

# A.I.M. MEDICAL TRAINING COLLEGE



*Dream Bigger. Aim Higher. Achieve More!*

## **A.I.M. Medical Training College**

306 Pomona Drive

Suite E

Greensboro, NC 27407

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## General Information

### Mission

It is the mission of A.I.M. Medical Training College to cultivate competent, compassionate, confident and safe health care professionals through a high-quality, comprehensive, hands-on educational experience.

### Vision

A.I.M. Medical Training College will be known nationwide as a college who produces superbly equipped health care professionals who are change agents in the health care industry. We will be known as the best place to teach, learn and partner with by our instructors, students and community. We will be the most trusted college when it comes to receiving supreme education and skills.

### Values

Our mission and vision are based on our five pillars of success:

- Accountability
- Faith
- Integrity
- Respect
- Excellence

## Governing Body

Tiara Shackelford, MSN, FNP-C

## Officials

Tiara Shackelford, MSN, FNP-C

Crystal Habersham, RN, BSN

## Faculty

### **Tiara Shackelford, MSN, FNP-C**

Director, Lead Instructor

- Nurse Aide I
- CPR Certification

### **Crystal Habersham, RN, BSN**

Program Coordinator, Instructor

- Nurse Aide I
- Medication Aide
- CPR Certification

### **Rebecca Enoch, RN, BSN**

Instructor

- Nurse Aide I

### **Lakisha Hope Jacobs, RN, BSN**

Instructor

- Nurse Assistant I

### **Amilia Frazier, CMA**

Instructor

- Phlebotomy
- Phlebotomy Refresher

## Calendar

*A.I.M. Medical Training College will hold no class on the following holidays*

<b>HOLIDAY</b>	<b>2020 DATE(S)</b>	<b>2021 DATE(S)</b>
Memorial Day	May 25	May 31
Independence Day	July 3	July 5
Labor Day	September 7	September 6
Thanksgiving	November 26	November 25
Christmas Eve	December 24	December 24
Christmas	December 25	December 25
New Year's Eve	December 31	December 31
New Year's Day	January 1	January 1

## Begin and End Dates

*These dates are subject to change, the most accurate schedule for courses will be located on the website*

### Nurse Aide I

<b>Day &amp; Evening Schedule</b>	<b>Weekend Schedule</b>
February 8 – April 5, 2021 <b>Enrollment:</b> Dec 28, 2020 – Feb 8, 2021 <b>Application Deadline:</b> February 1	February 6 – April 17, 2021 <b>Enrollment:</b> Dec 28, 2020 – Feb 6, 2021 <b>Application Deadline:</b> January 30
April 19 – June 17, 2021 <b>Enrollment:</b> March 8 – April 19, 2021 <b>Application Deadline:</b> April 12	May 1 – July 10, 2021 <b>Enrollment:</b> March 20 – May 1, 2021 <b>Application Deadline:</b> April 24
June 28 – August 30, 2021 <b>Enrollment:</b> May 17 – June 28, 2021 <b>Application Deadline:</b> June 21	July 31 – October 2, 2021 <b>Enrollment:</b> June 19 – July 31, 2021 <b>Application Deadline:</b> July 24
September 13 – November 8, 2021 <b>Enrollment:</b> August 2 – September 13 <b>Application Deadline:</b> September 6	

<b>Day Schedule</b>	<b>Evening Schedule</b>	<b>Weekend Schedule</b>
Monday - Thursday	Monday - Thursday	Saturday & Sunday
9:00am - 1:00pm	5:30pm - 9:30pm	8:00am – 4:30pm

**Phlebotomy Hybrid**

November 9, 2020 – January 13, 2021 <b>Enrollment:</b> Oct 12, 2020 - Nov 9, 2020 <b>Application Deadline:</b> November 2, 2020	
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**On-Site for Lab (December 28, 2020 – January 13, 2021)**

Days	Time
Monday - Friday	5:30pm – 9:30pm

**Phlebotomy Refresher Workshop\***

November 28 – November 29, 2020 <b>Registration Deadline:</b> November 21	December 5 – December 6, 2020 <b>Registration Deadline:</b> November 26
November 27, 2021 – November 28, 2021 <b>Registration Deadline:</b> November 20	December 4, 2021 – December 5, 2021 <b>Registration Deadline:</b> November 27

**\*DISCLAIMER: THIS WORKSHOP IS BEING OFFERED AS A CONTINUING EDUCATION COURSE FOR TRAINED AND OCCUPATIONALLY QUALIFIED INDIVIDUALS ONLY! THIS PROGRAM IS NOT LICENSED BY THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

Days	Time
Saturday & Sunday	2:30pm – 5:30pm

**Medication Aide**

October 1 – October 24, 2021 <b>Enrollment:</b> September 3 – October 1 <b>Application Deadline:</b> September 24	October 29 – November 7, 2021 <b>Enrollment:</b> October 1 – October 29 <b>Application Deadline:</b> October 22
December 3 – December 12, 2021 <b>Enrollment:</b> November 5 – December 3 <b>Application Deadline:</b> November 26	

Days	Time
Friday, Saturday & Sunday	5:30pm – 9:30pm

# Attendance

## Leave

A.I.M. Medical Training College does not authorize or approve any leave of absence.

## Absences

A.I.M. Medical Training College believes that accountability and punctuality is imperative for students to receive the maximum benefit from their educational experience. Therefore, students must attend class every scheduled day and be on time to successfully complete the program. Due to the critical nature of the program, students may not make up more than two classroom and lab days. Clinical is mandatory and may not be made up due to an absence. For those who are tardy to clinical by 1 minute, they are marked absent but make-up is considered. Students who miss more than the allowed class or lab time will have to attend a make-up day which will be pre-assigned at the start of the class session. There will be no additional fee for this make-up day. All class make up time must be conducted during the hours in which the state has approved the facility to operate. When absent, it is the student's responsibility to make arrangements with the instructor to have all missed assignments turned in within one week from the missed day. There are no excused absences, regardless of the reason. If a student is absent from two (2) classes or labs, he/she will be dropped from the course. If the student is absent from ANY clinical, he/she will be dropped from the course. Four (4) late arrivals or early departures will also result in termination.

Absenteeism is calculated from the first day of class and there is no excused absence. Students must be on time for all class, lab and clinical assignments and stay for the duration of the class, lab and clinical time.

## Late Arrivals/Early Departures

Excessive tardiness and/or leaving class early will be grounds for dismissal. If a student is more than 10 minutes late for class or leaves 10 minutes or more before class is over it is counted as a tardy or early departure. Two (2) late arrivals or early departures equates to one (1) absence. Student must take breaks as scheduled. Students are allotted a 5-minute grace period to return from any break or lunch. A student that is more than 5 minutes late from a break is considered late and it will be counted as a tardy. Two tardy occurrences from a break or lunch will be counted as one (1) absence. After two (2) or more days of absences the student will be terminated from the program. Student must be on time for clinical, there is no grace period. If a student is 1 minute late to clinical, they will be counted absent and sent home for the day with an assignment to complete. The student must also make up that clinical day on the pre-assigned day or choose to drop the course and attend the next cohort. Students who have three (3) late arrivals or early departures will be advised to meet with the Director to evaluate the student's continuation in the program.



## **Make-Up Work**

All missed classroom, laboratory, and/or clinical time must be made up for the student to complete the program. It is the student's responsibility, within two days (2) after the student returns to school, to contact the instructor and arrange to make-up material and experiences missed. The instructor may assign additional make-up work to be completed for each absence. All make-up assignments are due exactly 1 week from the day of the absence. All missed clinical time must be made up in the clinical setting on the pre-assigned make-up day. If you are unable to make-up the clinical day on the pre-assigned date, it is the discretion of the instructor to choose another make-up day at their convenience.

## **Class Cancellation**

A.I.M. Medical Training College reserves the right to cancel classes due to insufficient number of students enrolled in class.

## **Interruptions for Unsatisfactory Attendance**

Student who has unsatisfactory attendance record will be dropped from the program. Unsatisfactory attendance includes missing more than 8 hours of classroom, including lab hours, more than one (1) late arrival or early departures from clinical or four (4) late arrivals or four (4) early departures from class or laboratory.

# Enrollment

## Admission

Admission to A.I.M. Medical Training College is open to all on a first come first served basis. No person shall on the basis of race, color, creed, religion, age, sex, national origin, payment source or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, be denied the benefits of, or be subject to discrimination under any program or activity of this institution. It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972. In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, A.I.M. Medical Training College will not discriminate against any student, employee, or applicant for admission or employment because of physical disabilities. Any student or prospective student who believes that discrimination has limited any educational opportunity, or any institution employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the Program Director, the designated responsible employee.

## Admission Requirements

All prospective applicants must complete and submit an application online or in the office no later than seven days prior to the orientation date, which is one week prior to the start of classes. Enrollment period ends when classes are full or on the first day of each session, whichever comes first. No student will be added to the roster after the second day of class.

Prospective students for ALL programs must be 18 years or older before graduation or completion of the program and must show proof of:

- I. High School Diploma, High School Equivalency, GED or
- II. Secondary education transcript showing proof of program completion

## Admission Procedure

- A. Submit a completed admission application, enrollment agreement and sign consent forms
- B. After desired course date is verified by the Institution of availability, the student must submit the non-refundable registration fee and initial deposit if applicable to complete the registration process for that particular class. (If the desired class date is not available, the student will be given a list of available class dates and the non-refundable deposit may be applied to any of the dates given.)
- C. Government issued ID with picture and signature
- D. Social Security Card
- E. TB Skin test within 1 year (must not expire during the time of course); not required for Medication Aide or Phlebotomy Refresher Workshop
- F. Hepatitis B Vaccines or Declination
- G. Criminal Background\*\*\*

\*\*\*Prior to acceptance into the Nurse Aide Training Program, the applicant must pass a background screening successfully before entering the program. It is not Federally required that a student must pass a background check in order to study in a Nurse's Aide Program, however, it is a Federal requirement that anyone who wishes to work in a long-term care facility be screened via a background check. Students enrolling in this program must be aware that their successful completion of this course does not permit them to take the CNA exam nor does it permit them to work in a long-term care facility. A.I.M. Medical Training College cannot be held responsible for a student's inability to obtain employment as it is up to the students to know their criminal history.

If you have worked as Nurse Aide in a prior state and have any allegations that have been reported to the nurse aide registry that are pending, please know this information may also prohibit you from working in a long-term care facility in the state of North Carolina as well. Any adverse information on criminal background checks can hinder an individual from obtaining employment.

The Institution is not responsible for students who apply, receive notice of class availability, but fail to pay the non-refundable registration fee and/or initial deposit in a timely manner with regards to receipt of class availability notice. The Institution reserves the right to accept students with completed registrations on a first-come, first-served basis.

Students who apply, receive notice of availability, and pay the non-refundable registration fee and/or deposit after a course has closed its registration due to a lapse of time, will be offered the next available class.

*A.I.M. Medical Training College reserves the right to evaluate special cases and to refuse admission to an applicant when it is in the best interest of the individual and/or the program*

## Acceptance

Each student will be notified via email of their registration confirmation and acceptance

## Student Orientation

New students are to attend a scheduled Student Orientation session one week prior to the start of class. During orientation, students meet the Owner/Program Director, Program Coordinator, faculty and staff. The student catalog is reviewed with students as well as a discussion of program content, average salaries, program expectations, available resources, etc. Students are also able to meet, greet and fellowship with one another. There will also be opportunity for a Q&A session.

## Student Responsibility

Each student is responsible for the completion of the academic program in which the student is enrolled. The student must understand all of the requirements for the program, including unacceptable behaviors and the minimum grades required to graduate from the program. The

student must complete all required hours for the program in order to successfully complete the program, graduate and take the state exam.

## Grades and Academic Standards

### Grading System

The progress and quality of a student's work is measured by a system of letter grade. Separate grades will be allocated to class work and clinical work. Students must score a 78% or better in theory in ALL courses/programs and a satisfactory in lab and clinical to graduate. Nurse Aide I students must pass the mock skills lab exam to successfully pass lab. Phlebotomy Technician students must pass the mock NHA exam to pass lab. Medication Aide students must obtain a "Pass" for the course. There is no clinical or lab portion for Medication Aide.

#### **NURSE AIDE I ONLY:**

A clinical procedure sheet will be used to assess and document student's ability to perform all the critical components of skill expectations. Clinical and laboratory learning experiences are graded either S =Satisfactory or U=Unsatisfactory. Each student must achieve a minimum of a satisfactory rank for clinical performance in order to pass. A student who is unable to demonstrate the competency profile for each skill will receive an unsatisfactory grade.

Derivation of theory grade consist of ten (10) Quizzes, a final comprehensive exam, five (5) homework/activities and a group project. Each component must include a weighted percentage and when totaled, the percentages must equal 100%. The derivation of the theory grade will be based on the following:

Quizzes (10)-----	Weight 50% (Each quiz is 5%)
Homework/Activities (5)-----	Weight 10% (Each homework/activity is 2%)
Group Project-----	Weight 15%
Final Comprehensive Exam-----	Weight 25%
<b>Total Weight</b>	<b>100%</b>

To pass the practical (laboratory and clinical) portion of the Nurse Aide I Training Program, the individual will be proficient in demonstrating skills – at a minimum, each starred skill for lab and at a minimum, fifteen starred skills for clinical, which are located on Appendix A. Proficiency is defined as the ability to perform a skill in a competent and safe manner. In order to be deemed proficient, the student must correctly perform each identified critical step for each required skill. In addition, the student must perform 90% of steps correctly for each required skill.

**Theory Grading Scale (ALL PROGRAMS)**

Letter Grade	GPA	Percentages
A+	4.5	98-100%
A	4.0	93-97%
A-	3.8	90-92%
B+	3.5	87-89%
B	3.0	83-86%
B -	2.8	80-82%
C+	2.5	78-79%
C	2.0	73-77%
C-	1.8	70-72%
D+	1.5	67-69%
D	1.0	63-66%
D-	0.8	60-62%
E	0.0	Below 60%

**Minimum Satisfactory Grades**

Students must score 78% or better in theory and satisfactory in lab and clinical (if required) in ALL programs to graduate. Lab and Clinical learning experience with a grade satisfactory will be accepted to continue and pass the program. A student with a grade of "C-" or below 77% and/or Unsatisfactory in clinical or lab will be dismissed from the program. Medication Aide is Pass or Fail.

**Probation**

There is no academic probationary period permitted by A.I.M. Medical Training College. However, if students have less than a "C" at 48 hours into the program the student is required to meet with the Program Director to receive academic counseling.

**Conditions for Expulsion or Suspension for Unsatisfactory Grades or Progress**

Students who continue to maintain below a grade "C" by 80 hours of course completion will be dropped from the program for unsatisfactory grades.

Students may be dropped from the program if they are unable to demonstrate safe and satisfactory clinical and lab practice.

Students will be informed of their grades after each quiz. Students will be made aware of their progress on a weekly basis. A student who is not performing at or above a "C" at 48 hours and at 80 hours will receive academic counseling.

**Re-entrance for Students Dismissed for Unsatisfactory Grades or Progress**

Students who withdrew or were dismissed from the program for unsatisfactory progress will have the opportunity to re-enter the program after consultation with the Program Director. To be considered are:

- a. Past history of student's performance

- b. Evidence of potential for successful performance
- c. Extent to which extenuating circumstances affected student's performance and whether these circumstances have been removed.
- d. Available space and resources

***Note: Upon re-entry, the student will be required to re-pay all tuition and fees except background check, TB test and books if re-entry is within 6 months. Tuition and fees paid previously will not be applied to future classes unless they meet the requirements of the Tuition Refund Policy.***

## Course Withdrawal

It is the student's responsibility to obtain a withdrawal form, present it to the program instructor for completion, and submit the completed form to the Program Director's Office. The official date of withdrawal is the date the completed withdrawal form is received by the Program Director's office. The official date of the withdrawal will be used in determining tuition refund eligibility according to the tuition refund policy. Students who do not complete the withdrawal form, notify the school of departure, or fail to inform the school of absences after the allowed missed time, will be considered dropped from the selected program and all other rules regarding the tuition policy will apply. A withdrawal does not cancel the student's financial obligation entered until this day. A student who does not formally withdraw from class is liable for all fees and associated expenses. A "Business Office Hold" will be placed on the student's record until the financial obligation has been paid. If payment is not received after 30 business days, information will be sent to agency collection. Any student that withdraws must wait 60 days to enroll in future classes. A pattern of course withdrawals may prevent future enrollment.

## Honor Code

The Honor Code at A.I.M. Medical Training College is based upon individual integrity. This code assumes that students accept their role in the academic community with self-respect and duty. Each student attending classes is required to sign the Honor Code Pledge. It demands that students submit their own work. Suspected violations of the Honor Code may be reported to the Program Director and may result in termination from the program.

## Procedures for Examination of Records

A student requesting an inspection of educational records must do so in writing. The school will contact the student within 7 days to set up a date and time for a meeting to occur. The inspection must be done within 30 days of the receipt of the request for inspection of educational records from the student.

## Challenge of Student Record

A student may challenge an educational record which the student considers to be inaccurate, misleading, or in violation of his/her privacy or other rights. Such challenge shall be in writing and shall include the reason for the fault in date and the name or addresses of all people who may have knowledge, information, records or faulty data in question. Within 30 days of the receipt of

the request, the program director shall investigate and notify the student of the outcome of the investigation and the possibility of altering the records to reflect the correct data.

## Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law designed to protect the privacy of a student's educational records. The FERPA gives certain rights to parents regarding their children's education records. The rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond high school level. Students and former students to whom the rights have transferred are called eligible students.

A. Parents or eligible students have the right to inspect and review all of the student's education records maintained by the College. We are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. Requests must be made in writing and the College charges a fee of \$15 for copies per document.

B. Generally, the College must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows colleges to disclose the records without consent, to the following parties or under the following conditions:

- School employees who work with the students and have a need to know
- Other schools to which a student is transferring
- Parties who are assisting the student with financial aid
- Certain government officials in order to carry out lawful function
- Organizations doing certain studies for the college
- Accrediting organizations
- Officials who have obtained court orders or subpoenas
- Persons who need to know in case of health and safety emergencies and
- State and local authorities that are within a juvenile justice system, to whom disclosure is required by state laws

*For additional information or to read the Family Educational Rights and Privacy Act (FERPA) in its entirety, please refer to <https://studentprivacy.ed.gov>*

## Transcript

Both official and unofficial transcript requests must be made by completing the transcript request form. The form must be emailed or mailed into the office and received at least 24 hours prior to the request. No transcript will be issued until all financial obligations to the college have been satisfied. We do not fax transcripts. The transcript will be updated each time the student completes a course. All students' progress records shall be accurately recorded and ready to be furnished to the student upon request of transcript, given the 24-hour notice. The first official student transcript will be provided at no charge to the student. However, subsequent additional transcripts will be at a cost of \$12.00. There is no fee for unofficial transcripts.

## Monitoring/Maintenance of Student Records

The Program Coordinator along with the Director/Administrator will keenly monitor student records for completion and accuracy on a continuous basis, paying great attention to detail. The Program Coordinator will do this within two weeks of each cohort ending. The Program Coordinator will check for each student record to include:

- Required Immunization
- Background Check
- Signed Student Handbook
- Completed Appendix A from the State-approved NAI curriculum
- Completed Skill Performance Checklists with Final Skills Performance Checklist
- Attendance records to include dates of absences, material/clinical experience missed and dates of make-up
- Tests or answer sheets labeled with test version
- Test scores
- Verification of student identity and documentation

Student records will be maintained in an individual labeled student folder locked in a file cabinet located in room #5 at the back of the classroom, which is the Director's office, for three (3) years and will be available to DHSR upon request at any time.



## Student Conduct

The code of conduct is the professional standards for conduct, attitude, performance, and ethics while enrolled in any program offered by A.I.M. Medical Training College. This shall be observed during class, lab, clinical rotation and the testing for the state competency examination. Students must display professionalism and self-control in order to meet the demands of the duties as future health care professionals. Disruptive behavior and inappropriate language such as profanity will not be tolerated. Inappropriate discussion of personal problems during any phase of training and testing is not permitted. A.I.M. Medical Training College will not tolerate any behavior considered inappropriate, disruptive, and unacceptable. Failure to follow the code of conduct is immediate basis for dismissal from the program. Students are expected to exhibit acceptable behaviors at all times while on school ground or in clinical for the following reasons:

- To maintain an appropriate environment that is conducive to learning
- To enable the students to enter the health care profession
- To maintain the safety of the school and clinical premises, students and staff

## Conditions for Dismissal

**The following behaviors are considered unacceptable, but this list is not all inclusive:**

- Inappropriate interaction with instructors, peers, colleagues, residents, etc.
- Insubordination to instructor or any other staff members of the school
- Personal cell phone usage during class, lab, or clinical rotation. Phone use is limited only to emergencies. All other calls must be made and received during breaks. The student must leave the classroom to make and receive calls. Cell phones should never be visible in resident's rooms.
- Disruptive behavior or inappropriate language; such as, profanity or inappropriate discussion of personal problems, during any phase of training and testing is not permitted.
- Being loud and discourteous
- Performing a task for which the student has not received training.
- Failure to adhere to safety precautions taught for each lab skill.
- Failure to adhere to safety standards protective of self and others
- Failure to report appropriate information; such as changes or problems in resident, to instructor and/or appropriate staff member.
- Not adhering to HIPAA Guidelines/Breach of confidentiality.
- Breach of any Federal, State, or Local laws
- Failure to respond to emergencies in the clinical area.
- Sleeping or distractive behavior during class
- Cheating on examination, plagiarism, buying, selling or stealing items/information
- Abuse or threatening abuse to others
- Falsification of school or client records
- Fighting or instigating arguments with fellow students or staff
- Possession of firearm or other weapons in school or clinical premises
- Possession or use of alcoholic beverage, illegal narcotic or drugs in school or clinical premises

## Tuition, Expenses and Fees

Payment plans are available upon request and a payment plan agreement must be signed before it is in effect.

### Detailed Schedule of Cost

<b>NURSING AIDE I</b>	<b>AMOUNT</b>
REGISTRATION FEE	\$100.00 (Non-refundable)
TUITION	\$800.00
TEXTBOOK & WORKBOOK	<i>Included</i>
LAB SUPPLIES	<i>Included</i>
BACKGROUND CHECK	\$40.00 (Non-Refundable)
TB SKIN TEST	\$35.00 (Non-Refundable)
UNIFORM	<i>Included</i>
NAME BADGE	<i>Included</i>
CPR CERTIFICATION	<i>Included</i>
STATE EXAM	<i>Included</i>
PROFESSIONAL LIABILITY INSURANCE	<i>Included</i>
<b>TOTAL</b>	<b>\$975.00</b> <i>*\$475 deposit</i>
<b>PHLEBOTOMY TECHNITION HYBRID</b>	<b>AMOUNT</b>
REGISTRATION FEE	\$100.00 (Non-refundable)
TUITION	\$700.00
TEXTBOOK & WORKBOOK	<i>Included</i>
LAB SUPPLIES	<i>Included</i>
BACKGROUND CHECK	\$40.00 (Non-Refundable)
TB SKIN TEST	\$35.00 (Non-Refundable if received by college)
UNIFORM	<i>Included</i>
NAME BADGE	<i>Included</i>
CPR CERTIFICATION	<i>Included</i>
STATE EXAM	<i>Included</i>
PROFESSIONAL LIABILITY INSURANCE	<i>Included</i>
<b>TOTAL</b>	<b>\$875.00</b> <i>*\$375 deposit</i>
<b>PHLEBOTOMY TECHNITION REFRESHER WORKSHOP*</b>	<b>AMOUNT</b>
REGISTRATION FEE	\$375.00
<b>TOTAL</b>	<b>\$375.00</b>
<p><b>*DISCLAIMER: THIS WORKSHOP IS BEING OFFERED AS A CONTINUING EDUCATION COURSE FOR TRAINED AND OCCUPATIONALLY QUALIFIED INDIVIDUALS ONLY! THIS PROGRAM IS NOT LICENSED BY THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM</b></p>	

<b>MEDICATION AIDE</b>	<b>AMOUNT</b>
REGISTRATION FEE	\$100.00 (Non-refundable)
TUITION	\$275.00
REQUIRED TEXTS & LAB SUPPLIES	<i>Included</i>
TB SKIN TEST <i>OPTIONAL</i>	\$35.00 (Non-Refundable if received by college)
CPR CERTIFICATION <i>OPTIONAL</i>	\$60.00
STATE EXAM	<i>Included</i>
<b>TOTAL</b>	<b>\$375.00</b> <i>*\$175 deposit</i>

## Refunds

No refunds will be granted *except* under the following circumstances:

- The student fails to enter the course and communicates reason in writing. Non-refundable fees will not be refunded
- The student officially withdraws from a course in writing (see withdrawal policy). If a refund is permitted based on the policy, the appropriate amount of funds will be refunded *except* non-refundable fees. *See below for schedule of refunds*
- If a class is cancelled due to insufficient enrollment, the student has the option to receive a 100% refund or apply funds to the next available class scheduled.

### Schedule for Refunds

- A 100% refund will be issued if a student withdraws in writing before the first day of class or the school cancels the class, not including non-refundable fees.
- A 75% refund shall be made if the student withdraws in writing within the first 25% of the period of enrollment for which the student was charged.
- No refund will be issued to students withdrawing from the program after 25% of the program has been completed.
- To comply with the applicable federal regulations regarding funds; federal regulations regarding refunds will supersede state refund regulations in this rule.

No refunds will be issued on the Registration fee, Background Check and TB Skin test if performed by the college.

No refunds in any circumstance will be issued to a student who was made to drop due to misconduct or poor progress at any point during the program.

## Description of Facility

Class and lab will be conducted in the A.I.M. Medical Training College Building located in the Northwestern Plaza. The classroom space is equipped with desks to accommodate 25 students comfortably with adequate lightening and atmosphere conducive to learning and testing. The classroom contains a dry-erase, white board, screen and reference materials for instruction and student use. The Lab Room is set similar to a resident's room, complete with the equipment and supplies normally found in a resident's room, as well as those items needed for skill instruction, practice, and return demonstration.

### Physical layout of lab

- Resident bed(s)
- Manikin(s)
- Bedside table(s)
- Chair(s)
- Overbed table(s)
- IV Pole
- Full suspended privacy curtains for each bed
- Call signal(s)
- Wastebasket(s)
- Other furniture or materials such as assistive devices, wheelchairs, etc
- Nearby Sink(s) with hot and cold running
- Storage Cabinet

*The faculty and students will have equipment, materials, and supplies necessary for student education.*

## Course Outline

### NAT-101, Nursing Assistant I

Course Description: This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include infection control, communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, mental health and end of life care.

Outcome: Upon successful completion, students will possess the ability to demonstrate skills necessary to qualify as a Nursing Assistant I. Students will be eligible to take the Pearson Vue State Exam and listed on the North Carolina Nurse Aide I Registry upon passing. This is a certificate-level course.

Prerequisites: High school diploma/High Equivalency or GED, must be 18 years of age or older.

Co-requisites: Basic Life Support Certification

Hours: 156 clock hours.

Day: M – Th (9:00am-1:00pm)

Evening: M – Th (5:30pm-9:30pm)

Weekend: Sat – Sun (8:00am-4:30pm)

### PHL -101, Phlebotomy Technician Hybrid

Course Description: This course provides an overall review of the most current phlebotomy practices and procedures with an emphasis on the most important competencies in this field. There will be a variety of lecture, discussion, lab exercises and exams to give our students adequate preparation for the national certification exam and to be a competent phlebotomist. Lab time will be included to provide the student with the opportunity to become skilled, and gain confidence to work as a phlebotomist.

Outcome: Upon successful completion of the course, the student will be eligible to take our national recognized certification provider - the NHA – National Health Career Association's exam to become a certified phlebotomy technician.

Prerequisites: High school diploma/High Equivalency or GED, must be 18 years of age or older.

Co-requisites: Basic Life Support Certification

Hours: 96 clock hours total.

Online Theory: 56 hours

On-Site Lab 40hrs: M – F (5:30pm-9:30pm)

Phlebotomy Technician Skills Refresher Workshop

Description: The Basic Phlebotomy Skills Refresher Workshop is designed for qualified professionals and previously trained and occupationally qualified professionals to re-fresh their phlebotomy skills. This class includes the review of test tubes, additives, proper order of draw, and basic venipuncture techniques. This workshop perfect for nurses, phlebotomists, medical assistants, physicians, and other previously occupationally trained healthcare professionals who wish to review the basic venipuncture techniques and national guidelines to enhance practice and improve patient care.

Outcome: After successfully completing the workshop you will receive a certificate of completion to add to your educational portfolio and receive 7 contact hours.

**Phlebotomy Workshop Disclaimer:** THE PHLEBOTOMY REFRESHER WORKSHOP IS OFFERED FOR CONTINUING EDUCATION PURPOSES FOR PREVIOUSLY TRAINED AND OCCUPATIONALLY QUALIFIED INDIVIDUALS ONLY. THIS PROGRAM IS NOT LICENSED BY THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM. THE PHLEBOTOMY SKILLS REFRESHER PROGRAM HAS BEEN DECLARED EXEMPT FROM THE REQUIREMENTS FOR LICENSURE UNDER PROVISIONS OF ARTICLE 8, §115D OF THE NORTH CAROLINA GENERAL STATUTES, WITH RESPECT TO PROGRAMS DETERMINED TO BE CONTINUING EDUCATION FOR ALREADY TRAINED AND OCCUPATIONALLY QUALIFIED INDIVIDUALS. EXEMPTION FROM LICENSURE IS NOT BASED UPON ANY ASSESSMENT OF PROGRAM QUALITY UNDER ESTABLISHED LICENSING STANDARDS

MA-100, Medication Aide

Course Description: This course is designed to prepare the student to meet the requirements of the North Carolina Medication Aide Act. The course curriculum includes information regarding safe medication administration, different routes, pharmacology, state rules and regulations, classification of drugs, and documentation of drug administration. The course focuses on the responsibilities of the medication aide in a skilled care nursing facility.

Outcome: Upon successful completion of this course, the student will be eligible to take the written examination administered by North Carolina Health and Human Services Division. After successful completion of the state exam and completion of the state application process, the student's name will be placed on the medication aide registry with the North Carolina State Board of Nursing Licensure, credentialing division. This is a certificate-level course.

Prerequisites: High School Diploma/High School Equivalency or GED, Certified Nursing Assistant I, must be listed on the Nurse Aide I Registry.

Hours: 24 clock hours

Evening: Fri-Sun (5:30pm-9:30pm)



## General Information

### Re-Granting Credit

A.I.M. Medical Training College does not grant or honor credit or hours for education received at another educational institution unless it is a pre-requisite for the course.

### Closing of School Due to Inclement Weather

In the event of hazardous weather, including such events as heavy snow or ice accumulation on a day prior to a regular class day, A.I.M. Medical Training College will follow the schedule of Guilford County Schools. Make up classes will be arranged at the convenience of the instructors and school.

### Office Hours

The office is open Monday through Friday 9:00 am-5:00 p.m. For questions after-hours please send an email to [info@aimmedicaltraining.com](mailto:info@aimmedicaltraining.com) or [info@aimtriad.com](mailto:info@aimtriad.com) and someone will contact you on the next business day.

### Name or Address Change

It is the responsibility of the Student to notify the office immediately of any change in name, address, email address and/or telephone number. This is to facilitate communication between the school and the student.

### Smoking Policy

A.I.M. Medical Training College is a smoke-free school. Smoking is not permitted anywhere inside or outside of the building. Smoking is also not allowed while clinical uniform is on.

### Changes in Curriculum, Fee or Other Requirements

The governing body and/or administration of A.I.M. Medical Training College reserves the right to change at any time without notice; the tuition, fees, graduation requirements for any class, and other curriculum, course structure & content, and other such matters as may be within its control of an outside agency. Any such changes will be an addendum that will be effective the next class day.

This catalog is not intended to serve as a contract between A.I.M. Medical Training College and the students. Instead, it is intended to be a reference guide for admissions, programs, policies and procedures. The catalog contains procedures and requirements that all members of the college community are to follow. Information and requirements are subject to change without notice and should not be regarded as a binding obligation on the school or state. When changes to the catalog are required by state officials to occur, those changes will be communicated through catalog inserts and other means until a revised edition of the catalog is published the following academic year. Students have the responsibility to follow the curriculum and graduation requirements specified in the catalog at the time they enroll.



## STUDENT ACKNOWLEDGEMENTS

This School Catalog, together with policies, procedures, the student handbook and other published documents, shall constitute the entire agreement between Student and A.I.M. Medical Training College. I understand and agree that these written documents supersede any prior or contemporaneous oral or written statements and may not be modified without the written agreement of the Program Director.

I have received or read a copy of A.I.M. Medical Training College’s current School Catalog, the provisions of which I accept including, without limitation, its grounds for termination. I have read and understand all provisions of this Agreement. I understand that my enrollment and A.I.M. Medical Training College’s obligations under this Agreement (except the Refund Policy and Cancellation Policy sections above) may be terminated A.I.M. Medical Training College if I fail to comply with the attendance, conduct, academic, and/or financial requirements.

By signing below, I confirm my agreement to the terms and conditions outlined on all pages of this School Catalog.

X \_\_\_\_\_  
 Student’s Signature Date

X \_\_\_\_\_  
 Student’s Printed Name

STUDENTS UNDER THE AGE OF 18 must be interviewed in the presence of a parent or guardian and this Agreement must bear his/her signature. I certify I was present during the interview. I understand the terms and conditions of this School Catalog and, if accepted by A.I.M. Medical Training College I agree to be responsible for its terms.

Parent       Guardian

X \_\_\_\_\_  
 Signature Relationship Date

X \_\_\_\_\_  
 Authorized Signature/Title, A.I.M. Medical Training College Date