



ALLIED HEALTH
(Medical Assistant/Patient Care Technician)
& Individual Courses
STUDENT HANDBOOK
2023 - 2024

TABLE OF CONTENTS

- Allied Health Welcome PAGE 3

- Allied Health Program/Course Information PAGES 5 - 18
 - BLS pg 5
 - CHHA pg 6
 - CNA pg 7-8
 - CCMA pg 9-10
 - ECG pg 11
 - Introducing the PCT pg 12
 - CMMA pg 13
 - MA Program pg 14-15
 - PCT Program pg 16-17
 - Phlebotomy pg 18

- Allied Health Program Policies PAGES 19 - 22
 - Attendance pg 19
 - Clinical Preparedness pg 20
 - Dress Code pg 20-21
 - Financial pg 22
 - Professional Behaviors pg 22
 - Supplies pg 22

- BCIT Mission Statement PAGE 4

- Student Contract/Safety Statement/Policies and Procedures PAGE 23 - 24

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

ADULT EDUCATION DIVISION

ALLIED HEALTH PROGRAMS/COURSES

WELCOME!

Welcome to Burlington County Institute of Technology's Adult Education, Allied Health training programs. The Allied Health training includes a variety of health programs and individual courses, that result in the achievement of multiple credentials for employment. The individual credentials include certifications in the following: Basic Life Support for Healthcare Provider (AHA), Homemaker Home Health Aide (CHHA), Nurse Aide (CNA), Medical Administrative Assistant (CMAA), Clinical Medical Assistant (CCMA), Electrocardiography Technician, Patient Care Technician (PCT), and Phlebotomy Technician. These programs and individual courses provide students with the knowledge, technical skills, and interpersonal skills and values that qualify graduates for a career in the respective fields.

It is the primary objective of Burlington County Institute of Technology, and the allied health faculty, to guide students in achieving their educational goals. Successful learning is dependant upon the ability to apply previously learned concepts to more complex materials, and to clinical practice. Students are encouraged to notify the instructors immediately, if they experience difficulty with any of the materials being taught during a course.

The Allied Health Student Handbook is supplemental to BCIT's Adult Education Student Handbook. The Allied Health student handbook provides important information that will give students an understanding of policies specific to individual Allied Health programs and courses. Understanding and adhering to these policies are extremely important. These policies are subject to change, and any new updates will be made available to students in a timely manner.

In unforeseen circumstances, there may be occasions for implementing a hybrid education format. Each student is therefore required to have access to a computer with audio and video capabilities. Distance learning schedule will be determined on a weekly basis. If implemented, it will require the equivalent of in-class attention while at home.

Best wishes to all students!

Dr. eMC Lazarus
Health Occupations Coordinator

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Mission Statement

Our mission is to fully and comprehensively prepare adolescents and adults of Burlington County:

To respond to societal needs through the development of career and technical education programs reflecting the technological advances of the greater community while meeting the needs of both adolescent and adult learners.

To provide programs enabling all students to become productive, self-fulfilled, lifelong learners.

To develop and maintain reciprocal relationships with both civic and business communities.

To support community-wide social, cultural, counseling and career and technical education training programs, while jointly developing apprenticeship and occupational training programs with local businesses, industries, and educational institutions.

To position students for success in mastering the New Jersey Student Learning Standards in Grades 9 through 12 in a safe, secure, and caring environment.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION

1. Basic Life Support for Healthcare Professionals (BLS) - 4.5 hours

Pre-requisites:

Uniform/scrubs and school emblem are **optional**

Course Description:

This course is intended to train participants, including healthcare professionals (doctors, nurses, EMTs, nursing students, etc.) to save lives of victims in cardiac arrest through high quality cardiopulmonary resuscitation (CPR). It is also the course required for lifeguards. Due to the new guidelines, this course is required for people who are new to CPR as well as those who already have a current CPR certification. It includes training in CPR & choking skills for infants, children & adults, as well as 2-rescuer CPR, the use of barrier devices and training on automated external defibrillators (AED). Successful completion of the course provides a 2-year American Heart Association certification.

The textbook is required and is not included in the cost of the course. Included in the course fee is the cost of the BLS card.

Certification:

This course follows the criteria set by the American Heart Association. Upon successful completion of the course, students will be eligible to receive the AHA certification card.

Textbook:

Textbook Purchase Required - Basic Life Support (BLS) Provider Manual

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION cont'd

**2. Certified Homemaker Home-Health Aide (CHHA) - for CNA applicants
- 10 hours**

Pre-requisites:

1. Uniform/scrubs and school emblem are **optional**
2. Certified Nurse aide (CNA) current certification for New Jersey
3. Basic Life Support for Healthcare Providers - CPR-AHA (BLS)
(Individuals should possess good communication and interpersonal skills)

Course Description:

The Certified Homemaker Home-Health Aide (CHHA) provides care in home settings under the supervision of a registered professional nurse. The CHHA performs tasks which are delegated consistent with provisions of N.J.A.C. 13:37-6.2. Duties include providing personal care and homemaking services essential to patient's healthcare and comfort at home including shopping, errands, laundry and meal-planning and preparation including therapeutic diets, serving meals, childcare and assisting the patient with activities of daily living (mobility, transferring, walking, grooming, bathing, dressing, toileting). **The CHHA should not administer medication.**

The course includes ten (10) hours devoted to classroom instructions under the direction of a registered nurse. The ratio of students to instructors in the classroom will not exceed 30:1. Curriculum training requirements are in accordance with N.J.A.C. 13:37-14.4 (d) and N.J.A.C. 13:37-14.5. This ten (10) hour section of the CHHA training is offered to individuals currently holding a valid N.J. Certified Nurse Aide (CNA) certification. *This course is only for CNAs.* **Course cost does not include Textbook. Fees for certification with NJ Board of Nursing is not included.**

Certification and Job Outlook:

Upon successful completion of this course, the student will be eligible to take the certification exam with the New Jersey Board of Nursing.

According to the Bureau of Labor Statistics, employment of home health aides is projected to grow 38 percent from 2014 to 2024, much faster than the average for all occupations. As the baby-boom population ages and the elderly population grows, demand for the services of home health aide to provide assistance will continue to increase.

Textbook Required:

1. Providing Home Care. A Textbook for HomeHealth Aides - Leahy, W., Fuzy, J., & Grafe, J.
2. Workbook. Providing Home Care. A Textbook for HomeHealth Aides
- Hartman Publishing.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION cont'd

3. Certified Nurse Aide (CNA) - 90 hours

Pre-requisites:

Students in the CNA course must complete course prerequisites **two weeks before the start date of the course. Late registrants may be denied entrance into the CNA course.

1. Uniform/scrubs - Navy Blue Scrubs- solid without prints. White shoes. School emblem is optional
2. Health Physical, Immunizations, including PPD, test and 10-Panel Urine Drug Test (refer Health Physical form)
3. Criminal Background (refer Criminal Background Check instructions)
4. Proof of Medical Insurance
5. Basic Life Support for Healthcare Providers - CPR-AHA (BLS)
(Individual should possess good communication and interpersonal skills)

Course Description:

The New Jersey Department of Health approved the 90-hour training course, which includes 50 hours of classroom instruction and 40 hours of clinical experiences in a New Jersey licensed long-term care facility. Certified Nurse Aides provide basic patient care under the direction of nursing staff. They perform duties such as feed, bathe, dress, groom patients, change linens, and transfer or transport patients. Students learn to meet the psychological, social, physical and environmental needs (stressing safety) of the patient. A minimum of 16 hours of training in the areas of communication and interpersonal skills, infection control, promoting residents' independence and respecting residents's rights, safety/emergency procedures are taught to students prior to any direct contact with a resident. There are 4 modules in this course that are to be completed in logical sequence from module I-IV. The New Jersey curriculum requires completion of Modules I and II prior to giving physical care to residents.

Course cost does not include Textbook and Uniform (Navy Blue Scrubs- solid without & white shoes). Fees for certification with NJ State Department of Health is not included.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION cont'd

CNA - cont'd

Certification and Job Outlook:

According to the U.S. Bureau of Labor and Statistics, job outlook is projected to grow 17 percent from 2014 to 2024, much faster than the average for all occupations. Because of the growing elderly population, many nursing assistants and orderlies will be needed to assist and care for these patients.

This course qualifies students for entry-level positions in the health field. Upon completion of this course, students will be eligible to sit for the N.J. State certification test for long-term care Certified Nurse Assistant positions.

Textbooks:

Textbook Purchase Required:

- 1) Hartman's Nursing Assistant Care: The Basics
- 2) Hartman's Nursing Assistant Care Workbook

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION cont'd

- 4. Clinical Medical Assistant with Clinical Practicum** - Refer to Medical Assistant Program for more details)
(352 hours - 192 hours classroom/160 lab-clinical)

Pre-requisites:

1. Uniform - Wine scrubs - solid without prints. White shoes. School emblem is required.
2. Official High School Transcript or US Equivalent
3. Basic Life Support for Healthcare Providers - CPR-AHA (BLS/CPR Class)
4. Physical, Immunizations and Drug Test (click for Physical form)
5. Criminal Background Report (click for Background Check instructions)
6. Medical Insurance
7. Modules I - IV are prerequisites to Clinical Practicum.
(Individual should possess good communication and interpersonal skills.)

Course Description:

The Clinical Medical Assistant with Clinical Practicum is 352 hours. The Clinical Medical Assistant is 192 classroom hours and the Clinical Practicum is 160 hours. The Clinical Medical Assistant course includes: asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for clinical procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, preparing and administering medications, and other delegated assignments directed by the licensed healthcare provider. In order to earn a passing grade in this course, the student must successfully complete cognitive, psychomotor and affective competencies of the course.

The Clinical Practicum is a 160- hour module and the capstone course of the Medical Assistant program. The Clinical Practicum is the unpaid, supervised performance of administrative and clinical medical assisting functions, in an ambulatory medical healthcare setting. The student must successfully complete cognitive, psychomotor and affective competencies of the course. Upon successful completion, the student will be prepared to take the Certified Clinical Medical Assistant (CCMA) exam through National Health Careers Association (NHA).

**** Clinical hours will vary based upon Clinical Facilities availability.** Course cost does not include Textbook and Uniform (Maroon Scrubs-solid without prints/white shoes). Included in the course fee is the cost for NHA Certification Exam (one attempt).**

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION cont'd

Clinical Medical Assistant with Clinical Practicum - cont'd

Textbook.

Textbook Purchase Required -

1. The Medical Assistant - (Evolve Elsevier-Kinns)
2. The Medical Assistant Study Guide
3. SimChart (refer instructor)

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION cont'd

5. Electrocardiography (ECG) - 58 hours

Pre-requisites:

1. Uniform - Wine scrubs - solid without prints. White shoes. School emblem is optional.
2. Official High School Transcript or US Equivalent
3. Basic Life Support for Healthcare Providers - CPR-AHA (BLS)
4. Physical, Immunizations and Drug Test (click for Physical form)
5. Medical Insurance
6. Criminal Background Report

(Individuals should possess strong communication, computer, and interpersonal skills.)

Course Description:

This comprehensive ECG Technician Certification course prepares students to function as ECG Technicians and to take the National Healthcareer Association Certified EKG Technician (CET) exam. The course includes theory as well as skills application in performing electrocardiograms. Cardiac anatomy and physiology is reviewed as a basis for learning correct placement of leads for routine electrocardiograms as well as stress testing. Basic information about the wave forms associated with heart functioning and ECG interpretation is included. This course also includes patient communication skills, medical ethics, medical terminology, the Holter monitor, electrocardiography and echocardiography and the legal aspects of patient contact.

Course cost does not include Textbook and Uniform (Wine Scrubs-solid without prints/white shoes). Included in the course fee is the cost for NHA Certification Exam (one attempt).

Textbook:

Textbook Purchase Required: 1. Electrocardiography for Healthcare Professionals- McGraw Hill Education

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION cont'd

- 6. Introduction to Patient Care Technician - 12 hours**
(Refer to Patient Care Technician Program for more details).

Pre-requisites:

1. Uniform/Scrubs and school emblem are **optional**
2. New Jersey Certified Nurse Aide - Department of Health and Human Services (DHSS).
3. Certified EKG Technician (CET) - National Healthcareer Association (NHA).
4. Certified Phlebotomy Technician (CPBT) - National Healthcareer Association (NHA).

Course Description:

This 12-hour course addresses additional Patient Care Technician responsibilities that are not included in Modules I - III of the Patient Care Technician Program. This course serves to complete requirements in the cognitive, psychomotor and affective domains to meet direct patient healthcare needs. Successful completion of Modules I- III in the PCT Program provides eligibility to sit for the Certified Patient Care Technician (CPCT) examination with the National Healthcareer Association (NHA).

Course cost does not include Textbook. Included in the course fee is the cost for NHA Certification Exam (one attempt).

Textbook:

Textbook Purchase Required -

- 1) Fundamental Concepts and Skills for the Patient Care Technician
- Townsend - Evolve
- 2) Workbook for Fundamental Concepts and Skills for the Patient Care Technician

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION cont'd

- 7. Medical Administrative Assistant - 150 hours**
(Refer to Medical Assistant Program for more details).

Pre-requisites:

1. Uniform - Wine scrubs - solid without prints. White shoes. School emblem is required.
2. Official High School Transcript or US Equivalent
3. Basic Life Support for Healthcare Providers - CPR-AHA (BLS/CPR Class)
4. Physical, Immunizations and Drug Test (click for Physical form)
5. Medical Insurance
6. Criminal Background Report (click for Background Check instructions)
(Individual should possess good communication and interpersonal skills.)

Course Description:

The Medical Administrative Assistant course is a 150 hour course. Duties for the Medical Administrative Assistant include: scheduling and receiving patients; preparing and maintaining medical records; performing basic secretarial skills and medical transcription; handling telephone calls and writing correspondence; serving as a liaison between the physician and other individuals; and managing practice finances. The student will sit for the Certified Medical Administrative Assistant (CMAA) exam through National Healthcareer Association (NHA).

Course cost does not include Textbook and Uniform (Wine Scrubs-solid without prints/white shoes). Included in the course fee is the cost for NHA Certification Exam (one attempt).

Textbook:

Textbook Purchase Required -

1. The Medical Assistant - (Evolve Elsevier-Kinns) and
2. The Medical Assistant Study Guide
3. SimChart (refer instructor)

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION cont'd

8. Medical Assistant Program - 720 hours

Program Modules:

Module Ia	* <u>Clinical Medical Assistant</u> with Clinical Practicum (160 hrs Clinical Practicum at end of program)	192 hours
Module II	Medical Administrative Assistant	150 hours
Module III	Electrocardiography (ECG) Technician (Refer ECG Syllabus)	58 hours
Module IV	Phlebotomy (Refer Phlebotomy Syllabus) (In lab. clinical training)	160 hours
Module Ib	* <u>Clinical Medical Assistant with Clinical Practicum</u> (192 hours classroom/160 lab-clinical)	160 hours

Modules I - IV are prerequisites to Clinical Practicum

Clinical hours will vary based upon clinical facility availability.

Pre-requisites: (refer individual course modules for specific pre-requisites)

1. Uniform - White scrubs - solid without prints. White shoes. School emblem is required for clinical rotation.
2. Official High School transcript or US Equivalent.
3. Basic Life Support for Healthcare Providers Certification - AHA (BLS/CPR Class)
4. Physical, Immunizations, and Drug Test (click for Physical form)
5. Criminal Background Report (click for Background Check instructions)
6. Medical Insurance
7. Modules I - IV area pre-requisites to Clinical Practicum.

(Individuals should possess strong communication, computer, and interpersonal skills.)

Medical Assistant Program Description:

The Medical Assistant program is a two-semester program that provides cognitive, psychomotor and affective competency training for students to develop the knowledge, skill sets, and professional behaviors of a multi-skilled allied health professional. The program is based on core curriculum standards and guidelines that will prepare the student to sit for the national certification examination for the medical assistant. The program provides training in both the administrative and clinical roles of the Certified Medical Assistant (CMA), and comprises specific modules that allow the student to build upon gained knowledge; and to demonstrate skills competencies during lab and in the supervised clinical setting. CMA's work primarily in ambulatory healthcare settings including medical offices, and clinics, under the supervision of a licensed healthcare provider.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION cont'd

Medical Assistant Program - cont'd

Administrative duties include: scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls and writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances.

Clinical duties include: asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for clinical procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, preparing and administering medications, and other delegated assignments directed by the licensed healthcare provider. Students may register for individual modules, or register for all four modules. Upon completion of all modules (Administrative Medical Assistant, Electrocardiography (ECG) Technician, Phlebotomy Technician, and Clinical Medical Assistant with Clinical Practicum), the student will hold individual certifications through the National Healthcareer Association (NHA).

Program cost does not include Textbooks and Uniform (see individual course module). Included in the course fee is the cost for NHA Certification Exam (one attempt for each course - Electrocardiography Technician, Phlebotomy Technician, Medical Administrative Assistant and Clinical Medical Assistant w/Clinical Practicum).

Program Goals:

1. Provide cognitive, psychomotor, and affective training on content outlined in the Core Curriculum standards and guidelines, for medical assistants.
2. Evaluate the medical assistant educational competencies required for entry-level employment as a member of the healthcare team.
3. Prepare medical students for national certification to become Certified Medical Assistants.

Textbooks:

Textbook Purchase Required -

1. The Medical Assistant - (Evolve Elsevier-Kinns) and
2. The Medical Assistant Study Guide
3. SimChart (Refer Instructor)
- 4) ECG and Phlebotomy textbooks are listed under these specific courses

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION cont'd

9. Patient Care Technician Program (PCT) - 320 hours

Program Modules:

Semester I

Module I	Certified Nurse Aide (CNA)	90 hours
Module II	Electrocardiography (ECG) Technician	58 hours
Module III	Phlebotomy Technician	160 hours

Semester II

Module IV	Introducing The Patient Care Technician	12 hours
-----------	---	----------

Pre-requisites: - (refer individual course modules for specific pre-requisites)

1. Uniform/Scrubs will be required for specific courses
1. Official High School transcript or US Equivalent.
2. Basic Life Support for Healthcare Providers Certification - AHA ([BLS/CPR Class](#))
3. Physical, Immunizations, and Drug Test (click for Physical form)
4. Criminal Background (click for Background Check instructions)
5. Medical Insurance
6. Modules I - III are prerequisites to Module IV.
(Individuals should possess strong communication, computer, and interpersonal skills.)

Program Description:

The Patient Care Technician (PCT) program can be completed in two semesters. The program is a collection of four (4) modules. Each module in the program provides the cognitive, psychomotor and affective competency training for the student to develop the knowledge, skill sets, and professional behaviors of a multi-skilled healthcare professional. Certified Patient Care Technicians provide direct patient care under the supervision of the licensed healthcare providers, in acute and outpatient healthcare settings. PCTs provide patient's basic healthcare needs including bathing, feeding, maintaining patient environment and equipment, acquiring, distributing and administering patient care supplies, accommodating the special needs of patients, obtaining and documenting vital signs, and phlebotomy and electrocardiography functions. Upon successful completion of all four modules, the student will be eligible to sit for the Certified Patient Care Technician (CPCT) examination with the National Healthcareer Association (NHA).

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION cont'd

Patient Care Technician Program (PCT) - cont'd

Program cost does not include Textbook and Uniform (see individual course module). Included in the course fee is the cost for NHA Certification Exam (one attempt for each course - Electrocardiography Technician, Phlebotomy Technician, Introducing to Patient Care Technician). Program cost does not include the fee for CNA Certification with NJ State Department of Health.

Student can register for the Program or for Modules I – IV individually. Please see the individual module for the class textbook. Students must also show proof of completion of all four modules to sit for the CPCT exam.

Program Goals:

1. Provide students with the cognitive, psychomotor, and affective training to meet patients' basic healthcare needs, and to provide electrocardiography and phlebotomy functions, under the supervision of the licensed healthcare provider.
2. Evaluate the patient care technician's educational competencies required for entry-level employment as a member of the healthcare team.
3. Prepare patient care technicians for success in the national certification

Textbooks:

Textbooks Purchase Required: See individual course for textbook requirements

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE INFORMATION cont'd

10. Phlebotomy - 160 hours (Lecture 40/Lab 60/Clinical 60)

Pre-requisites:

1. Uniform - Wine scrubs - solid without prints. White shoes. School emblem is required for clinical rotation..
2. Official High School Transcript or US Equivalent
3. Basic Life Support for Healthcare Providers - CPR-AHA (BLS)
4. Physical, Immunizations and Drug Test (click for Physical form)
5. Medical Insurance
6. Criminal Background Report (click for Background Check instructions)
(Individual should possess good communication and interpersonal skills.)

Course Description:

The Phlebotomy course is 160 hours (40 hours classroom, 120 hours lab/clinical) that prepares students to demonstrate cognitive, psychomotor, and affective competencies in the role of a certified phlebotomy technician, and as a member of the healthcare team. This course will teach the theory and practice of phlebotomy procedures, including proper collection techniques, special collections, processing and transporting specimens, and safety and compliance regulations. Certified phlebotomy technicians draw blood specimens from patients in hospitals, blood centers, or similar facilities, for analysis or other medical purposes. They also evaluate patients for their ability to withstand venipuncture procedures, explain venipuncture procedures and answer patient questions, perform basic point of care testing such as checking blood glucose levels, and prepare blood, urine, and other body fluid specimens for testing, according to established standards. One hundred and twenty (120) hours of in lab. training and clinical experiences will provide students the opportunity to make at least 100 successful unaided blood collections, including venipunctures and skin punctures. Upon successful completion of this course, the student will be eligible to **sit for the phlebotomy technician certification (CPT) examination with the National Healthcareer Association (NHA).**

** Clinical hours will vary based upon Clinical Facilities availability, and may be completed in lab.**

Course cost does not include Textbook and Uniform (Wine Scrubs-solid without prints/white shoes). Included in the course fee is the cost for NHA Certification Exam (one attempt).

Textbooks: Textbook Purchase Required:

1. Phlebotomy (Warekois/Robinson)
2. Phlebotomy Worktext and Procedures Manual

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE POLICIES

1. Attendance:

A. Students must meet the attendance criteria for each course/program - Late arrivals (5 mins after start of class) and early dismissals (prior to daily course dismissal) will add up and affect attendance.

B. No Call No Show ('NCNS') is not acceptable during the course or program and may be grounds for dismissal.

C. Sleeping in class will count as absent. Student will be given a warning at the first incident. Further incidences will be grounds for dismissal. If the student is approved to return, he/she will require a doctor's note clearing the student for the classroom and clinical without restrictions.

D. Clinical attendance may have specific requirements for each clinical facility. Students must follow clinical policy regarding attendance.

E. Graduation Ceremony Attendance – Students successfully completing the allied health program (Medical Assistant) are invited to attend the adult education graduation ceremony in June. Further details are forthcoming.

F. School policy for attendance must be met as a requisite for successful completion of each course.

G. CHHA and CNA students are required to complete **100%** attendance as a pre-requisite for successful completion of these courses.

H. Students not meeting course/program attendance requirements will not be eligible for course completion.

I. Attendance/Academic Make-Up:

A student requesting extra time in a course to meet academic and/or attendance requirements must submit a written request to his/her instructor. Approval is not guaranteed. A student at the time of the request must be: in compliance with all other course/program and school policies; an instructor must also be available for make-up. The student will also **pay the required hourly fee** for all hours of make-up time, prior to the start of the make-up period. CNA requirements will differ for approved make-up in order to meet NJ State requirements.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE POLICIES cont'd

2. Clinical Preparedness:

- A. The student must successfully complete theory and lab skills with passing grades, for eligibility to attend clinical practice at an approved facility.

- B. The student must meet all clinical facility's entrance requirements before beginning the clinical rotation. Clinical preparation may include - medical requirements, passing a criminal background check, BLS certification, clinical site or online training, meeting course academic passing requirements and passing lab skills.

- C. The student must attend all required clinical training within the approved schedule, and on time. Late arrival at, or early dismissal from the clinical facility will be grounds for dismissal from the course/program.

- D. The student must successfully complete all required clinical experiences with a passing grade and approval from the clinical facility.

- E. Student must maintain the required dress code at the clinical site at all times.

- F. Clinical make-up may not be available

3. Dress Code:

- A. Students must wear required uniform as indicated for each course/program.
Lab jacket of the same color of the uniform is optional.
Each uniform top must have the school's emblem on the sleeve as indicated.

- B. Students must wear the school's picture ID at all times.

- C. Students without the appropriate uniform and school ID at the lab/clinical site will be sent home.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE POLICIES cont'd

Dress Code cont'd

D. Weather related dress - Only white or black long sleeve garments can be worn visibly under the approved uniform. Jackets, coats, and other garments are not allowed in the classroom.

E. Shoes – White or black cover shoe are required. No open toes, open backs, sandals or slippers.

F. Graduation Uniform - Program uniform that is cleaned and pressed, will be used for the graduation ceremony.

G. Headwear (Professionalism)

- Acceptable - Headwear that is specific to religious affiliations. This must be approved by all parties (including but not limited to our clinical site(s) via a written request at registration.
- Not acceptable - hats, scarves, headbands, sunhats, bandanas, wave caps, sunglasses, etc.

H. Other Dress Accessories

- Earrings are limited to 1 set, stud style, neutral colored, small (3/8" dia).
- Natural nails with neutral colors are allowed and must be trimmed to less than 1/4" - false/acrylic nails are not acceptable.
- Rings are limited to one flat band.
- Hanging necklaces and bracelets are not allowed.
- Facial hair has to be neatly trimmed to no more than 1/4 inch.
- Long hair must be pulled back off collar and face and be of neutral shades.
- All skin tattoos are to be covered at all times.

Any other information not listed above will require approval from the adult education division.

Clinical facilities reserve the right to limit all, some, or none of the above information; and any other accessories, to which students must comply. Clinical facilities may also require clinical prerequisite training.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION**

Allied Health

PROGRAM/COURSE POLICIES cont'd

4. Financial

- A. All tuition and fees must be paid in full before the start of a course/program or by the due date where a payment plan is active.
- B. Late fees are associated with any late tuition payment.
- C. Non payment by the due date may be grounds for dismissal from the course/program.

5. Professional Behavior

- A. Use of cell phones is prohibited in the classroom, lab., and clinical areas.
- B. Students must maintain professional behaviors at all times. Professional behaviors include:
 - a. being respectful to instructors, classmates, clinical staff and clients
 - b. accepting responsibility for one's own actions
 - c. being dependable and trustworthy
 - d. being prepared for lecture, lab and clinical experiences
 - e. maintain client safety and confidentiality

6. Supplies

- A. Lab/Clinical Supplies – as needed for course/program
 - a. Students must be ready with any required lab or clinical equipment at all times.
 - i. Textbooks – are required as listed for each course.
 - ii. Stethoscope

Student Contracts

You must read both the Allied Health and the Adult Education Student Handbooks and confirm your understanding and acceptance to both Student Handbook policies, by signing the student contracts below.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

Student Acceptable Use of Education Technology

Terms and Conditions

Student Contract

I have read the Terms and Conditions for use of technology resources in Burlington County Institute of Technology. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical, a violation of school rules, and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary action may be taken. Appropriate legal action may also result.

Student Username (print):

Student

Signature:

Date:

Phone Number: _____

SAFETY STATEMENT

I have been present when the teacher demonstrated and discussed the rules and procedures of the _____ (program name) to include equipment, tool, instrument or protocol, safety precautions related to pregnancy clearance, and I understand that it is my responsibility to abide by these rules and procedures. I further understand that I will comply with all safety standards and precautions related to this type of (equipment, tool, instrument, or protocol).

Date

Student Signature

Date

Teacher Signature

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

ACKNOWLEDGEMENT OF BCIT HANDBOOK (POLICIES AND PROCEDURES)

I, _____ (please print first and last name) acknowledge and understand that I will be enrolled in the, _____ (insert specific program name), Allied Health Occupations program, and have received the **Adult Education & Allied Health Student Handbooks** which are available online at bcit.cc/adulted under 'Resources' tab. I understand that these handbooks provide information on the policies and procedures for adult education. This is to acknowledge that I understand and will abide by all the policies and procedures as set forth in the BCIT student handbooks.

Student Signature

Date