES OF SUCH RECORDS UPON PAYMENT OF THE COST OF REPRODUCTION.

 A STUDENT MAY REQUEST THAT THE SCHOOL AMEND THEIR EDUCATIONAL RECORDS ON THE GROUNDS THAT THEY ARE INACCURATE, MISLEADING, OR IN VIOLATION OF THEIR RIGHT TO PRIVACY. IN THE EVENT THAT THE SCHOOL REFUSES TO AMEND THE RECORDS, A STUDENT MAY REQUEST A HEARING.

**ACCESS TO EDUCATIONAL RECORDS**

EDUCATIONAL RECORDS ARE ALL FILES, RECORDS, OR DOCUMENTS MAINTAINED BY THE SCHOOL, WHICH CONTAIN INFORMATION DIRECTLY RELATED TO THE STUDENT. THE ONLY PERSONS ALLOWED ACCESS TO SUCH RECORDS ARE THOSE PERSONNEL WHO HAVE A LEGITIMATE ADMINISTRATIVE OR EDUCATIONAL INTEREST. STUDENT MUST REQUEST IN WRITING, IF NOT IN PERSON, AUTHORIZATION FOR ALL OR PART OF THEIR RECORDS. **REVIEW OF RECORDS**

 IT IS THE POLICY OF THE SCHOOL TO MONITOR EDUCATIONAL RECORDS TO ENSURE THAT THEY DO NOT CONTAIN INFORMATION, WHICH IS INACCURATE, MISLEADING OR OTHERWISE INAPPROPRIATE. THE SCHOOL MAY DESTROY RECORDS THAT ARE NO LONGER USEFUL OR PERTINENT TO THE STUDENT’S CIRCUMSTANCES AFTER THE STATUTORY LAPSE OF TIME.

 **TUTORIAL ASSISTANCE**

STUDENTS NEEDING ADDITIONAL ASSISTANCE IN ANY CLASSES MAY REQUEST INDIVIDUALIZED TUTORING FROM INSTRUCTORS. BEFORE AND AFTER SCHOOL ASSISTANCE IS AVAILABLE UPON REQUEST BY STUDENT. THERE IS NO ADDITIONAL FEE FOR TUTORING SERVICES.

**SATISFATORY PROGRESS**

ALL HOLMES HEALTHCARE STUDENTS MUST MAKE SATISFACTORY PROGRESS TOWARD THEIR EDUCATIONAL OBJECTIVE WITHIN 2 WEEKS OF THE PHLEBOTOMY PROGRAM AND WITHIN 2 MONTHS OF THE MEDICAL ASSISTANT PROGRAM. STUDENTS WILL RECEIVE PROGRESS REPORTS AT THE HALF MARK OF THEIR ENROLLED PROGRAM. THIS IS THE POINT WHERE THE STUDENT WILL RECEVE FEEDBACK FROM THE INSTRUCTOR ON ACEDEMIC PROGRESS. IF THE STUDENT IS NOT PROGRESSING WITH AT LEAST A 75% OVERALL, THE STUDENT WILL BE PLACED ON PROBATION AND WILL NEED TO SPEAK WITH THE DIRECTOR TO DEVELOP A PLAN FOR PROGRESS. THE STUDENT MUST COMPLETE THEIR ACADEMIC PROGRAM WITHIN THE TIMEFRAME ALLOCATED TO THE ENROLLED PROGRAM. (6WEEKS-PHLEBOTOMY/24 WEEKS-MEDICAL ASSISTANT) THE STUDENT MUST SUCCESSFULLY COMPLETE ENROLLED PROGRAM CLOCK HOURS AT THE END OF EACH WEEK. ANY STUDENT WHO FAILS TO MEET THE REQUIRED CLOCK HOURS WEEKLY WILL BE ADVIDED IN WRITING OF THEIR DANGER OF FAILING THE PROGRAM. ONLY STUDENTS WITH APPROVED MAKE-UP DAYS WILL BE ALLOWED TO MAKE UP MISSED CLOCK HOURS. WITHDRAWN, FAILED, OR INCOMPLETE COURSE WILL BE CONSIDERED AN ATTEMPTED COURSE THAT WAS NOT COMPLETED; GRADES FROM OTHER PROGRAMS OR INSTITUTIONS WILL BE CONSIDERED AT THE DISCRETION OF THE DIRECTOR.FINALLY, IF THE STUDENT IS PROGRESSING AT A PACE WITH GRADE AND ATTENDANCE WHICH WOULD RENDER THE STUDENT IN A CONDITION OF UNSATISFACTORY PROGRESS AT WEEK 3 OF THE PHLEBOTOMY PROGRAM AND AT WEEK 14 OF THE MEDICAL ASSITANT PROGRAM, THE STUDENT WILL BE DISMISSED FROM THE PROGRAM. STUDENTS MAY APPEAL THIS STATUS TO THE DIRECTOR AND CONSIDERATION MAY BE GIVEN TO MITIGATING CIRCUMSTANCES.

**EVALUATION STANDARDS**

Evaluation # Hours / work Completion

ALL STUDENTS SHOULD RECEIVE A PROGRESS REPORT AT THE END OF EVERY TWO WEEKS. SHOULD A STUDENT FAIL TO MAINTAIN THE REQUIRED STANDARDS FOR GPA AND/OR COMPLETION RATE AT ANY EVALUATION, THAT STUDENT WILL BE PLACED ON ACADEMIC PROBATION AND RE-EVALUATED AT THE NEXT EVALUATION.

**TRANSFER OF CREDIT FROM OTHER PROGRAMS**

THE SCHOOL MAY ACCEPT CLOCK HOURS EARNED AT ANOTHER INSTITUTION ACCREDITED BY AN AGENCY RECONIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION (USDE) OR COUNCIL FOR HIGHER EDUCATION ACCREDIDATION (HEA). IN ORDER FOR A STUDENT TO RECEIVE CREDIT FOR CLOCKS HOURS EARNED AT ANOTHER INSTITUTION OR SCHOOL, THE STUDENT MUST SHOW PROOF OF TRANSCRIPT FROM PREVIOUS SCHOOL WORK COMPLETED FROM THE PRIOR INSTITUITION OR PROGRAM ATTENDED. THE STUDENT MUST HAVE RECEIVED A GRADE OF C OR HIGHER FOR CLOCK HOURS TO BE CONSIDERED.

**TRANSFER OF STUDENTS BETWEEN PROGRAMS WITHIN THE SCHOOL**

1. STUDENTS ARE ALLOWED TO TRANSFER BETWEEN PROGRAMS WITHIN HOLMES HEALTHCARE TRAINING CENTER, PROVIDED THAT THEY ARE IN GOOD ACADEMIC STANDING AS DETERMINED BY THEIR SATISFACTORY ACADEMIC PROGRESS AND MEET THE ADMISSIONS REQUIREMENTS OF THE NEW PROGRAM. THE DIRECTOR WILL EVALUATE THE STUDENTS REQUEST, ALL PREVIOUS LESSONS TAKEN FOR COMPATIBILITY WITH THE STUDENT’S NEW PROGRAM. THE STUDENT WILL NOT BE AWARDED A GRADE FOR THE LECTURE HOURS/LAB HOURS AND CLASS WORK EARNED IN THE COMPLETED PROGRAM. REFUNDS WILL BE CALCULATED AND/OR ADDITIONAL FEES APPLIED, IF APPLICABLE, ACCORDING TO THE REFUND POLICY AS STATED IN THE ENROLLMENT AGREEMENT AND THIS CATALOG. ALL STUDENTS REQUESTING TO TRANSFER PROGRAMS WITHIN HOLMES HEALTHCARE TRAINING CENTER WILL BE CHARGED A FEE OF $50.00

**ACADEMIC PROBATION**

A STUDENT WHO DOES NOT MAKE SATISFACTORY PROGRESS AT AN EVALUATION WILL BE PLACED ON ACADEMIC PROBATION. IF THE STUDENT HAS NOT MET SATISFACTORY PROGRESS BY THE NEXT EVALUATION, THEY WILL BE GIVEN ONE WEEK TO IMPROVE, THEN MAY BE DROPPED FROM THEIR PROGRAM OF STUDY. IN ORDER TO REMAIN IN THEIR PROGRAM OF STUDY, THE STUDENT MUST APPEAL AS OUTLINED IN THE APPEAL SECTION OF THIS CATALOG. A STUDENT MAY NOT BE PLACED ON ACADEMIC PROBATION GREATER THAN TWO TOTAL TIMES. IF A STUDENT FAILS TO MEET THE STANDARDS FOR SATISFACTORY PROGRESS AFTER THE TWO TOTAL ACADEMIC PROBATION, THE STUDENT MUST BE TERMINATED AND WILL NEVER BE ALLOWED TO REENTER THE PROGRAM OF STUDY AT HHTC. IF A STUDENT IS NOT MAKING SATISFACTORY ACADEMIC PROGRESS AT THE END OF THE FIRST PAYMENT PERIOD, THE STUDENT WILL RECEIVE A VERBAL WARNING.THE SCHOOL HAS A PROBATION POLICY THAT REQUIRES THE STUDENT TO BE WARNED IN WRITING WHEN THE STUDENT IS MAKING UNSATISFACTORY PROGRESS. PROBATION MAY BE EXTENDED FOR ANOTHER WEEK IF DEEMED APPROPRIATE BY THE DIRECTOR. FURTHERMORE, THE STUDENT SHALL BE INFORMED THAT CONTINUED UNSATISFACTORY PROGRESS IN ANY AREA (I.E., ACADEMIC, ATTENDANCE, CONDUCT, OR ANY OTHER REQUIREMENT OF THE SCHOOL) MAY RESULT IN TERMINATION. THE SCHOOL IS NOT REQUIRED TO PLACE SOMEONE ON PROBATION PRIOR TO TERMINATION OR SUSPENSION. STUDENTS WHO DROP BELOW 80% ATTENDANCE OR GRADE IN A COURSE OR DISPLAY A WEAKNESS IN A PARTICULAR AREA WILL BE ADVISED. STUDENTS WHO DROP THEIR ATTENDANCE BELOW 80% ARE ADVISED. IF NECESSARY, SPECIAL TUTORING SESSIONS MAY BE ARRANGED AT THE STUDENT'S EXPENSE. IN ADDITION, STUDENTS MUST COMPLETE THE PROGRAM WITHIN ONE AND ONE-HALF TIMES THE NORMAL DURATION FOR THE PROGRAM BEING ATTEMPTED. STUDENTS WHO DROP BELOW 80% ATTENDANCE OR 80% GRADE IN A COURSE FOR TWO WEEKS WITH NO VISIBLE SIGN OF IMPROVEMENT WILL BE PUT ON ACADEMIC PROBATION, AND MAY BE REQUIRED TO ATTEND TUTORIAL SESSIONS UNTIL THE GRADE POINT AVERAGE RISES ABOVE 75%. IN ADDITION, THE SCHOOL WILL ISSUE WARNINGS AND/OR PROBATION IF YOUR GRADE POINT AVERAGE IS LESS THAN 75% AT THE CONCLUSION OF A PAYMENT PERIOD, YOU WILL BE ELIGIBLE FOR THE FOLLOWING PAYMENT BUT IMPROVEMENTS MUST BE MADE. IF IMPROVEMENTS ARE NOT MADE THE STUDENT WILL RECEIVE A FINAL WARNING DETAILING IF IMPROVEMENTS ARE NOT MADE WITHIN 7 DAYS, ENROLLMENT WILL BE TERMINATED.

**\*VA STUDENTS WHO DROP BELOW 80% IN A COURSE WILL BE REPORTED TO VA FOR TERMINATION OF VA BENEFITS. THE SCHOOL MAY CHOOSE TO PUT THE STUDENT ON PROBATION AT ITS DISCRETION. \***

**RULES AND REGULATIONS**

**CONDUCT OF STUDENTS**

AT THE TIME ONE BECOMES A HOLMES HEALTHCARE TRAINING CENTER STUDENT, CERTAIN BEHAVIORAL RESTRAINTS ARE CONSIDERED TO BE A CONDITION OF ACCEPTANCE OR GROUNDS FOR DISMISSAL FOR ANY PROGRAM. IN INSTANCES OF STUDENT MISCONDUCT, IT CAN BE EXPECTED THAT THE SCHOOL WILL ASSERT AUTHORITY THROUGH THE PRACTICE OF PROGRESSIVE DISCIPLINE. A STUDENT MAY RECEIVE A WARNING, BE PLACED ON DISCIPLINARY PROBATION, OR EVEN BE SUSPENDED FROM THE SCHOOL. PROCEDURAL FAIR PLAY AND DUE PROCESS WILL BE PROVIDED IN EVERY INSTANCE. THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO DISCIPLINE EACH STUDENT AS AN INDIVIDUAL AND NOT ONE OF THE MASSES OR BASED UPON PAST SIMILARITIES. INSTITUTIONAL OBLIGATIONS INCLUDE, BUT ARE NOT LIMITED TO, UPHOLDING THE LAW AND MAINTENANCE OF REGULATIONS REGARDING CHEATING, PREJUDICIAL BEHAVIOR, PHYSICAL ABUSE OR HARASSMENT, IMPROPRIETY OF SEXUAL BEHAVIOR OR ILLICIT USE OF DRUGS OR INTOXICANTS, ESPECIALLY AS THESE RELATE TO THIS INSTITUTION’S EDUCATIONAL GOALS

**RULES AND REGULATIONS FOR CLASSROOM**

1. ALL STUDENTS MUST CONDUCT THEMSELVES IN ACCORDANCE WITH ALL SCHOOL RULES AND REGULATIONS, POLICIES AND PROCEDURES AS STATED IN THIS CATALOG, IN THE STUDENT’S ENROLLMENT AGREEMENT AND THE NEW STUDENT ORIENTATION MANUAL.

 2. NO SMOKING OR VAPING IS ALLOWED IN THE SCHOOL BUILDING. SMOKING OR VAPING IS PERMITTED ONLY IN DESIGNATED SMOKING AREAS.

3. NO GUNS OR WEAPONS ARE ALLOWED ON CAMPUS AT ANY TIME.

4. NO FOUL LANGUAGE OR DISRESPECT OF INSTRUCTORS, FACULTY, STAFF, OR FELLOW CLASSMATES WILL BE TOLERATED; THIS WILL BE GROUNDS FOR TERMINATION FROM SCHOOL.

 5. CELLPHONES ARE TO BE KEPT OFF OR ON SILENT WHILE CLASSES ARE IN SESSION.

6. EATING AND DRINKING ARE NOT ALLOWED IN THE CLASSROOMS. EATING AND DRINKING IS PERMITTED IN THE CAFÉ AND DESIGNATED BREAK AREAS ONLY

7. NO PHYSICAL OR VERBAL ABUSE, INTIMIDATION OR HARRASSMENT OF ANOTHER PERSON OR GROUP OF PERSONS, INCLUDING ANY HARASSMENT BASED ON RACE, RELIGION, COLOR, AGE, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, DISABILITY, GENDER OR ANY OTHER PROTECTED STATUS.

8. A STUDENT WHO IS FOUND TO HAVE COMMITTED OR SUGGESTED AN ACT AGAINST ACCEPTED MORAL STANDARDS TOWARD A PATIENT, ANOTHER STUDENT, EMPLOYEE, OR VISITOR ON HOSPITAL PREMISES IS SUBJECT TO IMMEDIATE TERMINATION AND DISMISSAL FROM SCHOOL

9. GROUNDS FOR TERMINATION FROM UNITECH TRAINING ACADEMY ARE AS FOLLOWS: ANYONE FOUND WITH DRUG AND/OR ALCOHOL PARAPHERNALIA, ANYONE NOTED TO BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

10. NO GAMBLING ON SCHOOL PREMISES

11. NO FALSIFICATION OF RECORDS

12. NAME TAGS ARE TO BE WORN AND DISPLAYED AT ALL TIMES

13. NO PARTICIPATION IN CONDUCT DETRIMENTAL TO PATIENT CARE

14. MUST OBEY ALL REASONABLE ORDERS TO CARRY OUT REASONABLE REQUESTS OR ASSIGNMENTS FROM AUTHORIZED SUPERVISORS

15. MUST NOT DIVULGE CONFIDENTIAL PATIENT INFORMATION TO UNAUTHORIZED PERSONS 16. MUST NOT BE FOUND PRESENT IN ANY UNAUTHORIZED WORK AREA DURING WORKING HOURS OR AN UNAUTHORIZED PLACE ANYWHERE IN A CLINICAL SITE DURING OFF-DUTY HOURS.

**STUDENT EXPECTATIONS**

1. AS OPPOURTUNITY PERMITS, INSTRUCTORS FACILITATE STUDENT RESPONSIBLITY FOR LEARNING, ENCOURAGING, OR REQUIRING SUCH ACTIVITIES AS STUDENT PARTICIPATION IN THE SELECTION OF LEARNING EXPERIENCES, SHARING OF PERSONAL LEARNING GOALS, KEEPING A RECORD OF SKILLS AND EVALUATION OF ONES’S OWN PERFORMANCE.
2. THE INSTRUCTOR’S “ANCEDOTAL NOTES” RELATING TO AN INDIVIDUAL STUDENT ARE AVAILABLE TO THAT STUDENT IN THE NURSING INTRUCTORS’S OFFICE. EACH INSTRUCTOR DESTROYS ANECEDOTAL NOTES AT THE END OF EACH SESSION AFTER ALL “EVALUATION” CONFERENCES ARE COMPLETED AND GRADES ARED POSTED.
3. STUDENTS ARE EXPECTED TO PERFORM SAFELY IN ALL AREAS OF PATIENT CARE. ANY PERFORMANCE, WHICH ENDANGERS A PATIENT’S WELLBEING, WILL RESULT IN THE STUDENT’S REMOVAL FROM THE LAB. NO CARE OR SERVICES SHALL BE PROVIDED UNTIL THE STUDENT HAS BEEN DEEMED PROFICIENT BY THE INSTRUCTOR.
4. STUDENTS WILL BE EXPECTED TO FUNCTION ACCORDING TO STATED FACILITY POLICIES IN RELATION TO PARKING AND LUNCH BREAKS.
5. ACCIDENT OR EMERGENCY REGULATIONS: IT IS THE STUDENT’S RESPONSIBILTY TO KNOW WHAT THE APPROPRIATE POLICIES AND REGULATIONS ARE FOR HANDLING ACCIDENTS.
6. UNSAFE BEHAVIOR: AT THE DISCRETION OF THE INSTRUCTOR, ANY STUDENT WHO DOES NOT PERFORM PHLEBOTOMY DUTIES SAFELY, IN ACCORDANCE WITH WHAT MAY BEV CONSIDERED UNSAFE, WILL BE EXCLUDED FROM THE LAB. A STUDENT PERMANENTLY EXCLUDED FROM LAB BECAUSE OF UNSAFE BEHAVIOR SHALL FAIL THR COURSE, OR MAY WITHDRAW, IN ACCORDANCE WITH HHVT POLICY.
7. STUDENTS ARE EXPECTED TO BE PUNCTUAL AND PREPARED FOR CLASSROOM/LAB SESSIONS. ANY STUDENT THAT DISRUPTS CLASSROOM OR LAB SESSION BY WAY OF INSUBORDINATION OR INAPPROPRIATE BEHAVIOR IN ANY WAY, WILL BE DISMISSED FROM THE PROGRAM AND WILL NOT BE ALLOWED TO REAPPLY.
8. **CLASSROOM/LAB FAILURE**: ANY STUDENT WHO HAS NOT PASSED ANY SKILL(S) PORTION OF THE PROGRAM WILL RECEIVE:1) ADDITIONAL DEMONSTRATION OF SKILL PREVIOUSLY FAILED ACCORDING TO THE LOUISIANA ADMINISTRATION CODE, SECTION 10021 G 2. IF THE STUDENT IS STILL UNSUCCESSFUL IN PASSING THE SKILL(S) HE/SHE WILL FRECEIVE A FAILURE AND WILL BE REQUIRED TO REPEAT THE PROGRAM. ALL STUDENTS WILL BE REQUIRED TO COMPLETE REQUIRED CLOCK HOURS OF THE TRAINING PROGRAM ALONG WITH COMPLETION OF ALL COURSEWORK/TEST WITH 80% OR BETTER.
9. REPORTING OF INCIDENTS AND/OR INJURY: IF A STUDENT IS INVOLVED IN AN INCIDENT WITH A PATIENT, THE APPROPRIATE HHTC ACCIDENT/EXPOSURE/INCIDENT/INJURY REPORT FORM(S) MUST BE COMPLETED IMMEDIATELY. INCIDENT REPORTS ALSO MAY BE COMPLETED ACCORDING TO EACH FACILITY’S POLICY. SPECIFIC HHCT FORMS ARE AVAILABLE IN THE OFFICE. IF THE STUDENT INCURS AN INJURY, THE APPROPRIATE ACCIDENT//EXPOSURE/INCIDENT/INJURY REPORT FORMS MUST BE COMPLETED IMMEDIATELY WITH THE LAB INSTRUCTOR AND FACILITY. STUDENTS SHOULD BE AWARE THAT SOME FACILITIES REQUIRE IMMEDIATE DRUG SCREENING. MEDICAL CARE FOR INJURIES ON LAB/CLASSROOM SITE WILL BE COVERED PER THE STUDENTS PERSONAL INSURANC COVERAGE.
10. PHONE CALL: STUDENTS ARE NOT TO USE TLEPHONES ON THE UNIT TO MAKE OR RECEIVE PERSONAL PHONE CALLS. IF THE STUDENT NEEDS TO BE LOCATED REGARDING AN EMERGENCY, PLEASE CALL (504)354-8804. ADMINISTRATION STAFF WILL THEN NOTIFY THE LAB INSTRUCTOR WHO WILL FIND YOU.
11. REPORTING OF PROBLEMS DURING LAB:
* STUDENT NOTING PATIENT OR STAFF PROBLEMS DURING LAB SHOULD INFORM THEIR LAB INSTRUCTOR IMMEDIATELY.

IF THE INCIDENT NEEDS TO BE ADDRESSED, THE STUDENT SHOULD:

* ASK THE STAFF DIPLOMATICALLY
* QUESTION THE STAFF TO HELP UNDERSTAND THE BEHAVIOR OR ACTION OR
* REPORT THE INCIENT TO THE LAB INSTRUCTOR WHO WILL FFOLLOW UP WITH FACILITY STAFF IF NECESSRY.
* DISCUSS THE CARE OF PATIENTS WITH ANYONE NOT INVOLVED IN THE PATIENT’S DIRECT CARE.
* THE STUDENT SHOULD ALWAYS BE PREPARED TO STATE AND WRITE WHAY THEY WOULD HAVE DONE DIFFRENTLY IN THE SAME CIRCUMSTANCE AND PROVIDE A RATIONALE. THE LAB INSTRUCTOR’S ROLE IS TO MANAGE THE EVENT FOR A GOOD OUTCOME FO THE STUDENT, THE FACILITY.
* GLOBAL OR SYSTEM ISSUES SHOULD BE DISCUSSED WITH THE FACILITY AND THE COORDINATOR.

**INSTRUCTOR EXPECTATIONS**

\*RN COORDINATO WILL BE ONSITE AT LEAST 50% OF THE TIMEDURING INSTRUCTION OF BOTH CLINICAL AND CLASSROOM

THE COORDINATOR/INSTRUCTOR WILL:

* BE RESPONSIBLE FOR THE OVERALL SUPERVISION OF THE STUDENTS.
* BE RESPONSIBLE FOR THE OVERALL LEARNING EXPERIENCE OF THE STUDENTS.
* SELECT, WITH ASSISTANCE FROM STAFF AND HEAD NURSE, APPROPRIATE PATIENT ASSIGNMENTS FOR STUDENTS.
* SEEK OUT LEARNING EXPERIENCE FOR STUDENTS.
* SUPERVISE STUDENTS IN SKILLS, AS REQUIRED.
* KEEP UNIT INFORMED AS TO NAMES OF STUDENTS, DATES OF EXPERIENCES, CHANGES IN PLANS, AND TYPES OF PATIENTS TO MEET CLINICAL OBJECTIVES; LIST SKILLS STUDENTS PERFORM.
* WELCOME IDEAS AND SUGGESTIONS FROM STAFF.
* EVALUATE STUDENT PERFORMANCE.
* CONFER WITH STUDENTS IN A PRE/POST CONFERENCE.
* MAINTAIN A GOOD RELATIONSHIP BETWEEN STAFF, STUDENTS, INSTRUCTOR AND PATIENTS (FUNCTION AS A MEDIATOR WHEN NEEDED).
* ARRANGE FOR SPECIAL LECTURES OR CONFERENCES WITH INFORMED PERSONS.
* SHARE KNOWLEDGE AND EXPERIENCES WITH STAFF ON UNIT WHEN ASKED.
* ASSIST STAFF DURING EMERGENCIES.
* ABIDE BY RULES AND REGULATIONS ACCORDING TO HHCT AND THE FACILITY.
* WE DO NOT DISCRIMINATE BASED ON RACE, ETHNICITY, COUNTRY OR ORGIN, SEX, GENDER, SEXUAL ORIENTATION AND PHYSICAL OR MEBTAL DISABILITIES.

**DISMISSAL POLICY**

 STUDENTS MUST MAINTAIN APPROPRIATE BEHAVIOR, FULL ATTENDANCE, AND ACHIEVE AT THE TOP LEVEL OF THEIR ABILITY TO REMAIN ENROLLMENT. UPON RECOMMENDATION OF THE INSTRUCTOR AND/OR ANY STUDENT CAN BE REMOVED FROM THE SCHOOL FOR THE REMAINDER OF THE TERM OR PERMANENTLY REMOVED IF THE JOINT JUDGMENT OF INSTRUCTOR, DIRECTOR, AND/OR DIRECTOR OF EDUCATION MERITS THIS CONCLUSION. ACADEMICS, BEHAVIOR, ATTIRE, OR ATTENDANCE CAN BE SINGULARLY, OR IN COMBINATION, BE THE CRITERIA USED FOR DISMISSAL FROM HHTC.

**APPEALS**

IN SOME INSTANCES, A STUDENT WILL HAVE LEGITIMATE REASONS AND/OR EXTENUATING CIRCUMSTANCES, WHICH MAY CAUSE FAILURE. THE STUDENT MUST APPEAL THE DECISION IN WRITING TO THE DIRECTOR WITHIN 1 WEEK (5DAYS). AFTER THE DIRECTOR HAS CONSULTED WITH THE STUDENT AND INSTRUCTOR, A DECISION WILL BE MADE AS TO WHETHER TO ACCEPT OR DENY THE APPEAL. THE DECISION OF THE DIRECTOR SHALL ALSO BE IN WRITING AND BE FINAL. THE WRITTEN DOCUMENT, ALONG WITH THE STUDENT’S WRITTEN APPEAL, WILL BE RETAINED AS A PERMANENT PART OF THE STUDENT’S FILE.

**READMISSION**

ANY STUDENT WHO EXPERIENCES AN INTERRUPTION OF THEIR EDUCATION AND CHOOSES TO RETURN TO THE SCHOOL TO CONTINUE A PROGRAM THEY WERE PREVIOUSLY ENROLLED IN SHALL BE CONSIDERED A RE-ENTRY STUDENT. STUDENTS WHO HAVE BEEN OUT OF THEIR PROGRAM FOR LONGER THAN 3 MONTHS WILL LOSE ANY PAID TUITIONS FEES AND MUST RESTART THE PROGRAM FROM THE BEGINNING. ANY STUDENT RESTARTING WILL BE REQUIRED TO PAY ENROLLMENT DEPOSIT ALONG WITH FULL TUITION FEES. STUDENTS MAY EXPERIENCE AN INTERRUPTION OF THEIR EDUCATION FOR THE FOLLOWING REASONS.

**VOLUNTARY INTERRUPTION:** A FORMER STUDENT WHO HAS VOLUNTARILY INTERRUPTED ATTENDANCE AT THE SCHOOL AND WHO DESIRES TO BE READMITTED MUST APPEAL TO THE DIRECTOR, IN WRITING, TWO WEEKS PRIOR TO THE TIME THE STUDENT DESIRES TO RE-ENROLL. ALL RECORDS ESTABLISHED AT THE SCHOOL SHALL BE REVIEWED.

**INVOLUNTARY INTERRUPTION:** A FORMER STUDENT WHO HAS BEEN DISMISSED FOR ACADEMIC, ATTENDANCE, OR DISCIPLINARY REASONS WILL LOSE ALL PAID FEES, AND ADDITIONALLY MUST WAIT ONE MONTH BEFORE ATTEMPTING TO RETURN.THE FORMER STUDENT MUST ALSO APPEAL TO THE DIRECTOR, IN WRITING TWO WEEKS PRIOR TO THE TIME THE STUDENT DESIRES TO RE-ENROLL. ALL RECORDS ESTABLISHED AT THE SCHOOL SHALL BE REVIEWED. THE ACCOMPLISHMENTS OF THE STUDENT WHILE OUT OF SCHOOL SHALL BE CONSIDERED CAREFULLY.

STUDENTS ALLOWED TO RE-ENTER INTO HOLMES HEALTHCARE TRAINING CENTER, WILL BE REQUIRED TO REPEAT THE ENTIRE PROGRAM AND ALL PREVIOUSLY EARNED GRADES WILL NOT BE ALLOWED TO COUNT TOWARDS COMPLETION. ADDITIONALLY, THERE WILL BE A $50.00 READMISSION FEE, IN ADDITION TO TUITION FEES AND ENROLLEMENT DEPOSIT FOR PROGRAM SELECTED BY STUDENT.

**DRESS CODE**

* WHEN STUDENTS ARE IN A CLASSROOM AND/OR CLINICAL SETTING, THEY ARE REPRESENTATIVES OF HHCT AND THE PROGRAM. IT IS EXPECTED THAT THE STUDENT WILL ACT AND DRESS IN A PROFESSIONAL MANNER. THE WORD “PROFESSIONAL” BE INTERPRETED DIFFERENTLY BY EACH OF US. IN THIS CONTEXT, IT IS EXPECTED THAT THE STUDENT WILL BE DRESSED IN CLEAN, NEAT, TIDY, PROPERLY FITTING AND CONSERVATIVE CLOTHING WHEN ACTING IN A STUDENT CAPACITY. STUDENTS MUST ALSO COMPLY WITH THE DRESS POLICY FOR EACH FACILITY.

THE DRESS POLICY FOR STUDENTS IN CLINICAL EXPERIENCE AND CLASSROOM ATTENDANCE IS AS FOLLOWS:

* BEARDS/MUSTACHES: CLEAN, SHORT, AND NEATLY TRIMMED. MALES WITHOUT FULL BEARDS MUST BE CLEAN SHAVEN (NO “FIVE O’CLOCK SHADOW”) WHEN IN THE CLINICAL AREA. IN THE EVENT A STUDENT HAS A MUSTACHE AND/OR GOATEE, THE REMANDER OF FACIAL HAIR SHOULD BE CLEAN-SHAVEN.
* CLOTHING: THE STUDENT MUST BE IN FULL UNIFORM DURING CLINICAL/CLASS UNTIL IN CONFORMANCE. THE CLASSROOM/CLINICAL INSTRUCTOR’S JUDGEMENT REGARDING APPROPRIATENESS OF STUDENTS DRESS WILL ALWAYS PREVAIL.
* BY THE END OF THE FIRST DAY OF CLASS, STUDENTS ARE REQUIRED TO WEAR A UNIFORM CONSISTING OF COLORED SCRUBS PURCHASED FROM SCHOOL ONLY FOR ALL CLASSES, LAB AND CLINICAL SETTINGS.
* CLOTHING MUST BE CLEAN, NEAT, AND FREE FROM STAINS, RIP, OR WRINKLES.
* NO TANK TOPS, TSHIRTS, JEANS OR LEVI’S OF ANY COLOR, SWEATPANT, SHORTS, LEGGINGS, SPANDEX, STIRRUP TYPE STRETCH PANTS, OR COLORED UNDERWEAR ARE ALLOWED.
* A WHITE TURTLENECK MAY BE WORN UNDER A UNIFORM TOP.
* COSMETICS: LIGHT MAKE-UP, IF DESIRED. BASIC CLEANINESS IS EXPECTED.
* EQUIPMENT: A WATCH WITH A SECOND HAND AND STETHOSCOPE IS REQUIRED. A BLOOD PRESSURE CUFF IS OPTIONAL.
* FINGERNAILS: KEPT CLEA, NEAT AND OF MODERATE LENGTH. NAIL POLISH IS TO BE NON-OFFENSIVE COLOR. NO DECORATIONS. NO ARTIFICIAL FINGERNAIL.
* FOOTWEAR: SHOES ARE TO BE BLACK I COLOR, CLEAN AND ALWAYS KEPT IN GOOD REPAIR. TENNIS SHOES ARE ACCEPTABLE, WITHOUT COLORED DECORATION AND WITH GOOD SUPPORT. NO SHOES WITH OPEN BACKS OR STRAPS AND/OR OPEN TOES. NON-PERMEABLE MATERIAL IS REQUIRED.
* GAIT BELTS: GAIT BELTS MAY BE REQUIRED WHILE IN CLINICAL ROTATION.
* GLOVES: GLOVES WILL BE PROVIDED FOR ON CAMPUS PRACTICE LABS.
* GOOGLES: EACH STUDENT MUST OBTAIN (AND CARRY) A PAIR OF SAFETY GOOGLES/GLASSES TO BE AVAILABLE THROUGHOUT THEIR CLINICAL ROTATIONS.
* GUM/TOBACCO: NO CHEWING GUM OR TOBACCO PRODUCTS OF ANY TYPES (CLASS OR CLINICAL).
* HAIR: TO BE WORN SO IT DOES NOT INTERFERE WITH PATIENT CARE (SHORT OR FASTENED BACK). IF LONG, HAIR MUST BE CONSERVATIVE IN STYLE, MUST BE HELD AWAY FROM THE FACE IN A PONYTAIL OR BUN. CLEAN, NO RIBBIONS, DECORATED HAIR CLIPS, OR SCARVES. NEATLY COMBED AND WELL GROOMED. NO FLUORSCENT OR UNUSUAL COLORS.
* PHOTO ID: A STUDENT PHOTO ID WILL BE REQUIRED FOR ENTRY TO ANY CLINICAL SITE. IT IS THE STUDENT’S RESPONSIBILITY TO OBTAIN THE HHTC PHOTO ID CARD DURING THE FIRST WEEK OF SCHOOL. STUDENTS MUST ATTACH THEIR ID BADGES TO THE UNIFORM, VISIBLE ABOVE THE WAIST. NO LANYARDS ARE ACCEPTABLE.
* RING/JEWELRY: A WATCH WITH A HAND AND WEDDING RINGS ARE PERMITTED. JEWELRY MAY NOT BE SUCH THAT IT COULD BE A SAFETY HAZARD. NO FACIAL OR ORAL PIERCINGS PERMITTED, EXCEPT FOR ONE SMALL POST EARRING IN EACH EAR LOBE. NO BRACELETS ON WRIST O ANKLES. NO MULTIPLE RINGS ON MULTIPLE FINGERS. NO EAR CUFFS.
* PARTICIPATE AS A TEAM MEMBER, GIVING ASSISTANCE AND SHARING RESPONSIBILITIES WHEN NEEDED, INCLUDING ANSWERING CALL LIGHTS.
* BE RESPONSIBLE FOR, AND SEEK OUT, THEIR OWN LEARNING EXPERIENCE (WITH ASSISTANCE FROM STAFF AND INSTRUCTOR).
* REPORT ERRORS
* REPORT OWNS ILLNESS OR INJURY DURING CLINICAL EXPERIENCE TO INSTRUCTOR AND SUPERVISOR NURSE IMMEDIATELY. (INCLED PROVIDING A CLEARANCE NOTE FROM PROVIDER DURING PREGNANCY.)

STUDENTS SHOULD DRESS IN A MANNER THAT WOULD BE ACCEPTABLE IN THE JOB FIELD FOR WHICH THEY ARE TRAINING. IT IS IMPORTANT THAT STUDENTS CONVEY A PROFESSIONAL IMAGE AT ALL TIMES. FAILURE TO COMPLY WITH THE GUIDELINES FOR DRESS, APPEARANCE, OR UNIFORMS WILL RESULT IN DISCIPLINARY ACTION.

**SAFETY AND SECURITY POLICIES**

HHTC IS COMMITTED TO PROVIDING A SAFE AND SECURE CAMPUS. IN ORDER TO IDENTIFY HHCT STUDENTS, THEY ARE REQUIRED TO WEAR THEIR NAMETAG AND UNIFORM AT ALL TIMES. ALL VISITORS MUST CHECK IN AT THE RECEPTION DESK.DURING ALL HOURS OF OPERATIONS, A DESIGNATED STAFF MEMBER IS ON DUTY IF SOMETHING OUT OF THE ORDINARY SHOULD OCCUR. THE FACILITY REMAINS LOCKED DURING NON-BUSINESS HOURS.

**REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES**

IF ANY STUDENT AND/OR EMPLOYEE IS AWARE OF A CRIME, OBSERVES A SUSPICIOUS PERSON OR INCIDENT, OR IS A VICTIM YOU MUST PROMPTLY REPORT THE CRIME OR INCIDENT. ALTHOUGH CRIMINAL ACTIONS AND OTHER EMERGENCIES CAN BE REPORTED TO ADMINISTRATIVE AND INSTRUCTIONAL STAFF AT THE CAMPUS.

NON-EMERGENCY:

IF THE CRIME OR INCIDENT IS A NON-EMERGENCY, REPORT IT IMMEDIATELY TO THE CAMPUS DIRECTOR OF THE CAMPUS. AT THIS TIME, THE CAMPUS DIRECTOR WILL ASSESS THE NATURE OF THE CRIME OR INCIDENT TO DETERMINE THE BEST COURSE OF ACTION. IF NECESSARY, THE LOCAL POLICE DEPARTMENT WILL BE CONTACTED. THE LOCAL POLICE DEPARTMENT HAS JURISDICTION OVER THE CAMPUS.

EMERGENCY:

 IF A CRIME OR INCIDENT IS AN EMERGENCY, CALL 911 IMMEDIATELY. AS SOON AS IT IS SAFELY POSSIBLE, REPORT THE CRIME OR INCIDENT TO THE CAMPUS DIRECTOR. AT THIS TIME, THE CAMPUS DIRECTOR WILL ASSESS THE NATURE OF THE CRIME OR INCIDENT TO DETERMINE THE BEST COURSE OF ACTION. IN THE EVENT THAT THE SCHOOL’S DIRECTOR DETERMINES THERE IS AN ONGOING OR CONTINUING THREAT, A CAMPUS WIDE “TIMELY WARNING” WILL BE ISSUED. THE WARNING WILL BE ISSUED TO THE STUDENTS THROUGH CLASS ANNOUNCEMENTS FROM FACULTY AND STAFF VIA PHONE CALL AND/OR EMAIL. DEPENDING ON THE PARTICULAR CIRCUMSTANCES OF THE CRIME, ESPECIALLY IN SITUATIONS THAT COULD POSE AN IMMEDIATE THREAT TO THE COMMUNITY, THE WARNING MAY ALSO BE POSTED ON THE SCHOOL WEBSITE.

HHCT DOES NOT HAVE PROCEDURES FOR CONFIDENTIAL REPORTING OF CRIMINAL OFFENSES.

 IN THE CASE OF EITHER AN EMERGENCY OR NON-EMERGENCY, ONCE THE SITUATION HAS BEEN HANDLED, THE CAMPUS DIRECTOR WILL DOCUMENT WHAT HAPPENED. IN THE CASE OF AN ACCIDENT OR INJURY, THEY WILL COMPLETE AND FILE AN INCIDENT REPORT. ADDITIONALLY, ANY CRIMINAL INCIDENTS WILL BE ADDED TO THE CAMPUS CRIME LOG FOR ENTRY INTO THE ANNUAL SECURITY REPORT.

**ATTENDANCE**

AT HHCT WE BELIEVE “DREAMS ARE JUST A REALITY UNTIL YOU TAKE THE FIRST STEP TO MAKE IT HAPPEN.” THAT STATEMENT DEMANDS CONTINUOUS ATTENTION TO POLICIES THAT ARE IN THE BEST INTEREST OF STUDENTS AT HOLMES HEALTHCARE TRAINING CENTER. THE FOLLOWING ATTENDANCE POLICY OUTLINES THE MINIMUM STANDARDS OF ATTENDANCE. ATTENDANCE IS NECESSARY TO OBTAIN THE MOST BENEFIT FROM THE PROGRAMS AND PERFECT ATTENDANCE IS ENCOURAGED TO SUCCEED AT HOLMES HEALTHCARE TRAINING CENTER.

STUDENTS MUST COMPLETE 100%OF REQUIRED CLOCK HOURS FOR THEIR ADMITTED PROGRAM. (PHLE-44 CLOCK HOURS, NA-80 CLOCK HOURS, MA- 760 CLOCK HOURS)

STUDENTS MUST MAINTAIN NO LESS THEN 80% FOR ALL COURSE WORK THROUGHOUT THE DURATION OF THE PROGRM FOR ALL PROGRAMS. PHLEBOTOMY AND NURSING ASSISTANT STUDENTS DUE THE LENGTH OF THE PROGRAM WILL BE EVALUATED BIWEEKLY DURING ONE 0N ONE PROGRESS REPORTING. MEDICAL ASSISTANT STUDENTS WILL BE EVALUATED MONTHLY FOR PROGRESS GRADE REPORTS. ALL STUDENTS MUST COMPLETE THE REQUIRED WEEKLY HOURS FOR THEIR ENROLLED PROGRAM. ANY STUDENT MISSING HOURS WILL BE ALLOWED TO MAKE UP TO 8 HOURS FOR PHLEBOTOMY PROGRAM, 15 HOURS FOR NA AND 18 HOURS FOR MEDICAL ASSISTANT PROGRAM. IF ANY STUDENT FAILS TO MEET THE REQUIRED HOURS WITHIN TWO WEEKS PRIOR TO END DATE FOR PROGRAM, THE STUDENT WILL RECEIVE A FAIL AND WILL BE DROPPED FROM THE PROGRAM DUE TO LACK OF COMPLIANCE OF REQUIRED CLOCK HOURS.

**NEW STUDENT ORIENTATION**

IN ORDER FOR ALL NEW STUDENTS TO BECOME ADJUSTED TO THE NEWNESS OF SCHOOL, THEY ARE REQUIRED TO ATTEND AN ORIENTATION SESSION. ORIENTATION HAS PROVEN TO BE INVALUABLE IN MAKING AN EASY ADJUSTMENT TO A NEW ENVIRONMENT. NEW STUDENTS ARE INFORMED OF SCHOOL POLICIES AND REVIEW A COPY OF THE SCHOOL CATALOG. THERE IS A QUESTION-AND-ANSWER SESSION AT THE CONCLUSION OF THE ORIENTATION. ADMINISTRATIVE STAFF ARE ALSO INTRODUCED AND ENCOURAGED TO GIVE A MINIMAL TALK TO THE STUDENTS. JOB RELATED HEALTH, SAFETY & FIRE PREVENTION ARE ALSO DISCUSSED. ORIENTATIONS ARE HELD DURING THE FIRST WEEK OF SCHOOL. ALL STUDENTS MUST ATTEND AN ORIENTATION SESSION PRIOR TO THE START OF CLASS.

**ABSENCE POLICY**

* ABSENCES AND TARDINESS NEED TO BE REPORTED TO CAMPUS AND/OR INSTRUCTOR PROMPTLY, STUDENTS ARE EXPECTED TO BE ON TIME FOR CLASS AND/OR CLINICALS WITH NO EXCEPTIONS!
* ANY STUDENT ARRIVING TO CLASS AND/OR CLINICALS MORE THAN 15 MINUTES LATE WILL BE ASKED TO LEAVE AND THIS WILL COUNT AS AN ABSENCE.
* ALL CLASSROOM AND/OR CLINICAL ABSENCES WILL BE REVIEWED BY THE DIRECTOR TO DETERMINE IF THE EXCUSED OR UNEXCUSED.

**CONSECUTIVE ABSENCES**

 ATTENDANCE IS RECORDED FOR EACH CLASSROOM MEETING, LAB OR SCHEDULED ACTIVITY. ATTENDANCE IS EITHER RECORDED AS PRESENT OR ABSENT. THE THIRD CALENDAR DAY AFTER A STUDENT’S *LAST DATE OF ATTENDANCE*, THE STUDENT WILL BE TERMINATED FROM HOLMES HEALTHCARE TRAINING CENTER. ONCE A STUDENT IS TERMINATED, THEY MUST WAIT AT LEAST ONE MONTH BEFORE APPEALING TO RE-ENROLL IN THE SCHOOL.

**EXCUSED ABSENCES**

ABSENCES CAN BE CONSIDERED EXCUSED WHEN A STUDENT PROVIDES AN APPROVED DOCUMENTED EXCUSE TO THE INSTRUCTOR/DIRECTOR IN ADVANCE OF MISSING CLASS. IN THE CASE OF EMERGENCIES, DOCUMENTS CAN BE PROVIDED TO THE INSTRUCTOR WHEN THE STUDENT RETURNS TO SCHOOL. STUDENTS WHO MISS CLASS WILL ALWAYS BE MARKED ABSENT; HOWEVER, STUDENTS WITH EXCUSED ABSENCES ARE GIVEN A TWO-DAY GRACE PERIOD TO MAKE UP ASSIGNMENTS WITH NO PENALTY. THE FOLLOWING IS A LIST OF EXAMPLES IN WHICH DOCUMENTED EXCUSES COULD BE REVIEWED FOR APPROVAL:

• MILITARY DUTY • JURY DUTY (FOR MA PROGRAM ONLY) • SICKNESS (DOCTOR’S NOTE REQUIRED) • HOSPITALIZATION

**UNEXCUSED ABSENCES:**

* MAKEUP WILL NOT BE ALLOWED FOR UNEXCUSED ABSENCES. STUDENT WILL BE DISMISSED FROM THE PROGRAM, IF APPLICABLE.
* NO REFUNDS OR CREDITS WILL BE ISSUED.
* IF THE STUDENT WISHES TO APPLY FOR ANOTHER PROGRAM AT HHTC, HE/SHE WILL BE RESPONSIBLE FOR PAYMENT OF FULL TUITION/FEES OF SELECTED PROGRAM.
* NO CREDIT WILL BE GIVEN FOR TRAINING (TIME) COMPLETED IN PREVIOUS PROGRAM

**MAKE-UP ASSIGNMENTS**

THE GUIDELINES FOR MAKING UP MISSED ASSIGNMENTS VARY DEPENDING ON WHETHER THE ABSENCE IS EXCUSED OR UNEXCUSED. IN EITHER CASE, THE INSTRUCTOR WILL ENTER A ZERO FOR THE ASSIGNMENT UNTIL IT BECOMES NECESSARY TO REPLACE THE ZERO WITH THE GRADE OF THE MAKE-UP ASSIGNMENT.

**EXCUSED ABSENCES**

* STUDENT HAS TWO DAYS FROM THE DATE OF THE ORIGINAL ASSIGNMENT TO MAKE IT UP AND STILL EARN THE ACTUAL GRADE MADE ON THE ASSIGNMENT.
* IF THE ASSIGNMENT HAS NOT BEEN MADE UP WITHIN FOUR DAYS OF THE ORIGINAL ASSIGNMENT DATE, THEN THE STUDENT RECEIVES A GRADE OF ZERO ON THE ASSIGNMENT.

**UNEXCUSED ABSENCES**

* STUDENT DOES NOT HAVE A TWO-DAY GRACE PERIOD TO EARN THE ACTUAL GRADE MADE ON THE ASSIGNMENT, STUDENT WILL RECEIVE A GRADE OF ZERO.

**ACADEMIC HONESTY**

HOLMES HEALTHCARE TRAINING CENTER STUDENTS ARE EXPECTED TO ADHERE TO HIGH STANDARDS OF ACADEMIC HONESTY. IN CLASSES WHERE AN INSTRUCTOR HAS DETERMINED THAT A STUDENT IS GUILTY OF ACADEMIC DISHONESTY, THE INSTRUCTOR SHALL MAKE CERTAIN THAT THERE IS A PROMPT, FIRM AND FAIR RESPONSE BY DEVELOPING AN ANECDOTAL RECORD OF THE INCIDENCE. THE PENALTY FOR ACADEMIC DISHONESTY CAN INCLUDE A ZERO (0) GRADE FOR THAT PAPER, TEST, OR ASSIGNMENT. A FAILING GRADE FOR THE CLASS CAN BE ASSIGNED FOR FLAGRANT ACADEMIC DISHONESTY AS WELL AS THE POSSIBILITY OF DISCIPLINARY TERMINATION FROM HOLMES HEALTHCARE TRAINING CENTER.

**ACADEMIC TRANSCRIPTS**

A COMPLETE SET OF THE STUDENT’S RECORDS IS KEPT IN A PERMANENT FILE. A STUDENT MUST BE IN GOOD ACADEMIC AND FINANCIAL STANDING IN ORDER TO RECEIVE A TRANSCRIPT. ONE COPY OF A TRANSCRIPT IS PROVIDED FREE OF CHARGE. ADDITIONAL COPIES MAY BE ORDERED FROM THE SCHOOL AT A COST OF $15.00 EACH.

**GRADING SYSTEM**

STUDENTS SHALL MAINTAIN SATISFACTORY PROGRESS AT ALL TIMES. STUDENTS WILL BE INFORMED OF THEIR PROGRESS ON A REGULAR BASIS BY GRADES GIVEN ON TESTS, PROGRESS REPORTS, AND OTHER ASSIGNMENTS INCLUDING A FINAL GRADE REPORT AT THE END OF THE PROGRAM. WITHIN TWO WEEKS OF FIRST DAY OF CLASS, THE INSTRUCTOR SUMMARIZES STUDENT’S ACADEMIC PROGRESS SO THAT, IF NECESSARY, THEIR GRADES MAY BE IMPROVED BEFORE THE END OF THE PROGRAM. STUDENTS ARE STRONGLY ENCOURAGED TO CONSULT THEIR INSTRUCTORS REGARDING THEIR GRADES AND ACADEMIC PROGRESS THROUGHOUT THE PROGRAM. THE LETTER GRADING SYSTEM IS AS FOLLOWS:

A= EXCELLENT 93-100%

B =GOOD 85-92%

C= AVERAGE 77-84%

D= BELOW AVERAGE 70-76%

F =FAILURE 69 AND BELOW

W= WITHDRAWN 0.00

I= INCOMPLETE= 0.00

GRADES FOR A PROGRAM ARE CALCULATED BY MULTIPLYING THE GRADE EARNED FOR THE COURSE BY THE ASSIGNED GRADE POINT AVERAGE FOR THE PROGRAM. A STUDENT’S CUMULATIVE GRADE POINT AVERAGE IS COMPUTED BY DIVIDING THE TOTAL GRADE POINT AVERAGE EARNED BY THE TOTAL PROGRAM HOURS ATTEMPTED. A FAILING GRADE BECOMES A PART OF THE STUDENT’S PERMANENT RECORD.

**CLINICAL ROTATION/EXTERNSHIP**

CLINICAL ROTATIONS/EXTERNSHIPS ARE AN EFFECTIVE MEANS OF GAINING HANDS ON EXPERIENCE IN APPLICABLE PROGRAMS. THIS PHASE OF TRAINING IS AN INTEGRAL PART OF THE STUDENT’S TRAINING AND IS REQUIRED TO SUCCESSFULLY COMPLETE THEIR PROGRAM OF STUDY AND THEREFORE, SUBJECT TO THE SAME ACADEMIC AND ATTENDANCE POLICES. THE CLINICAL ROTATION/EXTERNSHIP IS UNDER THE DIRECTION AND SUPERVISION OF THE SCHOOL. ALL CLINICAL/EXTERNSHIP SITES MUST BE APPROVED BY HHTC AND A CLINICAL/EXTERNSHIP AGREEMENT BETWEEN THE SITE AND THE SCHOOL MUST BE IN PLACE BEFORE THE STUDENT CAN BEGIN THE CLINICAL ROTATION/ EXTERNSHIP AT THE SITE.

CERTAIN CLINICAL ROTATION/EXTERNSHIP SITES MAY REQUIRE ADDITIONAL BACKGROUND CHECKS, DRUG SCREENS, TB TINE, HEPATITIS VACCINE, ETC. IN ADDITION TO INITIAL REQUIREMENTS SET FORTH BY HHCT. STUDENTS ARE REQUIRED TO OBTAIN CPR CERTIFICATION PRIOR TO BEGINNING CLINICAL ROTATIONS/EXTERNSHIPS AND THE CERTIFICATION MUST BE CURRENT UPON THE START OF THIS PHASE OF TRAINING.

STUDENTS MUST ATTEND THEIR CLINICAL ROTATION/EXTERNSHIP ON THE DAYS AND HOURS DESIGNED BY THE SITE AND THE SCHOOL. DAYS OR TIMES MAY NOT BE REARRANGED WITHOUT PERMISSION FROM THE SCHOOL’S CLINICAL COORDINATOR AND THE CLINICAL ROTATION/EXTERNSHIP SITE SUPERVISOR. IN THE EVENT A STUDENT WILL BE ABSENT, THE STUDENT MUST CALL THE SITE AND THE SCHOOL IN ADVANCE. IF THE SITE OR SCHOOL DETERMINES THAT A STUDENT IS NOT RELIABLE FOR ANY REASON, INCLUDING ABSENCES, THE STUDENT MAY BE REMOVED FROM THE SITE AND MAY BE TERMINATED FROM THE PROGRAM. IN ANY CASE, IF A STUDENT MISSES ANY DAYS (HOURS) OF CLINICAL ROTATIONS/EXTERNSHIPS WITHOUT PRIOR APPROVAL, THE STUDENT MAY BE DISMISSED FROM SCHOOL. STUDENTS ARE REQUIRED TO ATTEND 100% OF REQUIRED CLINICAL HOURS.

STUDENTS ARE EXPECTED TO DEMONSTRATE PROFICIENCY IN ACADEMIC, SKILL PERFORMANCE AND ATTENDANCE AS A PREREQUISITE TO CLINICAL ROTATION/EXTERNSHIP ASSIGNMENT. NO SITE ASSIGNMENT WILL BE MADE EXCEPT THROUGH APPROPRIATE FACULTY/STAFF ARRANGEMENT WITH THE SITE SUPERVISOR.

STUDENTS ARE EXPECTED TO BE PRESENT DAILY AT THEIR ASSIGNED SITE NO LESS THAN FIFTEEN (15) MINUTES PRIOR TO THE AGREED UPON TIME OF ARRIVAL. ANY EMERGENCY ABSENCE REQUIRES A CALL TO BOTH THE SITE SUPERVISOR AND THE HHTC DIRECTOR. STUDENTS ARE STILL IN SCHOOL AT ANY CLINICAL ROTATION/EXTERNSHIP SITE AND ARE THEREFORE BOUND BY HHTC’S RULES REGARDING BEHAVIOR, DRESS CODE, AND OVERALL PROFESSIONALISM. ANY SITE SUPERVISOR MAY NOTIFY A SCHOOL REPRESENTATIVE REGARDING MISCONDUCT, POOR PROFESSIONALISM, BREACH OF CONFIDENTIALITY OR ABSENTEEISM OF A STUDENT. SHOULD THIS OCCUR, THE STUDENT WILL BE REQUIRED TO RETURN TO SCHOOL PENDING FURTHER INVESTIGATION. DISCIPLINARY ACTION SHALL OCCUR UP TO AND INCLUDING DISMISSAL FROM THE SITE OR FROM SCHOOL. IF A STUDENT IS DISMISSED FROM A SITE FOR ANY REASON, THAT STUDENT WILL RECEIVE A GRADE OF “F” ON THEIR TRANSCRIPT AND MAY NOT BE RE-ASSIGNED TO ANOTHER SITE. THE STUDENT MAY ALSO BE DROPPED FROM THEIR PROGRAM OF STUDY.

 **INCOMPLETE**

AN “I” GRADE CAN BE ISSUED AS A TEMPORARY FINAL GRADE IN CLASS WHEN A STUDENT HAS NOT SATISFIED THE COURSE REQUIREMENTS DUE TO EXTRAORDINARY EXTENUATING CIRCUMSTANCES. “I” GRADES MUST BE APPROVED BY THE DIRECTOR OF EDUCATION OF THE CAMPUS, WHO WILL DESIGNATE A TIMEFRAME FOR THE STUDENT TO COMPLETE THE REQUIREMENTS FOR THE COURSE. STUDENTS ARE REQUIRED TO COMPLETE ALL REQUIRED WORK ON OR BEFORE THE DESIGNATED TIMEFRAME. IF THE STUDENT DOES NOT COMPLETE THE REQUIRED WORK IN THE DESIGNATED TIME FRAME, THEN THEY WILL RECEIVE A ZERO (0) GRADE ON ALL INCOMPLETE WORK AND A FINAL GRADE WILL BE COMPUTED AND WILL REPLACE THE “I” GRADE.

 **WITHDRAWAL/DISMISSAL FROM A COURSE/PROGRAM**

INTERRUPTIONS IN A STUDENT’S PROGRESSION THROUGH THEIR COURSE OF STUDY FALL INTO TWO BROAD CATEGORIES:

**VOLUNTARY INTERRUPTION**: A STUDENT CHOOSES TO WITHDRAW FROM SCHOOL FOR ANY NUMBER OF REASONS DETERMINED BY THE STUDENT. IF IT IS NECESSARY FOR A STUDENT TO WITHDRAW FROM A PROGRAM, THEY SHALL FIRST WRITE AN APPEAL EXPLAINING THE NECESSITY TO DROP THE PROGRAM ADDRESSED TO THE DIRECTOR.

 **INVOLUNTARY INTERRUPTION:** HHTC DETERMINES THAT THEY MUST EITHER TEMPORARILY OR PERMANENTLY TERMINATE A STUDENT FROM SCHOOL. UPON RECOMMENDATION OF THE INSTRUCTOR, AND/OR DIRECTOR ANY STUDENT CAN BE REMOVED FROM THE SCHOOL FOR THE REMAINDER OF THE TERM OR PERMANENTLY REMOVED IF THE JOINT JUDGMENT OF THE INSTRUCTOR AND/OR DIRECTOR MERITS THIS CONCLUSION. IF PERMANENT REMOVAL IS THE RESOLUTION OF THE SITUATION CREATED BY THE STUDENT, THE SCHOOL DIRECTOR MUST MAKE THE FINAL RULING. ACADEMICS, BEHAVIOR, ATTIRE, OR ATTENDANCE CAN SINGULARLY OR IN COMBINATION BE THE CRITERIA USED FOR CLASS DISMISSAL OR REMOVAL FROM A PROGRAM.

IN EITHER A VOLUNTARY OR INVOLUNTARY INTERRUPTION, IF WITHDRAWAL IS MADE FROM ANY PROGRAM PRIOR TO THE HALFWAY MARK OF THE ENROLLED PROGRAM, THE STUDENT WILL RECEIVE A LETTER GRADE OF “W”. WHEN WITHDRAWAL FROM ANY PROGRAM OCCURS AFTER THE HALFWAY PERIOD, THE STUDENT WILL RECEIVE THE EARNED GRADE FOR THE PROGRAM AT THE POINT OF WITHDRAWAL. STUDENTS RECEIVING A “W” HAVE NOT MET THE

MINIMUM OBJECTIVES OF THE PROGRAM AND MUST REPEAT THE PROGRAM IN ORDER TO RECEIVE A PASSING GRADE.

**REPEATED PROGRAMS**

TO RECEIVE A CERTIFICATE OF COMPLETION A STUDENT MUST REPEAT THE PROGRAM IN WHICH AN “F” OR “W” GRADE WAS EARNED. WHEN A PROGRAM IS REPEATED, ONLY THE NEW GRADE WILL BE USED IN CALCULATING THE GPA, ALTHOUGH THE ORIGINAL GRADE WILL REMAIN ON THE TRANSCRIPT.

**CONTINUOUS REVIEW PRIVILEGES**

THE GRADUATE MAY RETURN TO HHTC AT ANY TIME TO REFRESH ANY PREVIOUSLY COMPLETED PROGRAM(S) THAT ARE CURRENTLY BEING OFFERED EXCLUDING CPR. GRADUATES ARE REQUIRED TO PAY THE REGISTRATION FEE FOR THE CPR COURSE. BOOKS AND MATERIALS ARE ADDITIONAL. ADDITIONAL FEES MAY APPLY, IF APPLICAPLE.

**STUDENT INFORMATION**

 **HOUSING**

HHCT DOES NOT OFFER HOUSING NOR HOUSING ASSISTANCE.

**EMPLOYMENT**

HHCT CANNOT GUARANTEE EMPLOYMENT TO ITS STUDENTS. HHCT WILL PROVIDE USE OF ONSITE COMPUTERS FOR JOB SEARCH. HHCT WILL ASSIST STUDENTS WITH PREPARING A PROFESSIONAL RESUME AS WELL AS INTERVIEWING TECHNIQUES AND MOCK INTERVIEWS.

**COMPLIANT PROCEDURE**

STUDENT COMPLAINTS RELATIVE TO ACTIONS OF SCHOOL SHALL BE ADDRESSED TO THE LOUISIANA BOARD OF REGENTS, PROPRIETARY SCHOOLS SECTION, P.O. BOX 3677, BATON ROUGE, LA, 70821-3677, PHONE 225-342-4253, ONLY AFTER THE STUDENT HAS UNSUCCESSFULLY ATTEMPTED TO RESOLVE THE MATTER WITH THE SCHOOL AFTER FIRST FILED A WRITTEN AND SIGNED COMPLAINT WITH THE SCHOOLS’S OFFICIALS.

**CONFIDENTIALITY**

CONFIDENTIALITY IS BOTH A LEGAL AND ETHICAL CONCERN IN NURSING PRACTICE. CONFIDENTIALITY IS THE PROCTECTION OF PRIVATE INFORMATION GATHERED ABOUT A PATIENT DURING THE PROVISION OF HEALTH CARE SERVICES. IT IS THE STUDENT’S RESPONSIBILITY TO SAFEGUARD THE PATIENT’S RIGHT TO PRIVACY BY PROCTECTING INFORMATION OF A CONFIDENTIAL NATURE. HHCT EXPECTS THAT ALL STUDENTS AND FACULTY WILL PROCECT THE PRIVACY RIGHTS, INCLUDING MAINTAINING CONFIDENTLITY, OF ALL PATIENTS.

**SUBSTANCE ABUSE POLICY**

USE OF INTOXICANTS:

NO PERSON MAY APPEAR ON CAMPUS OR IN THE CLINICAL SETTING UNDER THE INFLUENCE OF ANY OF THE ABOVE SUBSTANCES.

NO PERSON MAY BRING ONTO THE CAMPUS FOR INGESTION ANY INTOXICATING BEVERAGE, DANGEROUSDRUG, NARCOTIC, MARIJUANA GLUE OR THINNER, ETC.

STUDENTS GRIEVING SUCH DISMISSAL MUST BEAR THE BURDEN OF PROOF OTHERWISE.

STUDENTS SUSPECTED OF SUBSTANCE ABUSE MAY BE DISMISSED FROM THE PROGRAM AND WILL NOT BE ALLOWED TO REAPPLY ANY FUTURE SESSIONS.

**JURY DUTY**

* ALTHOUGH A CIVIC DUTY, JURY DUTY CANNOT BE ACCOMODATED WITHIN THE COURSE SCHEDULE FOR PROGRAMS THAT ARE SHORTER THEN 12 WEEKS.

**WEATHER**

* IF HHCT IS CLOSED FOR SEVERE WEATHER, CLASS/CLINICAL SCHEDULES MAY BE ADJUSTED. STUDENTS SHOULD EMAIL HOLMESHEALTHCARE@GMAIL FOR SPECIFIC INSTRUCTIONS.

**TUITION REFUND POLICY**

**THREE BUSINESS DAY CANCELLATION**: IF FOR ANY REASON A STUDENT IS UNABLE TO ENTER, ALL MONIES PAID WILL BE REFUNDED IF REQUESTED WITHIN THREE BUSINESS DAYS AFTER SIGNING AN ENROLLMENT AGREEMENT AND MAKING AN INTIAL PAYMENT.

**CANCELLATION AFTER THE THREE-DAY CANCELLATION PERIOD BUT BEFORE COMMENCEMENT OF CLASSES BY THE STUDENT**: TUITION OR FEES COLLECTED IN ADVANCE OF ENTRANCE AND IF THE STUDENT DOES NOT BEGIN CLASSES, NOT MORE THAN THE DEPOSIT SHALL BE RETAINED BY THE INSTITUTION. REFUNDS FOR A STUDENT WHO DOES NOT BEGIN CLASSES MADE WITHIN 30 DAYS OF NOTICE OF CANCELLATION.

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

1. AFTER A STUDENT HAS COMLETED LESS THAT 15% OF THE PROGRAM, THE INSTITUTION SHALL REFUND AT LEAST 80% OF TUITION, LESS THE REGISTRATION FEE, THEREAFTER,
2. AFTER A STUDENT HAS COMPLETED LESS THAN ONE FOURTH OF THE PROGRAM, THE INSTITUTION SHALL REFUND 70% OF THE TUITION, LESS THE REGISTRATION FEE, THEEAFTER,
3. AFTER A STUDENT HAS COMPLETED ONE FOURTH BUT LESS THAN ONE HALF OF THE PROGRAM, THE INSTITUTION SHALL REFUND 45% OF THE TUITION, LESS THE REFISTRATION FEE, THERERAFTER,
4. AFTER A STUDENT HAS COMPLETED ONE HALF OR MORE OF THE PROGRAM, THE INSTITUTION MAY RETAIN 100% OF THE STATED COURSE PRICE.

PHLEBOTOMY PROGRAM

**PHLEBOTOMY TECHNICHIAN COURSE**

**DESCRIPTION**

THE PHLEBOTOMY TECHNICHIAN PROGRAMIS 44 CLOCK HOURS/6 WEEKS

30 HOURS FOR LECTURE

14 HOURS OF SKILLS LAB

50 VENIPUNCTURE STICKS

10 CAPILLARY COLLECTION

DELIVERY METHOD: **RESIDENTIAL**

PHLEBOTOMY TECHNICHIAN PROGRAM IS DESIGNED TO TEACH THE KNOWLEDGE OF TECHNICAL AND PROCEDURAL SPECTS OF BASIC PHLEBOTOMY, INCLUDING COLLECTION OF BLOOD SPECIMENS AND VENIPUNCTURE REQUIRED TO BECOME A PHLEBOTOMY TECHNICHIAN. THE PHLEBOTOMY POGRAM INCLUDES THEORY AND HANDS-ON INSTRUCTION. THE PROGRAM WILL TEACH STUDENTS THE CONCEPTS OF INTRODUCTION TO PHLEBOTOMY & INFECTION CONTROL, LEGAL ISSUES IN HEALTHCARE, INTRODUCTION TO HUMAN ANATOMY & PHYSIOLOGY, PHLEBOTOMY EQUIPMENT & SUPPLIES, PHLEBOTOMY PROCEDURES AND FUNDEMENTAL ESSENTIALS. THIS PROGRAM IS DESIGNED FOR LEARNERS WHO WANT TO ADVANCE THEIR CAREER OR INTERESTED IN STARTING A CAREER IN THE MEDICAL FIELD TO BECOME A PHLEBOTOMY TECHNICHIAN.STUDENTS WHO SUCCESSFULLY COMPLETE THE REQUIRED HOURS AND REQUIRED VENIPUNCTURE AND CAPILLARY COLLECTIONS ALONG WITH COMPLETION OF ALL COURSEWORK/TEST WITH 80% OR BETTER AND DEMONSTRATE SKILLS PROFICIENCY WILL BE ELIGIBLE TO SIT FOR THE NATIONAL HEALTHCARE ASSOCIATION CERTIFICATION EXAM. (OPTIONAL)

*\*TESTING IS SCHEDULED AND PAID BY STUDENT*

ADDITIONAL TRAINING

STUDENTS WISHING TO RECEIVE ADDITIONAL TRAINING MAY SIGN UP FOR 1 OR 2 WEEKS FOR A COMPREHENSIVE REVIEW STUDY SESSION OR SKILLS ONLY REVIEW. THIS IS NOT INCLUDED IN THE TUITION AND MUST BE REQUESTED AND PAID WITHIN 5 DAYS AFTER COMPLETION OF PROGRAM. THE COST FOR ADDITIONAL TRAINING IS:

1 WEEK- $100.00 2 WEEKS -$ 200.00

HOLMES HEALTH CARE TRAINING CENTER CANNOT GAURANTEE TO OUR STUDENTS THAT THEY WILL PASS THE NATIONAL EXAM. IT IS UP TO THE STUDENT HOW WELL THEY PREPARE FOR THE EXAM, GIVEN THE KNOWLEDGE AND INFORMATION THAT WAS PROVIDED BY HOLMES HEALTHCARE TRAINING CENTER.

**PHLEBOTOMY TECHNICIAN PROGRAM CURRICULUM**

TEXTBOOK: COMPLETE GUIDE FOR THE PHLEBOTOMY TECHNICIAN

HARTMAN PUBLISHING ISBN: 978-1-60425-129-6

COURSE CONTENT

**CHAPTER 1 – INTRO TO HEALTHCARE – 2 HRS pg.1-157**

HEALTHCARE SETTINGS

AND THE ROLE OF

PHLEBOTOMY TECHNICIAN

**CHAPTER 2 – LEGAL ISSUES- 2 HOURS Pg. 20-26**

**CHAPTER 3- COMMUNICATION AND PATIENT DIVERSTY - 2 HOURS LECTURE/1 HR LAB** **PG30-38**

**CHAPTER 4- INFECTION CONTROL -2HRS LECTURE/1HR LAB -Pg. 45-62**

**CHAPTER 5-SAFETY MEASURES FOR CARE TEAM MEMBERS AND PATIENTS-4HRS LECTURE PG 66-74**

**CHAPTER 6 OVERVIEW OF HUMAN BODY- 5 HOURS LECTURE- Pg. 77-88**

**CHAPTER 7 -CIRCULATORY, LYMPHATIC, AND IMMUNE SYSTEMS -2 HOURS LECTURE -Pg.91**-**99**

**CHAPTER 8-PREPARING SPECIMEN COLLECTION- 6 HOURS LECTURE/2 HOURS LAB- Pg. 104-118**

**CHAPTER 9-BLOOD SPECIMENS – 1 HOUR LECTURE- Pg. 122-148**

**CHAPTER 10- CAPILLARY COLLECTION-4 HOUR LECTURE/8 HR LAB- Pg. 155-169**

**CHAPTER 11-NON-BLOOD SPECIMENS- 2HOUR LECTURE- Pg.172-199**

 TOTAL HOURS = LECTURE: 44 HOURS LAB:14

GRADING SYSTEM: A=100-90 B=89-80 C=79-70 D=69-65 F=64-0

**METHOD OF INSTRUCTION**

1. LECTURE/DISCUSSION
2. POWERPOINT PRESENTATION
3. LABORATORY SETTING

### SIMULATION LABORATORY

### HANDS-ON USE OF MANIKINS AND ANATOMICAL MODELS

1. WRITTEN HANDOUTS
2. RETURN DEMONSTRATION
3. LAB EXPERIENCE

THE STUDENT TO TEACHER RATIO WILL BE NO MORE THAN 10:1

**FEE SCHEDULE**

**COST $2500.00**

$200.00: RESGISTRATION DEPOSIT(NON-REFUNDABLE)

 $2000.00TUITION

$50.00 UNIFORMS

$10.00 SCHOOL ID

 $40.00 LAB KIT

$200.00 TEXTBOOK AND NHA ACCESS

FEE PLAN

4-week payment plan: 575.00 due by the 1st week of class 575.00 due by the 2nd week of class,575.00 due by the 3rd week of class, 575.00 the 4th week of class.

Or

Full payment of 2300.00 for tuition and fees

Three Business Day Cancellation: I understand that if for any reason I am unable to enter, all monies paid towards tuition will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment

MEDICAL ASSISTANT

PROGRAM

ADMISSSION REQUIREMENTS

COURSE TITLE: MEDICAL ASSISTANT

TEXTBOOK: PEARSON’S COMPREHENSIVE MEDICAL ASSISTING

BY: NINA BEAMAN; KRISTIANA SUE ROUTH; LORRAINE M. PAPAZIAN-BOYCE; RON MALY; JAMIE NGUYEN

PUBLISHER: PEARSON

ISBN: 9780134420202, 0134420209

 REQUIREMENTS:

* MINIMUM AGE OF 18 OR OLDER
* STATE ID OR DRIVERS’ LICENSE
* SOCIAL SECURITY CARD
* HIGH SCHOOL DIPLOMA OR GED
* ADMISSION APPLICATION
* ENROLLMENT AGREEMENT
* DEPOSIT $200.00
* HepB VACCINE OR SIGNED DECLINATION FORM
* TB SKIN TEST
* UPDATED HEALTH IMMUNIZATION RECORD
* BACKGROUND CHECK

CLASSROOM/CLINICAL SUPPLIES NEEDED

* PAPER/NOTEBOOK
* PEN/PENCIL
* SCRUBS-PROVIDED BY SCHOOL
* BLACK TENNIS SHOES
* SECONDHAND WATCH
* STETHSCOPE

**MEDICAL ASSISTANT PROGRAM COURSE DESCRIPTION**

**THE MEDICAL ASSISTANT PROGRAM AT HHCT** IS 760 CLOCK HOURS/24 WEEKS

600 HOURS FOR LECTURE AND SKILLS LAB

160 HOURS FOR EXTERNSHIP

**DELIVERY METHOD**: RESIDENTIAL

STUDENTS WILL BE PREPARED TO WORK IN A PHYSICIAN’S OFFICE SUPPORTING MEDICAL PROVIDERS BY PREFORMING A WIDE RAGE OF TASKS. MEDICAL ASSISTANTS ARE RESPONSIBLE FOR A VARIETY OF CLERICAL TASKS SUCH AS INSURANCE VERIFICATION, APPOINTMENT SCHEDULING AND TELEPHONE CALLS. MEDICAL ASSISTANTS ALSO HAVE MANY CLINICAL DUTIES SUCH AS ASSESSING PATIENTS, TAKING MEDICAL HISTORIES, ASSESSING VITAL SIGNS, ADMINISTERING MEDICATIONS, DRAWING BLOOD AND ASSISTING THE PHYSICIAN WITH CAREND PROCEDURES. *HHCT* IS DESIGNED TO PROVIDED STUDENTS HE OPPOURTUNITY TO PRACTICE CRITICAL JOB SKILLS. STUDENTS WILL ALSO GAIN PROFICIENT EXPERIENCE WITH ADMINISTRATIVE DUTIES RANGING FROM SCHEDULING APPOINTMENTS TO HANDLING BILLING AND INSURANCE. STUDENTS WHO SUCCESSFULLY COMPLETE THE REQUIRED HOURS, ALONG WITH COMPLETION OF ALL COURSEWORK/TEST WITH 80% OR BETTER AND DEMONSTRATION OF SKILLS PROFICIENCY WILL BE ELIGIBLE TO SIT FOR THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS’ CERTIFICATION EXAMINATION.

**MEDICAL ASSISTANT PROGRAM CURRICULUM**

TEXTBOOK: PEARSON’S COMPREHENSIVE MEDICAL ASSISTING

BY: NINA BEAMAN; KRISTIANA SUE ROUTH; LORRAINE M. PAPAZIAN-BOYCE; RON MALY; JAMIE NGUYEN

PUBLISHER: PEARSON

ISBN: 9780134420202, 0134420209

CLASS DAYS: Tuesday- Thursday 9:30AM-5:30PM

**UNIT 1 – INTRO TO HEALTHCARE – 120 LECTURE HOURS pg.1-157**

* MEDICAL ASSISTING- THE PROFESSIONAL
* MEDICAL SCIENCE: HISTORY AND PRACTICE
* MEDICAL LAW AND ETHICS
* MEDICAL TERMINOLOGY
* COMMUNICATION: VERBAL AND NONVERBAL
* THE OFFICE ENVIRONMENT
* TELEPHONE TECHNIQUES

**UNIT 2 – ADMINISTRATION MEDICAL ASSISTING- 120 HRS LECTURE pg.179-493**

* PATIENT RECEPTION
* APPPOINTMENT SCHEDULING
* OFFICE FACILITIES, EQUIPMENT AND SUPPLIES
* WRITTEN COMMUNICATION
* COMPUTERS IN THE MEDICAL OFFICE
* THE MEDCAL RECORD
* MEDICAL INSURANCE
* DIAGNOSIS CODING
* PROEDURE CODING
* PATIENT BILLING AND COLLECTIONS
* BANKING AND PRACTICE FINANCES
* MEDICAL OFFICE MANAGEMENT

**UNIT 3 – ANATOMY AND PHYSCIOLOGY – 60 HOURS LECTURE LAB pg.523-742**

* BODY SCRUCTURE AND FUNCTION
* THE INTEGUMENTARY SYSTEM
* THE SKELETAL SYSTEM
* THE MUSCULAR SYSTEM
* THE NERVOUS SYSTEM
* THE SPECIAL SENSES
* THE CADIOVASCULAR SYSTEM
* THE IMMUNE SYSTEM
* THE RESPRIRATORY SYSTEM
* THE DIGESTIVE SYSTEM
* THE URINARY SYSTEM
* THE ENDOCRINE SYSTEM
* THE REPRODUCTIVE SYSTEM

**UNIT 4 – CLINICAL MEDICAL ASSISTING - 298 HOURS LECTURE pg.767-1403**

* INFECTION CONTROL
* VITAL SIGNS
* ASSISTING WITH PHYSICAL EXAMINATION
* ASSISTING WITH MEDICAL SPECIALTIES
* ASSISTING WITH REPRODUCTIVE SPECIALTIES
* ASSISTING WITH CARE OF THE EYE, EAR, NOSE AND THROAT
* ASSISTING WITH LIFE SPAN SPECIALTIES: PEDIACTRICS
* ASSISTING WITH LIFE SPECIALTIES: GERIATRICS
* ASSISTING WITH MINOR SURGERY
* ASSISTING WITH MEDICAL EMERGENCIES AND EMERGENCY PREPAREDNESS
* THE CLINICAL LABORATORY
* MICROBIOLOGY
* URINALYSIS
* PHLEBOTOMY AND BLOOD COLLECTION
* HEMATOLOGY
* RADIOLOGY AND DIAGNOSTIC TESTING
* ELECTROCARIOGRAPHY
* PULMONARY FUNCTION
* PHYSICAL THERAPY AND REHABILITATION
* MATH FOR PHARMACOLOGY
* PHARMACOLOGY
* ADMINISTERING MEDICATIONS
* PATIENT EDUCATION
* NUTRITION
* MENTAL HEALTH

**UNIT 5- CAREER ASSISTANCE- 2 HOUR LECTURE pg.1421-1434**

* PROFESSIONALISM
* EXTERNSHIP AND CAREER OPPOURTUNITIES

**TOTAL HOURS = 600 EXTERNSHIPS: 160 HOURS**

**EXTERNSHIP DESCRIPTION**

THE CERTIFIED MEDICAL ASSISTANT CLINICAL EXTERNSHIP IS DESIGNED TO PREPARED STUDENTS TO FUNCTION AS PROFESSIONALS IN MULTIPLE HEALTHCARE SETTINGS WITH 100% ACCURACY ACCORDING TO THE SKILLS CHECKLIST WHILE AT THEIR CLASSROOM TRAINING. MEDICAL ASSISTANTS PERFORM VARIOUS CLINICAL TASK INCLUDING ASSISTING WITH THE ADMINISTRATION OF MEDICATIONS AND WITH MINOR PROCEDURES, PERFORMING ELECTROCADIOGRAM (EKG) OBTAINING LABORATORY SPECIMENS FOR TESTING, EDUCATING PATIENTS AND OTHER RELATED TASKS. THE MEDICAL ASSISTANT CLINICALS PROVIDE STUDENTS WITH THE TRAINING AND EXPERIENCE THEY NEED TO MEET INDUSTRY REQUIREMENTS AND PASS CERTIFICATIONS.

**COURSE LENGTH:**

160 HOURS (20 DAYS/ 4 weeks)Monday-Thursday

**INTRSUCTOR TO STUDENT RATIO: 1:10 COURSE LOCATION**

EXTERNAL CLINICAL SITE

**TEXTBOOKS & MATERIALS**

NO TEXTBOOK REQUIRED FOR CLINICAL ROTATION

EACH STUDENT SHOULD BRING PULSE OXIMETER, SECOND-HAND WATCH AND A STETHOSCOPE

EACH STUDENT MUST COMPLETE CLASSROOM TRAINING PRIOR TO CLINICAL INSTRUCTION

GRADING SYSTEM: A=100-90 B=89-80 C=79-70 D=69-65 F=64-0

**METHOD OF INSTRUCTION**

1.LECTURE/DISCUSSION

2.LABORATORY SETTING

a. SIMULATION LABORATORY

a. HANDS-ON USE OF MANIKINS AND ANATOMICAL MODELS

3. WRITTEN HANDOUTS

4.RETURN DEMONSTRATION

5.LAB EXPERIENCE

**ENTIRE PROGRAM LENGTH: 24 WEEKS**

**FEES SCHEDULE**

REGISTRATION DEPOSIT: $200.00

$3500.00 TUITION (X2 SCRUBS, BOOK, NHA TEST PACKET AND TEST FEE, SCHOOL ID)

**TOTAL:**

**FEE PLAN**

$200 DEPOSIT (PAYABLE VIA CASH, MONEY ORDER OR CREDIT CARD AT THE TIME OF COMPLETED APPLICATIONS) ADDED TO ALL PAYMENT OPTIONS.

PAYMENT OPTIONS:

Option 1 $ 3300.00 to be paid as follows: \_ In full before the first day of class.

Option 2 $3300.00 to be paid as follows: 6 payments of 550.00 on Month 1,2,3,4 5 and 6



“CREATING A LEGACY OF EXCELLENCE”