



**Med-Care Training
Center, Inc.**

Student Catalog

2024/2025



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Faculty

Tammy Jo Stapleton, RMA/RPbT – Owner/Administrator
Wesley Varney, MHA – Assistant Administrator
Crystal Butcher, RN – Assistant Administrator/MA Instructor
Kourtney Johnson, BSN, RN – Practical Nursing Coordinator
Lisa Sigmon, RN – Nursing Instructor
Kimberly Murphy, RN – Nursing Instructor
Lisa Bias-Blankenship, LPN – Clinical Instructor
Theresa Gaylock, LPN – Clinical Instructor
Lanny Stapleton – Financial Administrator/Maintenance



The Florence Nightingale Pledge

*I solemnly pledge myself before God
and in the presence of this assembly,
to pass my life in purity
and to practice my profession faithfully.
I will abstain from whatever is deleterious and
mischievous,
and will not take or knowingly administer any
harmful drug.*

*I will do all in my power to maintain
and elevate the standard of my profession,
and will hold in confidence
all personal matters committed to my keeping
and all family affairs coming to my knowledge
in the practice of my calling.*

*With loyalty will I endeavor
to aid the physician in his work,
and devote myself to the welfare
of those committed to my care.*

*In 1893, Mrs. Lystra E. Gretter and the Farrand
Training School for Nurses wrote an adaptation of the
physician's Hippocratic Oath for nurses. It was named
the Florence Nightingale Pledge in honor of the
esteemed founder of nursing and is also known as the
Nurses' Oath.*



Welcome

Welcome to Med-Care Training Center, Inc. We congratulate you on the decision to pursue a profession in the medical field. The training to become a healthcare provider is demanding; However, you will also find it very rewarding. Our goal is to assist you in gaining the knowledge, skills, and love of being in this profession.

Your responsibilities include studying, learning, and applying the knowledge and skills that are offered to you. We are all adults, and it is YOUR responsibility to conduct yourself in a professional manner. You will be held accountable for your actions.

“Education is fundamental to the American way of life. Let us keep faith with those who have made such great investments in us by doing our best.”

This catalog handbook is provided to introduce students to our school, the programs, mission, beliefs, framework, goals, and policies. The information in this handbook have been prepared to answer questions you may have about our program. You will find information regarding tuition cost, courses, grading standards, and expectations for students. You should read it thoroughly and keep it as a reference and a guide throughout your time at our school.

*NOTE: ALL policies are subject to change as needed. If it becomes necessary to change a policy within the year, students will receive written and verbal notification.

Introduction

Med-Care Training Center, Inc. is located at 1109 Holden Road, Logan, WV 25601. Our school is quaintly located just outside the city of Logan. Being a small private vocational trade school, we only have a main campus. The school offers occupational courses in practical nursing, medical assistant, phlebotomy technician, and nurse aide. You may obtain information about the school on the school’s website med-caretrainingcenterinc.net or by calling the school at 304-239-3225.

It is the purpose of Med-Care Training Center, Inc. to make better and more capable citizens from the students who attend our school. We seek to find and use every effective means to provide our students with an educational experience that will promote cooperative and successful living in society.

Our school promotes a high standard of conduct among students and teachers. Med-Care has an objective to create and develop an interest in civic affairs, property, and to encourage full and complete utilization of every opportunity for maximum educational growth.

Mission Statement

We will educate all students so they can become competent, contributing members of society.



Our Beliefs

- All students can learn.
- Students are individuals with unique intellectual, physical, social, & emotional needs.
- Student learning is the chief priority for our school.
- Instructors, staff, administrators, students, & community members share the responsibility for providing a supportive learning environment within our school.
- Clear goals & high expectations for student achievement should guide the development of the curriculum & the design of instructional strategies & learning activities.
- Students learn in different ways & should be provided with a variety of instructional approaches to support their learning.
- Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement & real contexts to apply their learning.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

Our Philosophy

The philosophy of our school's beliefs about human beings, health, nursing, education, and role of the medical professional in society. Our primary objective is to prepare our students for a rewarding career in the health care profession. Due to the changing health care needs within our area, the curriculum is designed around the belief that medical professionals can perform tasks and provide patient care by using health teaching and counseling. Our curriculum is planned to combine theory and clinical experiences that progress from simple to complex.

We believe that the students must be committed to promoting and maintaining health by providing therapeutic, supportive, rehabilitative, and evaluative services to human beings. Professionalism shall be exhibited in conduct, appearance, relationships, communication, and confidentiality.

Education is the framework for learning and should foster the desire to gain more knowledge to meet individual needs and goals. Learning is a lifelong endeavor which is constantly evolving as a result of the rapidly changing technological advances in the environment. Students will be encouraged to inquire, analyze, synthesize, and generalize in order to prepare them to make beneficial contributions to society.

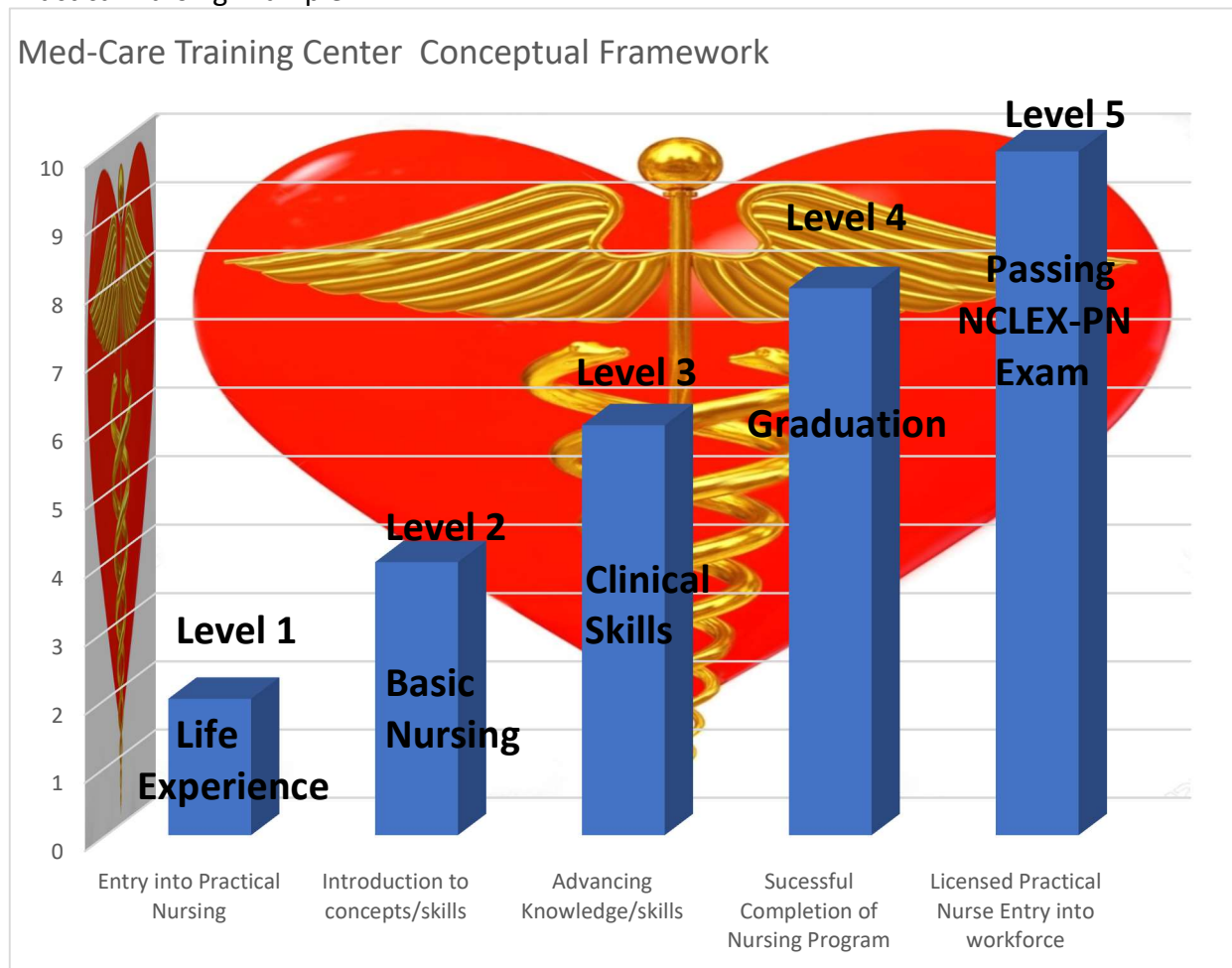
Education will provide the student with the opportunity to learn basic and technical skills necessary to competently contribute to the provisions of health care for each patient. The dramatic changes in the roles and responsibilities of the health care professional place the need for a curriculum that is academically career-oriented in nature, flexible and adaptable to the needs of the unique student population.



Conceptual Framework

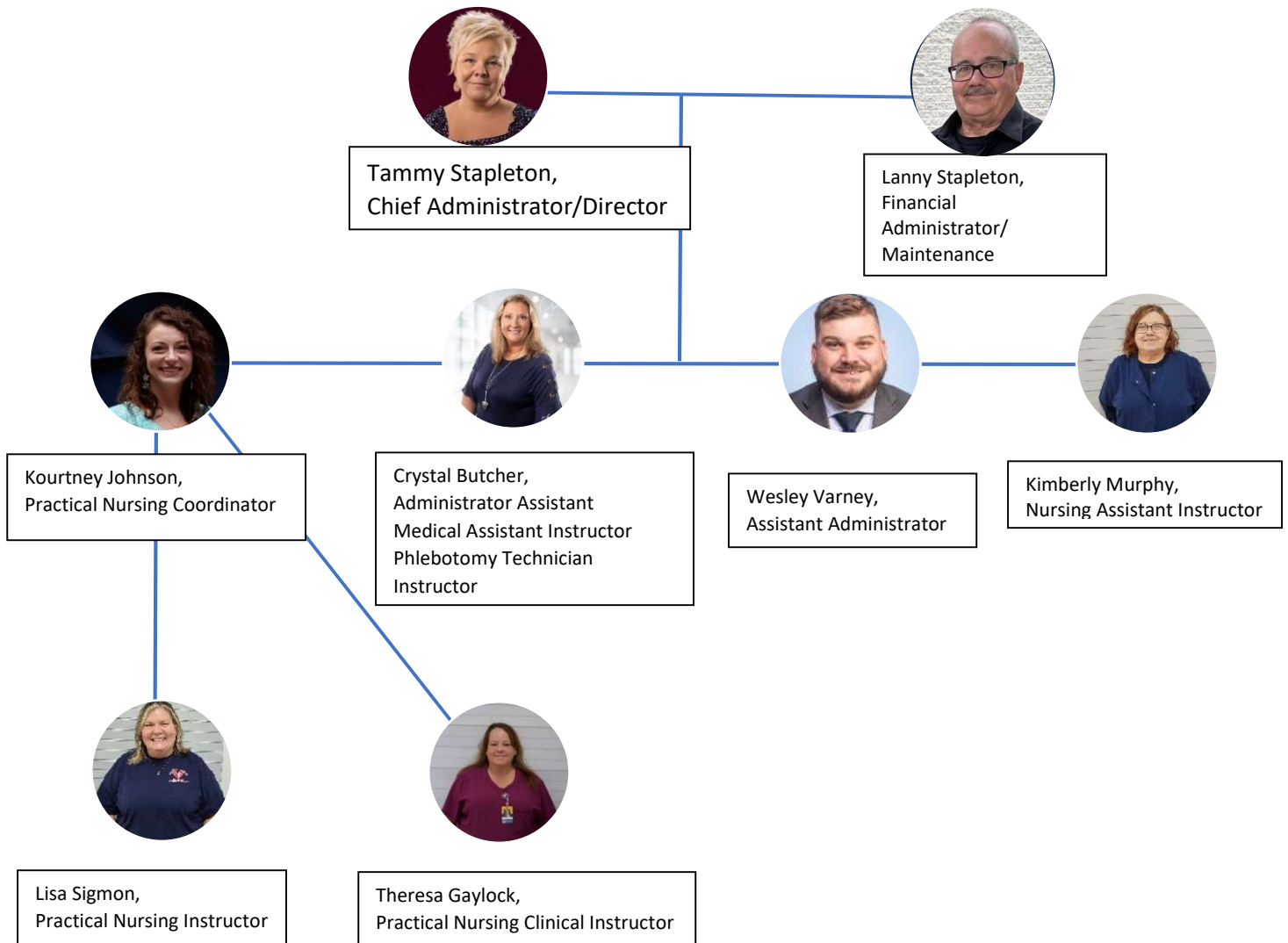
The framework gives a graphic representation of how our mission and beliefs apply to the program and its outcomes. The framework consists of five levels. The first level represents the experiences a student brings with them when they enter the program that includes any knowledge gained in school and life. The second level represents basic concepts and skills which the student is introduced to and builds upon throughout the program. The third level represents advancing skills and knowledge as the student progresses toward graduation. The fourth level is graduation for having successful completion of our program. The final level is when the students take and pass the licensure exam, that puts them at the threshold of their profession. These levels create a path each student advances through within our program. Our belief that all students can learn and the school's willingness to assist each student to succeed, will guide the students through each step in their education. That is what shapes our curriculum. Our mission is to see our students' progress from their experiences from entry to exiting into the profession.

Practical Nursing Example:





Organizational Chart





Policies/Procedures

Each student is responsible for understanding the policies and procedures of this program. If the student cannot comply with our policies and procedures, it may be in the best interest of the student to find another program to attend that meets their needs. Each student must sign our policy stating they have reviewed, understood, and agree to follow our policies and procedures to stay in the program. Any questions students may have to help better understand our policies and procedures or to get clarification can be made to the program coordinator.

Non-Discrimination

Med-Care Training Center adheres to the policies set in place by our government regarding discrimination. The Civil Rights Acts of 1964, the Education Amendments of 1972, and the Rehabilitation Act of 1973, determined that no person in the United States shall be discriminated from participating under any educational program or activity receiving financial assistance. Students are admitted without discrimination about race, sex, age, creed, ethnicity, religion, marital status, or disability. Students with special needs (physically, cognitively, emotionally challenged, or learning-disabled) may be eligible for accommodations through the Americans with Disabilities Act (ADA). Anyone who feels they are discriminated against may call Med-Care Training Center, Inc. at 304-239-3225 to file a grievance or WV Humans Rights commission at 304-558-2616.

Med-Care Training Center, Inc. Admission Criteria

All programs:

1. Applicants must be at least 18 years old prior to the start of class & have a high school diploma or equivalent. (GED, HiSET, HEP, or Test Assessing Secondary Completion (TASC)
*Documents may be obtained from DiplomaSender.com.
2. All applicants need to obtain an American Heart Association (AHA) BLS for healthcare providers CPR/First Aid/AED prior to start of class.
3. Criminal Background Check
Med-Care Training Center, Inc. mandates criminal background checks of all students. The results of all individual backgrounds will be kept in a secure location with controlled access. All individual test results will be considered confidential. Criminal Background tests are outsourced to IDENTOGO with Quality Drug in Chapmanville, WV and are required of ALL students prior to acceptance into our program.

*Students who are convicted of a felony after program admission are responsible for reporting that conviction IMMEDIATELY to Med-Care Training Center, Inc.



4. Drug Screen Policy

- All students must pass a required 12 panel urine drug screen at least 2 weeks prior to the first day of class at the facility contracted by Med-Care Training Center, Inc.
- A student prescribed narcotic medication or any medication that would test positive MUST provide documentation of prescription to nursing coordinator BEFORE screening. Failure to provide documentation will result in not being accepted at that time.
- Med-Care Training Center, Inc. has the right to randomly drug test students or staff at any time. Failure to submit to random drug screening will result in dismissal from the program/school.
- Any student on methadone/suboxone maintenance shall agree to random drug/alcohol screens at their own expense, which may be on a more frequent basis than for other students enrolled in the program. Any drug/alcohol screening for those students, whether at the time of admission or after enrolling, shall specifically test for methadone/suboxone and differentiate any positive results for opiates and other substances. Furthermore, these individuals must have their attending physician to submit a written statement to the program coordinator. Any evidence of non-compliance with treatment or ANY drug/alcohol screen that is positive for any substance other than what was prescribed and declared prior to the screening shall be grounds for immediate dismissal from program.
- ***Receipt of a result indicating the presence of ANY amount of ANY substance for which a student does not hold a legal, valid prescription, OR of ANY non-prescription substance not declared prior to the screening shall be grounds for immediate dismissal from the program.**

Required immunizations for ALL programs include the following:

5. **Tuberculosis Screening:** a 2-step PPD, QuantiFERON-TB Gold+, OR chest x-ray if PPD is reactive, with negative results, is required and must be submitted prior to the start of class.
Influenza (FLU): annual immunization is REQUIRED.

In addition, the Practical Nursing program applicants must meet the following criteria:

6. Applicants must have a current TEAS score with a minimum score determined by Med-Care Training Center, Inc. School of Practical Nursing. The TEAS pre-admission exam will be offered starting the third week of January and continuing through June of each calendar year. (Register to take the TEAS assessment with atitesting.com).
7. Applicants must have a current COMPLETED physical exam. Students will be required to adhere to federally recommended standard precautions to protect themselves and to prevent the spread of disease in clinical areas.
8. All vaccinations are **REQUIRED** to participate in clinical areas. It is the responsibility of the student to provide proof (either by public health vaccination record or by signature of healthcare provider administering vaccines or titers) to Med-Care Training Center, Inc. BEFORE the first day of class.
- **Hepatitis B:** complete the three-vaccine series or students will need to submit proof of a

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reactive quantitative Hepatitis B Antibody (Ab) titer. Gray-zone or non-reactive titer results indicate a need to repeat the series.

- **Tdap:** current immunization for tetanus, diphtheria, & pertussis (whooping cough) must be received, and documentation submitted.
- **Measles (Rubeola), Mumps, Rubella:** two immunizations administered on or after the first birthday and at least 30 days apart.
- **Varicella (Chicken Pox):** documentation of two immunizations administered on or after the first birthday and at least 30 days apart; OR lab report of positive immune serum antibody titer.

*****All documentation regarding immunizations is REQUIRED before first day of class.*****

This documentation is kept in the permanent student file. All fees occurred for obtaining the requirements are the students responsibility.

Additional Background criteria for admission:

9. The West Virginia Long Term Care Nurse Abuse Registry will be checked prior to admission. The registry will be rechecked at six months and again before graduation. Any student whose name appears will be dismissed from the program.
10. Once background checks are complete, the name, social security number, and DOB will be submitted to the WV State Board of Nursing for Licensed Practical Nurses for an extended search on the National database.

*Med-Care provides a list of local facilities and costs for the required exams/labs for students.

Goals

This program strives to prepare the student with a variety of skills to be used in the workforce. The student is expected to provide medical care to individuals of all ages and all health conditions. Our outcome is to provide quality, safe, and competent care under the supervision of the instructors. Because the medical profession is always evolving, the graduate should maintain knowledge, skills, and abilities throughout his/her career. The basic education is intended to be a foundation to build upon by experience and continued education. Graduates are encouraged to pursue excellence in their profession.

Student Standards and Conduct

Med-Care Training Center, Inc. is concerned with the appearance of students that seek employment. Many agencies and organizations outside our school are interested in student behavior and appearance. In the classroom, clinical site, or lab, students are to abide by the standards for safety and appearance. Our students are considered adults and are responsible for their own conduct and respecting the rights and privileges of others. The rules, policies, and regulations of Med-Care are to be respected. Failure to conduct themselves as expected is the cause for suspension or dismissal.

Ethical standards for medical professionals are higher than other professions and require a



higher level of accountability and respect. The student must respect the right of individuals to make their own decisions and realize the individual's personal accountability in making such decisions.

Student Code of Ethics

The code of ethics is established to promote professional conduct and personal integrity of all nursing students. The school has a ZERO tolerance policy for academic integrity violations of any kind. A student found to be in violation of any of the following can be **IMMEDIATELY** dismissed from the program.

1. Cell phone/Smart device use during class or clinical rotation.
2. Using materials during a test not authorized by the person administering the exam.
3. Collaborating with any other person during a quiz/exam or assignment.
4. Knowingly obtaining, using, buying, selling, transporting, or soliciting, in whole or part, the contents of ANY quiz, exam, or assignment.
5. "Plagiarism" meaning the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit. This included purchased or borrowed papers.
6. Furnishing false information to Med-Care staff with the intent to deceive.
7. Forgery, alteration, or misuse of Med-Care documents or records.
8. Theft or malicious destruction, damage, or misuse of Med-Care's property or the private property of another, whether occurring on or off school property.
9. Possession, use, or distribution of any alcohol, narcotic, dangerous or unlawful drug, or controlled substance as defined by the laws of the United States and the State of WV, except as expressly permitted by law.
10. HIPAA violations or violations of patient privacy or confidentiality.
11. Disrespect to staff/instructors which consists of but is not limited to cursing, questioning authoritative figures, speaking inappropriately in class or clinicals, etc.
12. Smoking, vaping, or use of any tobacco products during class or clinicals.

*Students who believe that their peers have cheated on any course work have the ethical responsibility to themselves, fellow students, and the program to immediately notify the instructor of that course. When conducting academic integrity inquiries, the reporting student's anonymity will be maintained.



Dress Code and Personal Appearance

All students are expected to keep themselves neat, clean, and groomed.

The dress code for our program is as follows:

1. Students will be expected to wear the program's uniform with the appropriate NAVY leather lace-up tennis shoes while in all clinical settings. Students may wear a NAVY long sleeve shirt under the uniform or lab jacket. Uniforms/shoes are the responsibility of the student and are to be kept neat, clean, and uniforms ironed. If uniform/shoes become unacceptable, the student must purchase new ones at their own expense. Uniforms purchased through Med-Care Training Center, Inc. are the only uniforms permitted to be worn during class or clinicals.
2. Antiperspirant/deodorant is required; If odor is offensive, students will be asked to leave and attendance will apply; this includes smells of animals, smoke, foods, etc.
3. Use cosmetics sparingly and avoid perfumes/cologne. Students are not permitted to smoke while in uniform or during clinicals.
4. Nails should be trimmed below the top of finger. No fingernail polish is permitted including clear. No artificial nails or gel nails are permitted.
5. Hairstyles must be clean and well kept; if hair touches your collar, it must be pulled up. Eccentric hair colors are unacceptable, including pink, purple, blue, orange, bright red, etc.
6. Male students are to be clean-shaven or facial hair must be neat, clean, and trimmed appropriately; if masks are required, beard must be less than ¼ inch.
7. Students must wear a secondhand watch. Smart watches are not permitted. Students may wear a smooth wedding band. ONLY one pair of post/stud earrings are allowed. Earrings that dangle are not permitted. No diamonds, necklaces, bracelets, etc. No body jewelry of any kind is permitted including nose, lip, tongue, eyebrow, cheek, belly (ANY/ALL body parts included). No spacers are permitted.
8. All tattoos must be covered. It is the student's responsibility to see that his/her appearance is always professional.
9. NO gum allowed during class or clinical.
10. You will be identified as a student at all times. You must be prepared for clinical rotations including all supplies such as a watch, name badge, stethoscope, BP kit, BLUE ink pen, note pad, and any other required items stated by an instructor. NO stethoscope covers are permitted due to infection control. Personalized badge reels MUST be pre-approved by the coordinator/instructor.
11. NO smoking, vaping, or tobacco use of any kind is permitted within the classroom or on clinical floors. There is a designated smoking/vaping/tobacco use area outside of the school. Smoking/vaping/tobacco use is not permitted during clinicals at any time. This includes breaks and lunchtime.



Bloodborne Pathogen Exposure Policy

Students are at risk for exposure to bloodborne pathogens.

In the event that a student is exposed to blood or body fluids while participating in student clinical tasks, the policy outlined below will be followed:

1. Immediately report exposure to instructor and/or supervisor.
2. Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashed in the eyes, flush with water for 10-15 minutes using eye wash.
3. Students are advised to report to the nearest emergency room, clinic, or physician's office for first aid and baseline testing.

*Note: The student is responsible for any and all treatment expenses, baseline testing, and damage or loss associated with such injury that is not covered under Med-Care Training Center, Inc.'s accident policy.

4. Complete an exposure incident report within 24 hours of the incident.
5. All information will remain confidential to protect the individuals involved.

*All students are required to read and sign the Health Professionals Consent and Release form before participating in lab/clinical activities.

Safety Health Services Plan

The following safety precautions must be followed while the student is in class and clinical settings:

1. NO eating or drinking is allowed while performing ANY procedures.
2. Disposable gloves must be worn when handling biological specimens.
3. All body fluid spills must be decontaminated immediately using a 10% bleach solution.
4. Any accidents (broken glassware, body fluid splashes, puncture wounds, etc.) must be reported to the instructor immediately and follow-up action initiated as directed.
(see Med-Care Training Center, Inc, Bloodborne Pathogen Exposure Policy)
5. Due to liability concerns, only students and staff are permitted into the school unless prior authorization has been given. ONLY STUDENTS AND INSTRUCTORS ARE PERMITTED ON CLINICAL FLOORS. Family members of students, friends of students, acquaintances of students, or anyone that is not a Med-Care Training Center, Inc. student are NOT permitted on clinical floors for any reason. If a student's family, friend, acquaintance is present on clinical floors, sitting outside of clinical sites, etc., the student will be dismissed from the program.

*The instructor/program coordinator/administrator may dismiss a student from the program at any time if unsafe behavior is observed.



Programs

The practical nursing program is offered once per year running from October to September annually. The minimum number of clock hours required for this program is 1351 per class. This program follows the regulations set forth by WV State Code for Medical Practice, WV Council for Community and Technical College Education, and WV Board of Examiners for LPNs.

The medical assistant program is offered approximately four times throughout the year and each course is scheduled for 12 weeks in the classroom and approximately 10/12 weeks in clinical rotations. The minimum number of clock hours required for this program is 960 per class.

MA Clinical Learning Objectives

- Perform patient screening using established protocols
- Verify the rules of medication administration: right patient, right medication, right dose, right route, right time, right documentation
- Obtain specimens and perform: CLIA waived hematology test, CLIA waived chemistry test, CLIA waived urinalysis, CLIA waived microbiology test
- Instruct a patient according to patient's special dietary needs
- Perform compliance reporting based on public health statutes

The phlebotomy technician program is offered approximately four times throughout the year and each course is scheduled for 4 weeks in the classroom and approximately 4/6 weeks in clinical rotations. The minimum number of clock hours required for this program is 320 per class. These programs follow the regulations set forth by WV State Code for Medical Practice, WV Council for Community and Technical College Education, National Healthcare Association, and American Association of Medical Personnel.

Phlebotomy Technician Objectives

- Demonstrate professionalism and confidence in specimen collections.
- Communicate effectively using appropriate medical terminology.
- Perform venipuncture and skin punctures successfully.
- Demonstrate proper identification, labeling, and handling of clinical specimens.
- Describe departments within a clinical lab and the tests performed in each.

The nurse aide program is offered approximately twice a year, and each course is scheduled for 6 weeks of classroom and clinical rotations. The minimum number of clock hours required for this program is 160 per class. This program follows the regulations set forth by WV State Code for Medical Practice, WV Council for Community and Technical College Education, and OHFLAC.

Nurse Aide Objectives

- Demonstrate basic communication and confidentiality skills. (Phone skills, reporting skills, recording skills, charting, and filing skills, interpersonal skills).
- Demonstrate infection control procedures with all patients using Standard precautions.
- Demonstrate competent safety practices/ body mechanics.
- Demonstrate understanding and competence in HIPAA / confidentiality.
- Demonstrate basic patient care including height and weight, vital signs, bed-making, feeding, oral care, nail care, backrubs, shaving, turning, and positioning, transfers, and ambulation.



All programs follow regulating agencies to ensure students are meeting all standards within the current scope of practice.

Other Programs

Med-Care Training Center, Inc. does not offer other courses, such as general education, secondary education, or ELS programs.

Re-Admission/Withdrawal Policy

If you wish to withdraw from the program or feel it is necessary to do so, please request a meeting with the program coordinator to discuss the problem. Students who chose to withdraw before completion of semester one in the nursing program may re-apply to the program for the next calendar year. Students in all programs who choose to withdraw may choose to re-apply to enter the program (advance placement). Re-entry is at faculty's discretion and dependent on space availability. The coordinator will determine at which point the student may re-enter the program. (Note: Practical nursing program course work must be completed within two academic years from the initial admission date.) A student who withdraws twice will not be considered for readmission.

Note: If a student withdraws or is dismissed from the school, tuition may be refunded on a prorated basis, if it was paid in full. However, books, lab, and other fees are non-refundable.



Practical Nursing Cost

Tuition is due following the payment schedule below. We do not participate in student loans and do not accept FAFSA/Pell grants. **If a student's tuition is not paid in accordance with the schedule, then they will not be permitted to attend classes. NO Exception!**

Tuition payment schedule:

October 1 st , 2024	Total due no exceptions \$3,433.33
January 2 nd , 2025	Total due no exceptions \$3,433.33
April 1 st , 2025	Total due no exceptions \$3,433.34

Med-Care Training Center, Inc. Tuition PN.....\$10,300.00

Mandatory Attendance for students:

- **July: Meet and Greet** (will be staying all day) ... \$4,861.00 **(Non-refundable)**
This fee includes books, supplies, computer lab, practice exams including ATI computerized testing/simulation testing, NCLEX review, seat fee, registration fee, TEAS proctor, lab packs, random drug testing, and badges.
- **August: Uniform Fitting** ... \$650.00 **(Non-refundable)**
- **September: Orientation** ... All required documentation from the check list is due.

(Total \$15,161.00)

Note: the following will be announced when due. Not included in school cost.

Graduation package includes but not limited to pin, lamp, white nursing dress, slip, and hose, (for women) or a set of white scrubs (for men), nursing hat, graduation pictures, honor cords and sashes (if applicable): approximately \$650.00.

CNA state test (if applicable): \$125.00

State Board/NCLEX testing: \$285.00 *Note: subject to change from state*

Must be PURCHASED before school (out-of-pocket expenses):

TEAS entrance exam, American Heart Association BLS CPR course, health physical, appropriate vaccinations, school supplies (notebooks, BLUE ink pens, note cards, sharpie markers, highlighters, etc.), background check, and drug screening.

This is an Approximate Cost...Prices are subject to change without notice

NURSING PROGRAM COURSE LAYOUT

<u>Subject</u>	<u>Instructional Time</u>
Principles and Fundamentals	209
PVR	119
Anatomy & Physiology	61.5
Growth and Development	114
Anatomy and Physiology	70
Nutrition and Diet Therapy	97
Pharmacology	127
Medical-Surgical	262
Geriatrics	88
Psychiatric Nursing	93
Obstetrics	85
Pediatrics	96
TOTAL INSTRUCTIONAL HOURS	1,351.5

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Med-Care Training Center, Inc.

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1109 Holden Road

Logan, WV 25601

304-239-3225

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Medical Assistant/Nurse Aide:

Hour 960, Length Program 22 Weeks Tuition:
\$5,000.00

Handouts, Computer/Internet access, Medical
Assistant/Nurse Aide Board Pretest: \$275.00

Supplies: \$1,148.00

Total program: \$6,423.00

Uniforms (not included in tuition): \$150.00

*Please note National Board Exams, CPR, shoes, and all
vaccinations are not included in price.

Phlebotomy Technician:

Hours 320, Length of Program 8 weeks Tuition
\$2,500.00

Handouts, Computer/Internet access, Phlebotomy
National Board Pretest: \$150.00

Supplies: \$416.00

Total program price: \$3,066.00

Uniforms (not included in tuition): \$150.00

*Please note National Board Exam, CPR, shoes, & all
vaccinations are not included in the price.

Please note total price for Medical Assistant/Phlebotomy Technician & Certified
Nurse Aide as all-in-one program: \$9,489.00

Please note: Med-Care Training Center, Inc. designates an agency for a drug
screen and background checks. The student is responsible for the cost of having it
completed on their own.

Thank you: Tammy Jo Stapleton, Owner/Administrator



Tuition, Books, and Fee Payments

All costs associated with the programs are the responsibility of each individual student and includes the following: tuition, books, supplies, uniforms, immunizations, transportation, CPR/First Aid certification, testing/exam fees, lab packs, ATI simulations/review, graduation package, and other fees. If an agency is funding a student, the student is responsible for obtaining the necessary forms from the funding agency and submitting them to Med-Care Training Center, Inc. to ensure documentation is complete for all covered costs. If the agency has not sent payment prior to due dates, the STUDENT is responsible for all fees and will be reimbursed AFTER payment is received from agency. A student will not be allowed to attend class if tuition and fees have not been paid in full by the due date. ****NO EXCEPTIONS****

The following supplies are required:

- Watch with second hand (No smart watches)
- Uniforms/Approved shoes
- Blue ink pen / Notepad

Any student who pays tuition & withdraws from the program may be eligible for a prorated refund if proper procedures for withdrawal are followed. The Med-Care Training Center policy must be followed to qualify for the refund. Refer to refund policy in this handbook.

***Textbooks, lab supplies, uniforms, and fees are NOT REFUNDABLE.**

Cancellation/Refund Policy

1. All fees and payments shall be refunded if any student is not admitted to the school due ineligibility, minus enrollment fee not to exceed \$100.00 for application, student handbook, policies & procedures manual, student ID, and all other orientation packets.
2. Students may cancel enrollment by written notice any time prior to the first day of class. All money will be refunded minus enrollment fee not to exceed \$100.00.
3. A student will be considered terminated after 7 days from the last day attended school. Termination may be effective earlier by proper notification.
4. Refunds will be submitted *within 20 days* after proper notification of withdrawal from private pay student. School shall provide receipt for the letter of termination/withdrawal.
*If a student is funded through a grant or agency, a refund will be submitted once payment is received from the funding agency.
5. A student that withdraws after completion 10% of class shall receive 90% refund less application fee. If student completes more than 10% through 25% student will receive 75% refund less application fee. After more than 50% of class completed the student will not be entitled to a refund.



The refund schedule is promulgated by Legislative Rule, Title 135, West Virginia Council for Community and Technical College Education, Series 32, Tuition and Fees, §135-32-6, Refunds, and Med-Care Training Center, Inc. Board of Governors, Policy on, Assessment, Collection, and Refund of Student Tuition and Fees.

§135-32-6. Refunds.

6.1. Each board of governors must shall establish a refund policy for students who officially withdraw during a semester that at minimum establishes refunds that complies with the following schedule:

6.1.a. A student who begins a term and withdraws after completing up to one (1) week or ten percent (10%) of the term is entitled to a refund of ninety percent (90%) of the charges;

6.1.b. A student who withdraws after completing more than ten percent (10%) through twenty-five 135CSR32 7 percent (25%) of the term is entitled to a refund of seventy-five percent (75%) of the charges;

6.1.c. A student who withdraws after completing more than twenty-five percent (25%) through fifty percent (50%) of the term is entitled to a refund of fifty percent (50%) of the charges;

6.1.d. A student who withdraws after completing more than fifty percent (50%) of the term is not entitled to a refund; or

6.2. Each Board of Governors may establish a refund policy for students who officially withdraw during a semester that establishes refunds based upon the same calculations that the requirements that the United States Department of Education prescribes for the return of Title IV student financial aid funds.

Seat Holding Fee

A seat holding fee of \$100.00 is due in the office by the deadline date, prior to the start of class. The seat holding fee is non-refundable.

Financial Funding and Scholarships

In the event the student is unable to private pay, financial funding may be available to our students and is awarded based on need, merit, and availability. The student may obtain information about these external resources by contacting our office at 304-239-3225.

Transfers

Med-Care Training Center, Inc. does not transfer students to or from other facilities or between programs within the institution. A student can apply to additional programs while enrolled in other courses. If a student would like to enroll from another facility, they would restart the program with the upcoming course.

Program Closure

In the event the program closes, and it is during a semester, the administrator will take measures to refer students to other programs. An attempt will be made to ensure the success of the students through proper program referrals.



Grievance Policy

Students should attempt to resolve any problems with peers directly with the person(s) involved. If the student is unable to resolve the conflict, they should make an appointment with the program instructor to discuss concerns. If the instructor is unable to satisfactorily resolve the issue, she will refer the student to the administrator assistant of Med-Care, who will attempt to resolve the issues. In the event they are unable to resolve the conflict, the administrator will assist with the grievance procedure. If a student feels the need to reach out beyond our facility to resolve the issue, they may contact the following accrediting agencies.

Council on Occupational Education COE
7840 Roswell Road
Building 300,
Suite 325
Atlanta, GA 30350
<https://council.org>
Toll-Free: 800.917.2081
Local: 770.396.3898

Student – Instructor Communication

Students and faculty must be respectful in their communications (verbal, email, text, etc.). Faculty may be contacted Monday through Friday from 7:30 am to 4:30 pm using the REMIND app. Text messaging is for urgent use only. Contact through Facebook or any forms of social media is not permitted.

Attendance

Because of the limited time, the wide variety of experiences, and the material the student must learn, attendance is mandatory. If an absence is unavoidable, as a courtesy the student should notify the instructor prior to the absence so arrangements may be made to turn in any assignments that may be missed. This is at the discretion of the individual instructors. Final exams cannot be made up. IF YOU MISS A FINAL EXAM, YOU WILL RECEIVE A ZERO AND CAN BE IMMEDIATELY DISMISSED FROM THE PROGRAM.

Each student can be absent a maximum of 40 hours OR 5 days per course without penalty. An absence is defined as more than 30 minutes of missed class time, regardless of whether the missed time occurs at the start, middle, or end of a scheduled day of class. Students who are more than 30 minutes late to class will be deducted 8 hours or 1 day from their 40-hour time allotment. For the nursing program, time is totaled in hours only. Therefore, if a student is 10 minutes late, they will lose 1 hour from their total time allotted. Only one (1) clinical day per semester is permitted to be missed. If a student misses two (2) clinical days in one semester, the student will be dismissed from the program.

A student will be excused for three (3) bereavement days for a death of an immediate family member (spouse, child, parent, sibling, grandparent, grandchild, father/mother-in-law, sister/brother-in-law) at the discretion of the instructors.



Absences due to court will be excused, providing the student submits a summons/subpoena, or other court document, and gives the school advance notice of expected absence.

Also, for nursing program, students are also required to attend/take the preparations course through the National Council for Nursing (NCSBN). The cost of the review is the students' responsibility/expense.

*Each course requires a total number of class/clinical hours combined per the accrediting agency for that program.

Class/Clinical Days and Hours

Class/clinical days run Monday through Friday, approximately 8 hours per day. There may be clinical time on Saturdays, occasionally, due to the availability of clinical experiences. The scheduled time for classroom/clinical experiences will not exceed 32 hours per week per student. Due to travel time in some clinical areas and the availability of clinical experiences and starting times may vary. Flexible scheduling is required based on the needs of the facilities. Changes may occur requiring modification to the normal daily schedule. Usual day hours are 8am-3:30pm in the classroom. Clinical times vary according to the rotation site but are typically 7am to 3:30pm. Students are given a syllabus agenda/calendar so they can determine time requirements.

***It is the students' responsibility to arrange for childcare, transportation (keeping in mind weather and construction) etc. and be available during the required times. Students will not be excused from class or clinical due to weather, construction, and lack of childcare.**

Lunch Breaks

Lunch is usually taken around 11:00 am and lasts for approximately 30 minutes unless otherwise stated. Students are to use this time to conduct personal business, eat, go to the bathroom, etc. Students should not be eating lunch when class starts. Refrigerators are available to keep lunches cold and a microwave is available for students to heat up lunches. Each student is responsible for cleaning up after themselves. If students are unable to keep their areas (kitchenette, classroom, etc.) clean: food, drinks, and use of facility resources will not be permitted.

There will be a morning break and evening break of 15 minutes. These times should be used to take care of personal needs. These times are approximate and are subject to change as needed.

Students are to return as soon as breaks and lunch are over. If you return late to class from lunch or a break, time will be deducted from the 40-hour student allotment.

External Work Expectations

Due to the extensive amount of time required by the programs, it is strongly recommended that students not commit to external work of more than 16-20 hours per week. Students are not permitted to work nightshifts (11 pm to 7 am) prior to class/clinical rotations. This is for the student's protection and the patient's safety to deliver quality care. In the event of class or clinical schedule changes, students will not be excused from class or clinical due to work obligations. Students that work are required to submit a copy of their work schedule to the nursing coordinator to ensure the student is not working a night shift prior to a clinical day.



Jury Duty/Court Hearings

Students will not be counted absent when serving on the jury. It is the student's responsibility to submit proof of jury duty and he/she will be required to make up all course and clinical work in their own time. Arrangements will be evening and weekends so it will not interfere with the schedule of regular classes. Students are expected to maintain the same academic and attendance standards as other students.

Court hearings and DHHR appointments are also recognized for exemption if appropriate documentation is presented.

*Note: It's the student's responsibility to reschedule dates that interfere with school if possible.

Holidays and Vacation

Our programs try to follow Logan County School's calendar. A calendar will be given at the beginning of each year showing the schedule for class/clinical rotations. The vacation schedule includes time off in November, December, a short spring break, and a summer break. However, in the event of excessive cancellation, it may be necessary to have class/clinical rotations on scheduled breaks to make up time.

*Note: Calendar is subject to change as needed; students will be notified as soon as possible of any change.

Snow Days and Delays

Our program tries to follow the Logan County Schools cancellation schedule related to weather. We operate on a regular schedule in the event of a delay.

*It is up to the instructors' discretion to delay or cancel class/clinical in the event of inclement weather. In the event of a change, students will be notified promptly.

Parking

Med-Care Training Center, Inc. will provide students with appropriate parking areas at our school. While at clinical facilities, students are to park in designated areas. At LRMC, student parking is in the uppermost lot designated for employee parking. At Trinity Health Care of Logan Long-Term facility, parking for students is located at the bottom of the hill. At the other clinic sites, you will be informed where to park prior to going. Failure to park in designated areas will result in disciplinary actions and unsatisfactory clinical performance.

Library Use

Med-Care Training Center, Inc. students have access to our computer learning lab. Students, faculty, and staff also have access to the local area libraries (Logan, Man, Chapmanville, and surrounding areas). The local libraries are available to students with open access most weekdays. Med-Care Training Center, Inc. is available Monday through Friday 9am-3pm for student use. We offer media resources in a comfortable, centralized area providing all student access to the following: wireless internet access for portable laptops, computer workstations with internet and printer access using Microsoft Office, online and print/hardcopy library resources, DVD resources, and numerous variations of current medical/educational textbooks, documents, and references. In addition, students have access to all contracted facilities resources. The size, location, seating capacity, and library hours vary among available sites.



Social Media Policy

Social media has become an integral part of how people communicate and share experiences. However, most of what you do as a student cannot be shared due to HIPPA and confidentiality, privacy, and security laws and regulations.

Please be aware of the following:

- Med-Care students are not authorized to create or manage a social media site, page, network, etc., that claims to belong or be affiliated with Med-Care Practical Nursing Program, either explicitly or otherwise.
- No health information of any kind can be shared through social media to students including patient identifiers, diagnosis, treatment options, or medical advice.
- Students will be held accountable for their comments, posts, pictures, etc.
- Med-Care PROHIBITS the use of cell phones/cameras/videoing in class and clinical settings.

Violation of the social media policy will result in immediate dismissal. In addition, please be aware that the faculty has been asked to maintain professional boundaries with students. We respectfully request students not attempt to make personal contact with instructors through social media until after completion of the program. Should an instructor choose to utilize social media as a tool to disseminate information about a course, a course page or user group will be created, and students will be informed how to gain access.

Name/Address Change

Any change in your name, address, or phone number should be reported, in writing, to our office as soon as possible to maintain current information for files.

Housing/Travel

Students are required to provide their own housing and transportation to and from school, clinical sits, labs, etc. Travel is mandatory and all costs of travel are on the student.

Illness/Incidents

Students are responsible for their own medical care if they become sick/injured during the school year. If involved in any kind of accident/incident at a clinical site, notify the supervisor and clinical instructor. Facility procedures will be followed with respect to incidents reports. A copy of all such reports should be given to the coordination to be placed in the student's file.

The school is not responsible for any illness or injury occurring while the student is performing school/clinical assignments. If a student becomes ill when at school or in the clinical area, he/she must make his/her own arrangements to see a physician. In the event of an absence related to illness/injury/etc., a doctor's excuse does not excuse the student from make-up work, time deduction, clinical make-up days, etc. Doctor's excuses are placed in the student's file but the student remains responsible for missed time and assignments.



Electronics Policy

Cell phones, computers, and smart watches are **NOT** permitted during **ANY** class or clinical hours unless permission is given by the instructor. Any student caught in possession of their cell phone, computer, or smart watch during class or clinical time will have disciplinary action taken. Any offenses can result in dismissal from program.

Tobacco Policy

The use of tobacco in any form is not permitted inside Med-Care Training Center or ANY of our clinical facilities. Smoking and vaping are not permitted inside Med-Care Training Center at any time. During breaks and lunch time, please use the designated smoking area and only the designated smoking area to smoke, vape, or use tobacco of any kind. Disobeying this policy is grounds for dismissal from the program. REMINDER: Smoking, vaping, and tobacco use of any kind is not permitted at any time during clinical rotations.

Weapons Policy

Students who are found with any weapons on themselves or on school/clinical property will be dismissed. This includes guns, knives, brass knuckles, and other similar weapons to cause harm.

Pregnancy

A pregnant student may continue in her education in accordance with the Pregnancy Disability Amendment of the Title VII Rights Act along with the written approval of her physician. The student **MUST** present a release from her physician to continue in the program after each visit. She assumes all responsibility for any risk involved and must sign a liability waiver. She will complete the program as decided between coordinator and student.

Probationary Contracts

If a student violates our policies and procedures or is unsafe in a lab or clinical, he/she will be placed on a probationary contract. A contract includes a specified period of observation and review of conduct during which the student must demonstrate compliance with the nursing program's policies and procedures. Any further violations or the continuation of such conduct or actions will result in further disciplinary actions, including dismissal from the program. Counseling referral or participation in specific courses or workshops may be suggested. Terms of probation and the probationary period will be determined at the time the contract is initiated.



Behavioral Expectations

It is the responsibility of both students and to facilitate and maintain an appropriate learning environment in the classroom setting. It is the responsibility of the faculty to place reasonable limits on student behaviors to ensure that classroom interactions facilitate learning and are not disruptive to fellow students.

The following behaviors are considered disruptive to the educational process:

1. Persistent speaking – students who carry on private conversations during instruction/lesson
2. Excessive tardiness – students who disrupt the learning environment by repeatedly arriving late or leaving early
3. Disruptions – passing notes, using phone, disruptive exits from classroom.
4. Disrespect toward faculty/staff/peers – students who devalue the authority, judgement, or expertise of faculty/staff; students that refuse to comply with directions; students who make personal insults or derogatory statements directly to or about faculty/staff/peers
5. Hostile behavior – students who are confrontational, openly hostile, or argumentative with faculty/staff or peers
6. Verbal or physical threats – students who verbally or physically threaten a classmate or faculty/staff member. Police will be notified of such threats.
7. Cursing or foul language – students who consistently use inappropriate language that may be considered offensive to others
8. Smoking, vaping, or use of tobacco during class or clinical time – students who smoke any type of tobacco or illicit drugs, use vape pens with or without tobacco, or use tobacco of any kind during instructional such as snuff or other smokeless tobacco products

If a student behaves in any of the above-mentioned manners, the faculty member may respond by giving a verbal/written warning and/or dismissal from the program. If a student disagrees with the actions taken by the faculty member, they may follow the guidelines stated in the grievance procedures.

Immediate Dismissal

Students will be dismissed without warning for certain offenses including the following:

1. Under the influence/possession of intoxicating beverages/drugs on school/clinical property. The student will be required to screen at his or her own expense if suspected. Refusal to submit to a requested alcohol/drug screen will result in immediate dismissal.
2. Personal violence/threatening/intimidating/coercing or interfering with students/staff/patient
3. Possession of weapons
4. Theft or dishonesty
5. Falsification of documents
6. A failing grade, upon completion of subject/clinical evaluation
7. Nonpayment of tuition or fees
8. Failure to abide by the policies set by the school and clinical sites
9. Breach of confidentiality or divulging information to unauthorized individuals
10. HIPAA violation or violation of patient privacy
11. Absences, as set by the attendance policy in this handbook
12. Two failures to notify the clinical site/instructors when unable to report for duty
13. Accessing internet sites containing pornography, profanity, or chat rooms
14. Fourth offense on disciplinary policy
15. Third “unsatisfactory” grade/clinical assignment



Disciplinary Action Policy

In the event that disciplinary action must be taken, the procedure goes as follows:

1. First offense: documented verbal warning
2. Second offense: first written warning/first “write-up”
3. Third offense: second written warning/second “write-up” and placed on probationary period
4. Fourth offense: Immediate dismissal from the program

Confidentiality

Being a member of the health team carries many responsibilities. Remember:

1. Information regarding clients/patients are to stay within the hospital/clinic/office.
2. DO NOT discuss hospital situations outside the hospital or in any public area of the hospital.
3. Follow all policies of affiliation agencies regarding client information including the Health Insurance Portability Accountability Act (HIPAA).
4. Follow the fundamental rules of courtesy.
5. You are a guest in the learning environment; be appreciative, not critical.
6. If you cannot be part of the solution, do not be part of the problem.

Students who break confidentiality/patient privacy/HIPAA will be immediately dismissed from the practical nursing program.

Program Outcomes

Program outcomes are developed as performance indicators which give evidence that the nursing program is meeting the mission and goals established by our program faculty. Program outcomes are evidenced by our graduation rates, licensure pass rates, training outcomes forms, summary of program evaluations noting job placement rates, and program satisfaction. The nursing program utilizes standards and criteria. In addition, there is consistency noted between the program and the mission and philosophy of the program.

Evaluations

With the end of each course or semester, the students have the opportunity to complete evaluation forms on the instructors, clinical facilities, and Med-Care Training Center services, classroom, and labs. Once these forms are compiled and scored, the results are given individually to each of the persons/facilities evaluated.

Students are evaluated daily during the course and each day in clinical rotations. They are also evaluated formally at mid-term; at this time, they will complete a self-evaluation which will be compared to the evaluation of the instructors. An exit interview will be held at the end of each semester. These evaluations will be kept in the students’ permanent files.

*Note: Med-Care provides a complaint box that is anonymous and kept locked at all times where complaints will be reviewed at monthly meetings.



Class/Clinical Behavior

Professional conduct is nursing behavior including acts, knowledge, and practices which through professional experience, has become established by practicing nurses as conduct which is reasonably necessary for the protection of public interest.

Each student is expected to be professional in every learning environment. It is a privilege that agencies allow our students into their clinical facilities. Negative and derogative behavior will not be permitted or tolerated.

These guidelines should always represent Med-Care Training Center and our students:

Be courteous and respectful; punctual, prepared, and take accountability/responsibility for one's own personal actions.

Clinical Objectives

Clinical objectives are goals that are met during the time spent in the hospital, nursing home, or community agency doing patient care or observing care under the supervision of a clinical instructor or proctor. Grading will be based by satisfactory or unsatisfactory completion of objectives. A satisfactory rating is passing. Once objectives have been mastered, the student is expected to function at that level and build upon it.

Clinical Attendance

Clinical orientation is required for all clinical facilities and are considered clinical hours. If students are late, the student will be disciplined according to the disciplinary action plan (documented verbal, "write up," etc.), and students are required to stay and complete orientation.

Students must be in good physical health to attend clinical experiences. Students will not be allowed to attend clinical rotations with communicable diseases. In addition, students cannot have open wounds that are not dressed, continuous or intermittent intravenous infusions, or other medical conditions or treatments that put patients' or the student's own health at risk when participating. The clinical coordinator may attempt to reschedule clinical experiences that are missed due to significant illness, medical treatments, hospitalizations, or medical emergencies when possible. Only one (1) clinical day per semester is permitted for absence. Attendance to clinicals is crucial for success in the program. In emergency situations, missed clinical days may be made up at the discretion of the instructor. Emergent situations include but are not limited to a car wreck. Emergent situations do NOT include situations such as the lack of a babysitter, scheduled doctor appointments, car maintenance issues, etc.

*Note: A federal background investigation and random drug screening must be completed prior to entering any clinical setting. Admission and successful progression through the nursing program is based upon submission of a satisfactory background investigation and drug screen. Convicted criminal actions may affect your status in the program and could lead to suspension/expulsion. Please see background check/drug screen policy, and confidentiality agreement.



Hospital Clinical Dress Code:

1. N95 Mask and/or Surgical Mask if required.
2. Uniform Scrub Shirt
3. Uniform Lab Jacket
4. Uniform Scrub Pants
5. Navy blue leather lace-up shoes
6. Name Badge
7. Watch with a second hand.
8. Pen Light
9. Scissors (Nursing Students)
10. Blue Pen/Permanent Marker
11. Small Notebook
12. Stethoscope (Nursing Students)
13. **NO CELL PHONES** (SEE CELL PHONE POLICY)

Clinical Dress Code:

14. Uniform Scrub Shirt
15. Uniform Lab Jacket
16. Uniform Scrub Pants
17. Navy blue leather lace-up shoes
18. Name Badge
19. Watch with a second hand.
20. Blue Pen/Permanent marker
21. Stethoscope (Nursing Students)
22. **NO CELL PHONES** (SEE CELL PHONE POLICY)

Grading Policy

Each course must be passed with an 80% or greater. If a student does not pass any course, consequences include dismissal from the program. A cumulative grade of 80% is required to receive credit for any nursing course. Students must maintain a weekly unit exam and/or quiz average of 80% or higher in each course. Students must maintain the 80% average throughout the remainder of the semester for nursing courses. Final exams will count for 30% of the overall grade in each class. Attendance is mandatory for a final exam. Final exams cannot be “made up;” Therefore, if a student is absent, they will receive a “zero” for their final exam grade which will result in dismissal from the program. If a student is absent for a chapter exam, the student has 2 class days to make up for the missed chapter exam. Failure to make up missed chapter exams within 2 class days will result in a zero for that chapter exam. If a student is absent on a day that a quiz is given, the quiz grade will be a zero. Quizzes (such as a pop quiz) cannot be made up due to an absence. Grades WILL NOT be rounded off. We want each student to succeed and earn the grade they receive.



The following is Med-Care Training Center, Inc.'s grading scale:

A	=	93%-100%
B	=	87%-92%
C	=	80%-86%
Failing	=	below 80%

Graduation

Students who have satisfactorily completed the course of study are eligible to receive a certificate. For the nursing program, each student is responsible for the cost of graduation attire, lamp, and pin, which will be presented at the graduation ceremony. The faculty will establish the class graduation date and time. All students are required to attend graduation unless prior approval from coordinator/instructor is obtained. The graduation ceremony is considered part of the overall attendance time.

The class, with the supervision of the faculty, will plan the graduation ceremony. The faculty will make final decisions regarding the appropriateness of the ceremony. Graduation attire is at the discretion of the faculty.

To graduate, the student must:

1. Pay ALL fees in full.
2. Return ALL borrowed/loaned materials to the school.
3. Complete ALL tests offered (Unit Assessments, National Board Reviews, ATI reviews, Practice NCLEX, etc.).
4. Complete the Comprehensive Exit Exam with a satisfactory score.
5. Demonstrate a grade of 80% or greater in ALL theory courses.
6. Obtain a satisfactory rating in ALL clinical experiences.

Additionally, nursing students are expected to:

7. Complete CNA board certification test (if student is not a current, licensed CNA).
8. Actively participate in ALL portions of the NCLEX review and pay costs.
9. Purchase graduation attire, cap, lamp, pin, honor cords and sashes (if applicable) for the ceremony.
10. Register to take the NCLEX-PN exam which requires a fee (approx. \$285 but subject to change)
11. Take the NCLEX live review/study course and pay the associated costs.

Nursing Program Advancement/Promotion

To continue in more advanced classes, each course must be passed with an 80% or better. Should a student fall below this average they will be placed on academic probation with a 3 exam/quiz window to raise their average to the passing standard. Failure to do so within the remediation period will result in dismissal from the program. A remediation window does not exist in the last month of the semester. A cumulative grade of 80% is required to receive credit for any nursing course. Students must maintain the 80% average throughout the semester to continue to the next more skilled course.



COVID-19 Exposure/Diagnosis Policy

At Med-Care Training Center, students and staff are fortunate to remain as in-person class and clinicals. It is important to faculty to keep students, ourselves, and our loved ones as safe as possible while also providing the best education to our students. In collaboration with the West Virginia State Board of Practical Nursing, we have written this policy as a guide to keeping each other safe. Med-Care Training Center expects all students to abide by the most current CDC guidelines in preventing the spread of the virus. These guidelines include but are not limited to strict and frequent hand hygiene, limiting exposure to those who are sick or have symptoms, and avoiding other at-risk behaviors.

At-risk behaviors are defined as behavioral choices made in which the individual has lost the perception of risk. For the purpose of this policy, at-risk behavior is also defined as careless behaviors that increase the risk of contracting COVID-19. At-risk behaviors include but are not limited to:

- Improper use of or refusal to wear mask in appropriate or required places
- Inadequate or absence of hand hygiene

It is important to us at Med-Care Training Center to maintain safety while also providing an effective learning environment. We are aware that even with the best of intentions, there will still be instances of exposure and infection of COVID-19; Therefore, we have included the following guidelines for such cases.

If a student or staff has been exposed to a known COVID-19 positive individual, per CDC guidelines at this time, fully vaccinated individuals do not have to quarantine unless symptoms arise. However, fully vaccinated individuals should get tested 5-7 days after exposure even if they do not have symptoms and wear a mask indoors in public for 5 days following exposure unless the test is positive.

If you test positive for the COVID-19 virus, the student will not be permitted to attend class or clinicals. The student must quarantine for 5 days. After 5 days, the student is permitted to return to class and MUST wear a mask in the classroom for 5 additional days. The student will be permitted to make up any tests, quizzes, assignments, finals, sim labs, and clinical days that were missed due to contracting COVID-19. Deadlines for make-up work and clinical days will be set at the discretion of the instructors to be completed in a timely manner. During the quarantine, the student will be required to log in and attend a Zoom meeting for lectures on days missed. The missed time during quarantine will not be counted against the student's time. A "positive" lab result must be turned in to the school for excused absence.

If your child or any individual in which you are a caregiver tests positive for the COVID-19 virus, the student will be given 5 days excused absence to care for their child/dependent. The individual who tests positive MUST live in the same household as the student for the student to be deemed caregiver. A "positive" lab result from a medical facility must be turned in to the



school for excused absence. After 5 days, the student is to return to school with a mask. The student is responsible to turn in all classwork and homework in on time by using Remind or e-mail. All tests/quizzes are to be made up upon return to class. The coordinator will determine a deadline for which all tests are to be taken. All lectures are to be attended via Zoom to avoid being counted absence.

COVID-19 Policy

I, _____, have read and understand the policy regarding COVID-19 exposure and infections. I have been given a copy of the policy to keep. I am aware of and agree to follow the guidelines set forth in this policy.

Student Signature

Date

Witness Signature



WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

In consideration of my attendance, participation, and training at Med Care Training Center, Inc., I hereby RELEASE, WAIVE, DISCHARGE and COVENANT not to sue Med Care Training Center, Inc., its officers, agents, servants, and employees, and each and every one of them, from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related in any manner to any loss, damage, or injury, including death, that may be sustained by me, or any of the personal property belonging to me, whether caused by the negligence of myself or some third party while participating in any activity associated with Med Care Training Center, Inc. or while in, on, or upon the premises of Med Care Training Center, Inc., specifically including, but not limited to any injury, including death or property damage that may occur on any occasion that I am driving to or from the Med Care Training Center, Inc. facility or to or from any clinical location. It is understood that this waiver of liability and hold harmless agreement applies whether I am the operator of the automobile or riding as a passenger.

I further hereby agree to indemnify and hold harmless Med Care Training Center, Inc., its officers, agents, servants, and employees from any loss, liability, damage, or costs, including court costs and reasonable attorney fees, that may occur due to my participation in any activity associated with that training facility.

I also am aware that Med Care Training Center, Inc. does not maintain any insurance policy that would cover any circumstances in which I am operating or riding as a passenger in an automobile while going to and from the Med Care Training Center, Inc. facility located at 1109 Holden Road, Logan, West Virginia 25601, or while going to and from any location in which I am doing my clinicals.

I further acknowledge that I am an adult and have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it, and sign it voluntarily as my own free act and deed, and I fully intend to be bound by the terms of this document.

Witness the following signature on the _____ day of _____, 2022.

Instructor Witness

Participant



Med-Care Training Center, Inc.

THIS MEMORANDUM OF UNDERSTANDING (MOU) sets forth the terms and understanding between MED-CARE TRAINING CENTER, INC. LOGAN COUNTY, WEST VIRGINIA, a private technical vocational school of the State of West Virginia, party of the first part, and STUDENTS of MED-CARE TRAINING CENTER INC., party of the second part, in regards to Med-Care Training Center Inc.'s use of the following-described real estate located at Lower Valley View Road, Island Creek District, Logan County, West Virginia, owned by the aforesaid The County Commission of Logan County, West Virginia, more particularly described as follows:

Realty more particularly described in Deed Book No. 571, at page 243,
Map 70, Parcel 6-1;

Realty more particularly described in Deed Book No. 571, at page 49,
Map 70, Parcel 6;

Realty more particularly described in Deed Book No. 571, at page 250,
Map 70, Parcel 6-2; and

Realty more particularly described in Deed Book No. 609, at page 130,
Map 70, Parcel 29;

The Med-Care Training Center Inc. is a medical training facility;

The County Commission of Logan County, West Virginia, by this Memorandum of Understanding, does agree that the Med-Care Training Center Inc., may use the aforesaid realty for parking purposes for its students, visitors, etc., with no compensation to be paid;

Students of Med-Care Training Center Inc. agrees that it does hereby hold The County Commission of Logan County, West Virginia and/or Med-Care Training Center, Inc. harmless from any and all claims for injuries, damages, negligence or otherwise that may occur as a result of Med-Care Training Center Inc.'s use of this real estate located as aforesaid.

Date:

Student Name:

Student Signature:



Med-Care Training Center, Inc.

Med-Care Training Center, Inc. is accredited by:



Council on Occupational Education COE
7840 Roswell Road
Building 300,
Suite 325
Atlanta, GA 30350
<https://council.org>
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