



*Trinity Allied  
Healthcareer  
Academy*

COURSE CATALOG

JANUARY 2024-DECEMBER 2024

# **Course catalog 2024**



January 1, 2024– December 31, 2024

## **Trinity Allied Healthcareer Academy**

2140 S. 55<sup>th</sup> St  
West Allis, WI 53219  
414-998-0958

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# Welcome to Trinity Allied Healthcareer Academy!!!

Dear Student:

On behalf of Trinity Allied Healthcareer Academy, I would like to welcome you! You've taken the first step toward controlling your future and gaining career advancement in healthcare. You should be proud of yourself—we certainly are! At Trinity Allied Healthcareer Academy, we pride ourselves on teaching to a classroom of one. You will have our undivided attention as you progress through our up-to-date curriculum that follows our step-by-step process. Each lesson in every course is fun, educational and brings you one step closer to your new career. Our staff is standing by to answer any questions you may have or to simply offer encouragement along the way. We can be reached by dialing 414-998-0958. I look forward to serving you while you are a student and sharing your successful experiences when you thrive in your new career. Welcome to Trinity Allied Healthcareer Academy!

Warm regards,

*Effie Renfro, MS*

Director of Admissions and Student Affairs

## **About your Instructors:**

**LaTrisa Billings, LPN** stands as an exemplar of dedication, experience, and passion in the healthcare sector. With over three decades of experience, LaTrisa brings a wealth of knowledge and expertise to her current role at Trinity Allied Healthcareer Academy.

**Susan Homewood, RN**, is a highly seasoned healthcare professional with over two decades of hands-on experience as a Registered Nurse. Throughout her illustrious career, she has displayed a firm commitment to enhancing patient care and improving health outcomes, particularly in the fields of long-term care and rehabilitation. Susan's extensive background has seen her take on multifaceted roles, ranging from floor nurse to nurse manager, exemplifying her versatility and adaptability within the profession.

**Chalere Reynolds, AAS, CMA, CPT**, is a graduate of Bryant and Stratton Medical Assistant program and Health Administration Program. She served as an Adjunct MA instructor while completing her studies in Health Administration. She is eager to apply academic program skills and experience as Personal Care Assistant and Certified Medical Assistant toward further development as Medical Assistant instructor.

**Patricia Panter, RN** is a highly experienced healthcare professional with 38 years of experience in the field of nursing. Her background is notably diverse, with positions ranging from direct patient care to executive roles and educational responsibilities.

## **About Your Director of Admissions and Student Services:**

**Effie Renfro MS**, is a consummate professional whose diverse skill set uniquely positions her for excellence in both academic and business settings. Having earned her degrees as an adult learner, Effie brings a wealth of life experience and a practical approach to the challenges she faces. Her educational journey as an adult learner has endowed her with a profound understanding of the specific challenges and opportunities faced by non-traditional students, an insight that is invaluable in her role at Trinity Allied Healthcareer Academy.

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## General information

### **Mission Statement:**

Trinity Allied Healthcareer Academy's (Trinity) mission is to cultivate allied healthcare professionals who are not only skilled in allied health sciences but also embody compassion, teamwork, and leadership. We aim to be the leading academy for allied healthcare education, integrating a trinity of knowledge, skill, and character.

### **Vision Statement:**

Trinity Allied Healthcareer Academy envisions a future where our graduates are the cornerstone of healthcare communities, distinguished by their expertise, empathy, and ability to transform the standards of allied health practice. Through innovative education and a culture of lifelong learning, we aspire to shape professionals who elevate care, inspire change, and lead with integrity.

### **Authority to Operate:**

Trinity Allied Healthcareer Academy is approved and regulated by the Wisconsin Educational Approval Program, 1400 E. Washington Ave, Madison, WI 53703.

The school conducts its educational activities as a privately owned and operated institution from its site of operations at 2140 S. 55<sup>th</sup> St. West Allis, WI 53219.

The school is owned by Trinity Education Alliance, Inc., a private corporation which is wholly owned by LaTrisa Billings. LaTrisa Billings and Effie Renfro are the sole members of the Board of Directors.

### **Accreditation and Affiliation:**

Trinity Education Alliance, Inc. wants you to feel secure that you will receive the highest-quality education. Accreditation is a strong indicator of a school's ability to meet rigorous educational and business criteria. In the coming years Trinity Education Alliance, Inc. will seek accreditation through the Accrediting Council for Continuing Education & Training (ACCET), 1722 N St NW, Washington, DC 20036; phone: (202)955-1113, [www.accet.org](http://www.accet.org). The ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Trinity Education Alliance, Inc. is a member of the Pharmacy Technician Certification Board (PTCB) Advocate Educators Program, Pharmacy Technician Certification Board, 2215 Constitution Avenue NW, Suite 101, Washington, DC 20037; [www.ptcb.org](http://www.ptcb.org). The PTCB is accredited through the National Commission for Certifying Agencies (NCCA).

We also serve as a NHA Certification Issuing Agent through our partnership with the National Healthcareer Association, 11161 Overbrook Road, Leawood, KS 66211; [www.nhanow.com](http://www.nhanow.com). The NHA is accredited through the National Commission for Certifying Agencies (NCCA).

Corporate member of the American Society of Health-System Pharmacists (ASHP), 4500 East-West Highway, Suite 900, Bethesda, MD 20814; phone: 1-866-279-0681, [www.ashp.org](http://www.ashp.org).

### **Method:**

The educational program and the instructional materials are specifically more career-focused, emphasizing occupational-specific skill development. This concentrated approach requires constant effort on the part of the student, encouraged by frequent evaluation from the instructor. Each course includes lessons and instructional materials with clear directions for the learning assessments to be completed. The school provides physical text books and supplements for courses. Demonstration of mastery of the instruction by the student is accomplished by self-study activities which enable the student to evaluate progress. Evaluations of required assignments, quizzes, and exams are recorded by the school and form a part of the student's permanent record. Correction and constructive criticism of submitted quizzes by the instructor reflect the measure of progress for each student and may point out areas needing special attention. Further assistance is provided to each student whenever necessary.

## **Academic Information and Policies**

### **Academic Code of Conduct for Trinity Allied Healthcareer Academy Students:**

As a student of a Trinity Allied Healthcareer Academy, I recognize that in the pursuit of my educational goals and aspirations, I have certain responsibilities toward myself, my institution, and my fellow learners. To fulfill these responsibilities, I pledge adherence to this Code of Conduct. I will observe fully the standards, rules, policies and guidelines established by my institution and the State Education Agency and other appropriate organizations serving an oversight role for my institution.

I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

1. Present my qualifications and background truthfully and accurately for admission to the institution.
2. Observe the institutional policies and rules on submitting work, taking examinations, participating in class discussions and conducting research (where applicable).
3. Never turn in work that is not my own, or present another person's ideas or scholarship as my own.
4. Never ask for, receive or give unauthorized help on graded assignments, quizzes and examinations.



5. Never use outside books or papers that are unauthorized by my instructor's assignments or examinations.
6. Never divulge the content of or answers to quizzes or examinations to fellow students.
7. Never improperly use, destroy, forge or alter my institution's documents, transcripts or other records.
8. Never divulge my online username or password (where applicable).



### **Academic Progress:**

Student's progress is monitored by the instructional staff. Students who do not make passing grades may be subject to academic review. The school will determine if there is evidence to indicate that continuing in the program would be of value to the student.

### **Admissions:**

Trinity Allied Healthcareer Academy is an equal opportunity institution and offers admission to anyone who meets the admission standards and can benefit from the training, without regard to race, religion, gender, sexual orientation, age, color, national or ethnic origin, physical disability. Students under the age of 16 cannot be admitted to the school. Additional admission requirements for each program are listed later in this catalog. Applicants who do not meet entrance requirements will be notified in writing and will receive a refund of any tuition paid.

The school accepts admissions on any regular business day. The applicant will receive prompt notification of acceptance or rejection of admission by e-mail and/or USPS.

The enrollment period for classes begins on the first day of acceptance and registration for classes. Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

a) Whether the postponement is for the convenience of the school or the student, and: b) A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of aid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy.

## Availability of Course Materials:

Trinity Allied Healthcareer Academy reserves the right to change and revise course materials as needed. Trinity Allied Healthcareer Academy also reserves the right to discontinue a course of study.

## Dean's List:

If you obtain a grade point average of 93 or higher in the course, you will be awarded a seat on the Trinity Allied Healthcareer Academy's Dean's List. Your name will appear on our Dean's List if you previously granted approval in writing.



## Attendance:

Participation in class is required. Irregular attendance not only hurts a student's course work, but it weakens the class as a whole and is not permitted. Since these courses have frequent in-class quizzes, missing one of those days will also affect your grade in the course. *A person not actively participating in the course for whatever reason does not deserve to get credit for it.* Attendance is recorded every day, and students with excessive absences (more than 4) will be officially dropped from the course in accordance with Trinity Allied Healthcareer Academy's rules.

Students will be dropped if more than four classes are missed.

Note that even absences for medical, religious, or family reasons or for bus delays are counted against your allowed limit of four classes missed. There are no make-ups for quizzes or other in-class exercises for ANY reason. With documentation and the instructor's approval a make-up will be given for an exam, but the make-up will be an essay, not a multiple-choice or short-answer exam. In case of an extended medical problem or any other special problem, please discuss your situation with the instructor.

Arriving late interferes with other students' learning and is not acceptable. Bus delays and other problems are unavoidable on occasion, but it is each student's responsibility to plan carefully to arrive on time and well prepared. Students arriving more than 15 minutes late may be counted absent or locked out, and they often miss a quiz, as the quizzes are usually given at the beginning of the class period. Repeated latecomers will be penalized.

## Grading System:

The school uses a number-letter system of grading, with number grades being assigned to assignments /quizzes and letter grades to completed courses. The course Grade Point Average is determined by obtaining a weighted average of designated quizzes. Repeat quizzes are not available.

| Numerical Grade | Letter Grade | Rating           |
|-----------------|--------------|------------------|
| 92–100          | A            | Excellent        |
| 85–91           | B            | Good             |
| 75–84           | C            | Average          |
| 70–74           | D            | Passing          |
| Below 70        | F            | Fail (No Credit) |
|                 | I            | Incomplete       |

In order for students to graduate from the course, they must submit all quizzes, complete the course with a GPA of 70% or above and fulfill their tuition obligation. When students graduate, they will receive their Certificate of Completion and will be eligible for graduate support.

### Progress/Grade Reports:

Progress/Grade reports will be distributed in class during weeks 3, 6, and 9. Any student who fails to maintain a cumulative GPA of 2.0 is placed on academic probation. The statement, “academic probation,” is placed on the student’s academic record. A student on academic probation is required to consult with their instructor to create a corrective plan of action to complete their educational goal. The corrective action plan and academic probation will go into effect immediately and last for 3–weeks; at which time another progress/grade report will be distributed. Once the student have successfully made Satisfactory Academic Progress they will be placed in good standing and the statement “good standing” will be placed on the student’s academic record. If the student hasn’t met the terms of the corrective action plan at that time, the student will be dismissed and refunded according to the Student Protection Plan (pg. 32).

### Graduation Requirements:

To graduate, students must:

1. Attain a final average of 75% or higher.
2. Have a signed enrollment agreement on file; and
3. Have paid tuition in full.

Trinity Allied Healthcareer Academy will automatically release the graduation certificate once all requirements have been met.

### Graduate Support:

As an institution specializing in preparing people for new careers, Trinity Allied Healthcareer Academy has a strong commitment to the success of its students. Trinity Allied Healthcareer Academy provides its students with optional internship opportunities and/or continuing employment instruction and advice. This personal counseling includes training in job–search techniques, resume and letter writing, interviewing and presentation skills. This is a continuing service available to all Trinity Allied Healthcareer Academy graduates

whenever they request it. While graduate and career counseling is provided, it is understood that the school cannot promise or guarantee employment and does not provide placement services to any student or graduate.

## **Learning Resources:**

Students are provided with all course and instructional materials necessary to complete the course work. This includes the use of the Trinity Allied Healthcareer Academy computer lab during specified open lab hours. Students are also encouraged to make use of resources available to them in the community. These include public, private and professional libraries and research facilities. For course-related problems, students should request help from school staff members in locating specific sources. The school provides one copy of each textbook as part of a course's tuition. Trinity Allied Healthcareer Academy will select how these materials are delivered (electronic or bound book).

## **Study Tips:**

Studying at home is convenient and flexible. It can also be challenging. Following are tips to help students successfully study from home:

### **1. Follow Directions**

The most important point for you to remember is to follow the directions given in the program. Complete the reading, studying, Practice Exercises and Quizzes as directed. Always remember to check the results of Practice Exercises, review any errors and be sure to understand those errors.

### **2. Establish a Comfortable, Well-lit Learning Place**

Find a place in your home that is comfortable and well-lit. This may be your kitchen, living room or bedroom—or a special study area that you create. Doing this will help remove stress and tension and allow you to concentrate on your lessons.

Your chair should be comfortable and provide good back and body support. Lighting should be bright but non-glaring and focused on your materials without casting shadows.

When studying, keep study materials close at hand. This will prevent interruptive trips across the room—and loss of concentration.

### **3. Eliminate All Distractions**

To keep your mind clear for learning, you will need to schedule study sessions in time periods when you will not be distracted. Remove yourself from your family's traffic and noise patterns, and inform family members that you are not to be disturbed during your study session. Also, schedule this time period when you are alert and likely to be at your best. Scheduling will probably be the biggest challenge that you have to face. Most everyone can, however, find a couple of one-hour periods during the day to concentrate on learning that will lead to a new and satisfying career.

Your study sessions do not have to be long, blurry-eyed marathons. In fact, we all learn better and can focus our concentration when study sessions are kept short, not exceeding one hour each.

Your learning sessions should, however, be regular, everyday activities. Regular studying will help you remember yesterday's lesson and tie it to the new activity. Also, when you do this, you will constantly be reinforcing your learning and solidifying your skills to make them a permanent part of your abilities.

#### **4. Plan and Scan Each Lesson before**

Detailed Study Learning experts claim that planning and scanning a lesson will increase your learning effectiveness by 25 percent or more.

When you begin a lesson, read the first page, and find out what you will be learning in the lesson. Once you have identified your learning objectives for the lesson, you will be striving to meet specific goals.

When you have done this, scan the entire lesson. Take from five to 15 minutes to read headings, bold and boxed print, the first sentences of paragraphs and any symbols or illustrations. This will give you a firm idea of what you will be learning—and what you will have to do to achieve your goals for the lesson.

Then, when you do your detailed study, write notes in the margins of your lesson or on your own paper. Highlight important information in the lesson. Making notes will put the knowledge in your own words and make it a permanent part of your pattern of skills.

#### **5. Frequent Review Is Necessary and Reinforcing**

Once you have completed a lesson, review the instruction within 24 hours. This will help you verify your understanding of the instruction and further reinforce your learning. You can do this by reading the notes you have made and scanning the important parts of the lessons.

#### **6. Ask Questions When You Have Them, and Use Your New Knowledge Whenever You Can**

Your lessons are clear and easy to understand. It is likely, however, that you will have questions from time to time. When you have a question, please ask so we can help you get the right answer. We have specialists and resource persons on our staff that will be happy to answer your questions through e-mail or mail. Make sure you provide your course code and student ID# when contacting us, or on the telephone if your question is urgent.

Then, to really nail down your learning, use it. Tell your family members about what you have studied, or mention some of your new concepts to friends. Also, read healthcare articles and any other literature that relates to what you've learned. Each day or two, see if you can recall and summarize the last lesson studied (without referring to the pages). Following this practice will provide the overlearning that makes correct responses automatic.

#### **Transfer of Credit:**

The acceptance of transfer academic credits to another institution is determined by the receiving institution. Institutions individually establish criteria for transfer credit acceptance based on many factors, including but not limited to course content, degree or non-degree course, final grade, credits per course, type of

accreditation, age of credits, etc. Courses in Trinity Allied Healthcareer Academy certificate program may or may not transfer to other institutions and depends solely on the receiving institution's criteria and determination. Trinity Allied Healthcareer Academy does not imply or guarantee the transferability of credits from its certificate programs. Due to the all-inclusive, unique nature of Trinity Allied Healthcareer Academy certificate programs, Trinity Allied Healthcareer Academy does not accept transfer credit.

## **Administrative and Support Services**

### **Conflict of Interest Policy:**

To avoid conflict of interest, faculty/instructors do not have access to student account or tuition information. If you have a question about your account or tuition, please contact Student Services for assistance. In addition, faculty members and instructors must notify school administrators in the event a student with whom the faculty member or instructor has had a previous work or personal relationship with is placed in their course. Administrators will determine how to address any potential conflict of interest concerns. Students who feel this conflict of interest policy has not been followed should follow the grievance procedure published in this catalog.

### **Grievance Policy:**

Trinity Allied Healthcareer Academy focuses on the needs and satisfaction of you, our student, in order to provide exceptional, applicable instruction and service. If you have a problem, you are expected to talk to the appropriate school department in an effort to resolve the problem. If you are unable to resolve a problem, you can file a complaint with the Director of Admissions and Student Affairs. A valid complaint is defined as written notification to the school by a student that one of the following has occurred:

- An error or poor quality affecting a student's enrollment, academic services, administrative services or payment record;
- Inappropriate conduct or performance issues concerning any school employee or third party representative;
- School's failure to follow school policy unless it is to the benefit of the student and within accreditation/ state acceptable guidelines;
- School's failure to follow state policies, standards or requirements;
- Any other issue that has a clear negative impact on student's ability to complete their coursework in a reasonable fashion or affects the academic transcript without appropriate cause.

Students accept there may be some decisions they do not agree with, but these decisions are inherent to the school's right to operate such as grading, quiz requirements, tuition payment and collection policies, any item covered in the Code of Conduct or other policies outlined in the school catalog and/or enrollment agreement. Student conflict with one of these items is not a basis for valid complaint.

Please send your complaint to:

Trinity Allied Healthcareer Academy

ATTN: Director of Admissions and Student Affairs

P.O.Box 170765  
Milwaukee, WI 53217

Your complaint should include your:

1) name, 2) student ID number (if enrolled), 3) current address, 4) current phone number (if available), 5) current e-mail address (if available), 6) a description of the complaint including pertinent details (dates, who you spoke to, etc.) of any previous conversations with the school, 7) copy of any documents necessary for full understanding of complaint, 8) expectation for how the complaint should be resolved.

The Director of Admissions and Student Affairs will conduct an investigation into your complaint and respond in writing to your complaint within 30 days of its receipt.

If your complaint is not appropriately handled by Trinity Allied Healthcareer Academy, you may file a written complaint with the Wisconsin Educational Approval Program, 1400 E. Washington Ave, Madison, WI 53703, (608) 266-1996, <http://eab.state.wi.us>. Complaints must be filed within one year after the student's last recorded date of attendance.

### **Leave of Absence/Emergencies:**

If you experience a life event that disrupts your schooling — particularly if it takes you away from classes for a week or more — please contact the Office of Student Affairs to inform of us your absence, let us know your plans and allow us to assist you.

Some possible emergencies include:

- Serious illness or accident
- Illness or accident affecting a family member
- A death in the family

While you will have to work individually with instructors in order to complete your coursework, we can help by contacting your instructor to let them know of your absence and/or need for assistance.

If your circumstances leave you temporarily impaired (concussed, on crutches, etc.), we can arrange temporary accommodations to help you complete your work effectively.

Trinity Allied Healthcareer Academy does not grant Leave of Absence for students; however, we make every attempt to support our students in times of emergencies.

### **School Holiday Schedule:**

Trinity Allied Healthcareer Academy will be closed the following dates:

January 1, 2024

January 15, 2024

February 19, 2024

April 1, 2024

May 27, 2024

June 19, 2024

July 4, 2024

September 2, 2024

November 25–29, 2024

December 23–27, 2024

## School Contact Information:

We enjoy assisting our students with any questions they may have about the program or the school. Students may email, call, or write the school. Office hours are 8:00 am–4:00 pm.

- E-mail: [stuserv@trinityedu.net](mailto:stuserv@trinityedu.net)
- Phone: 414-998-0958
- Address: Trinity Allied Healthcareer Academy  
Attn: Student Services  
P.O. Box 170675  
Milwaukee, WI 53217

## Student Contact Information:

You may update your address, phone number, e-mail or physical address by calling, e-mailing or writing Student Services.

## Student Identity Verification Policy:

The student identity verification policy enables Trinity Allied Healthcareer Academy to verify that the student who registers in a course or program is the same student who participates in and completes the course or program. The Student Identity Verification Policy follows:

A. All students are assigned a secure, individual Student Identification Number (ID) and password at the time of enrollment. Students have the option of creating their own unique password, or receiving a system generated password. These assigned identifiers are used to access the student records.

B. Students who have forgotten their password or request to change their password must contact Student Services. The Student Services representative will ask the student to confirm identifying information before updating the password. Appropriate use of technology is the student's responsibility. Students should take precautionary measures to keep login credentials secure and make arrangements to change password credentials periodically or in the event a breach is suspected.

## Student Services:



## Educational Surveys

From time to time, Trinity Allied Healthcareer Academy will ask you to complete a survey. These surveys contain required information for reports, as well as helpful information that will allow Trinity Allied Healthcareer Academy to continually assess the effectiveness of our curricula, our service and the academic achievement of our students.

## Confidentiality of Student Records/FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect the student’s education records within 45 days after the day Trinity Allied Healthcareer Academy receives a request for access. A student should submit to Student Services a written request that identifies the record(s) the student wishes to inspect. The Student Services will make arrangements for access to records and notify the student when records are available for review.
2. The right to request the amendment of the student’s education record that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to request an amendment to his/her student record should write to: Trinity Allied Healthcareer Academy, Student Services, P.O. Box 170675, Milwaukee, WI 53217. If Trinity Allied Healthcareer Academy decides not to amend the record as requested, it will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Trinity Allied Healthcareer Academy discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations.  
Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure.
4. Trinity Allied Healthcareer Academy discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. This typically includes a Trinity Allied Healthcareer Academy employee who serves in an administrative, supervisory, academic or support staff position, and to other Trinity Allied Healthcareer Academy representatives, including faculty with whom the school has determined to have legitimate educational interests. This may also include adjunct faculty, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
  - A school official also may include a volunteer or contractor outside of Trinity Allied Healthcareer Academy who performs an institutional service or function for which the school would otherwise

use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, adjunct faculty member, auditor or collection agent. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Trinity Allied Healthcareer Academy. From time to time, Trinity Allied Healthcareer Academy will report information to various need-to-know agencies, such as an accrediting agency, state education department, law enforcement agencies, courts, or credit bureaus. In these cases, only the required information is released.

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
  - For the protection of student personal information, Trinity Allied Healthcareer Academy requires written permission before it will release non-Directory Information/ enrollment, academic or administrative records to a third party. If a student wants the school to disclose any of this information to someone other than the student, s/he must complete the Student Information Release Form located at the back of the Academic Catalog and return it to the school.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Trinity Allied Healthcareer Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

In addition to the parties and situations outlined above, a postsecondary institution may disclose PII (a.k.a. non-directory information) from the education records without obtaining prior written consent of the student —

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7)) • To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
  - Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
6. Directory information refers to information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Trinity Allied Healthcareer Academy designates the following categories of student information as public or “Directory Information” Trinity Allied Healthcareer Academy may disclose such information at its discretion, provided however that the school may not use the student’s social security number, either alone or in combination with other data elements, to identify student records when disclosing or confirming directory information without the written consent of the student.
- Name (first and last)
  - Local address, telephone number and e-mail address
  - Home address and phone number
  - Date and place of birth
  - Photograph
  - Dates of attendance
  - Enrollment status (e.g. undergraduate; full-time or part-time)
  - Graduation date and anticipated date of graduation
  - Degree(s) conferred
  - Major and minor field of study
  - Awards and honors (e.g. Dean’s List)
  - Previous institution(s) attended
  - Class (e.g. sophomore)

Examples of information which is NOT directory information and which may not be released without written consent include race, religion, social security number, student identification number, GPA, grades, test scores, class schedule, citizenship, and ethnicity. Note: Non-directory information may be disclosed to need-to-know agencies or individuals as outlined elsewhere in this policy.

A currently enrolled student may request that all or a portion of directory information not be released by sending a request to Student Services. Each request is valid for one calendar year from the time the Student Services receives the request. The Student Services Representative will email or call the student to verify receipt of the request to not release directory information. Requests to withhold directory information expire one calendar year after Student Services receives the request. Students are responsible for making a new request before the old request expires.

7. The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical, and academic program information for students who are 17 years of age and older. The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. Trinity Allied Healthcareer Academy is therefore obligated to release directory and non-directory data included in the list of “student recruiting information.”

Information released to military recruiters may include: student name, address (home and mailing), telephone (home and cell), age if known, place of birth if known, level of education at Trinity Allied Healthcareer Academy, academic major, degrees received and other schools attended. If the student

does not wish to have records released under the Solomon Amendment, he/she needs to submit a written request and receive verification of receipt of the request by Trinity Allied Healthcareer Academy Student Services.

Military recruiters may request student recruitment information once each semester (defined as two terms) for each of the 12 eligible units within the five branches of the service: Army, Army Reserve, Army National Guard; Navy, Navy Reserve; Marine Corps, Marine Corps Reserve; Air Force, Air Force Reserve, Air Force National Guard; Coast Guard and Coast Guard Reserve.

Students should carefully consider the consequences of any decision made to withhold any category of directory information as requests for such information from non-institutional persons or organizations will be denied. In addition, opting out of directory information disclosure does not prevent disclosure of the student's name, electronic contact from classmates/faculty in the learning management system during enrollment in the same course/term as the classmates or faculty member for the course, information the student chooses to disclose during his/her course of study (such as sharing with a class his/her personal information) or electronic identifier in the student's physical or electronic classroom.

### **Transcripts and Education Records:**

Student records which contain general information (directory information and application forms), financial and payment information, and course grades are kept on file for 6 years after course completion.

Transcripts of academic records are kept permanently and are available to the student, or will be sent to an institution or persons designated by the student, when the student makes the request in writing. A request for a transcript should be accompanied by a \$15.00 fee for each transcript requested.

### **Withdrawal and Termination:**

Students may request to withdraw from enrollment in any manner to include writing, calling and e-mailing; however, Trinity Allied Healthcareer Academy suggests withdrawal requests be in writing. Upon withdrawal or termination, any refund due will be paid in accordance with the Student Protection Policy in this catalog. Any balance due will continue to be payable per the terms of the enrollment agreement. Trinity Allied Healthcareer Academy reserves the right to terminate a student from any program for the following reasons:

- Failure to demonstrate reasonable and successful progress in the course (pg. 5).
- Failure to submit quizzes in accordance with specified standards.
- Plagiarism or falsification of records, enrollment, transcripts or course work documents submitted for review or credit.
- Failure to maintain a tuition payment agreement.
- Failure to conduct self with professionalism, courtesy and respect for others in all dealings with institution staff, faculty and other students.
- Failure to observe the Academic Code of Conduct (pg. 2).

## Introduction to Medical Assisting

240 hours classroom lecture and hands-on labs and clinical internship opportunity  
(16-weeks)

Course Code: MA2000

As a clinical medical assistant, you'll help healthcare facilities and practices with caring efficiency. This course will are you to perform patient clinical skills in physician's offices, clinics, hospitals and outpatient facilities. You'll administer medications and perform minor procedures such as EKG electrocardiogram (EKG), obtain laboratory specimens for testing, educate patients, and maintain clinical equipment in an ambulatory care setting.

Clinical duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and are laboratory specimens or perform basic laboratory tests on the premises. They instruct patients about medication and special diets, are and administer medications as directed by a physician, authorize drug refills as directed, call-in prescriptions to a pharmacy, draw blood, are patients for x-rays, perform EKGs, and change dressings.

### Admissions:

To qualify for enrollment in the Clinical Medical Assistant I Program, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma or its equivalent; or are within 4 months of acquiring their high diploma or equivalent (must be verifiable) and demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Be at least 16 years of age
3. Must not have been convicted of any felonies or drug related misdemeanors
4. Submit a completed enrollment application and required payment at least one week prior to the start of desired course

### This program is divided into three sections:

- **Clinical Medical Assisting Section:** provides students with the knowledge and skills related to the medical office duties of the medical assistant. The Clinical Medical Assisting textbook is used for this section.
- **Electrocardiogram (EKG) Section:** covers the specific knowledge and skills related to cardiovascular anatomy and physiology and performance of a 12-lead EKG test. Students learn

how to accurately place leads onto the patient, run the EKG machine, perform basic measurements using the EKG strip, and identify normal tracings of the heart's electrical activity as well as identify common dysrhythmias. A separate EKG textbook and workbook is used for this section of the course.

- **Lab Services and Phlebotomy Section:** provides students with knowledge and skills related to collecting specimens for lab services including hematology, urinalysis, and other tests performed on body fluids. Students learn to perform a venipuncture procedure on adult, pediatric, and geriatric patients. A separate phlebotomy textbook and workbook is used for this section of the course.

## Course Objectives:

Upon completing this course, the student will be able to:

- Explain the medical assistant's role in patient-centered care in various types of medical offices
- Describe how to prepare the office for a patient encounter
- Explain the concepts of medical and surgical asepsis
- Explain basic principles of pharmacology including how to administer various types of medication
- Explain how to measure vital signs
- Discuss how to help the physician in minor surgery including the identification of surgical supplies and equipment and maintaining a sterile field
- Explain effective communication strategies
- Explain the concepts of infection control, patient safety, OSHA blood borne pathogen standards, and body mechanics
- Demonstrate how to initiate, maintain, and discontinue a peripheral IV on a practice arm
- Discuss how a medical assistant can assist in a medical emergency
- Successfully meet AHA criteria for certification in CPR
- Discuss how a medical assistant can assist the physician in the following medical specialties: ophthalmology and otolaryngology, dermatology, gastroenterology, urology and male reproduction, obstetrics and gynecology, pediatrics, orthopedic medicine, neurology and mental health, endocrinology, pulmonary medicine, cardiology, and geriatrics
- Discuss how a medical assistant should provide instruction in diagnostic procedures such as with diagnostic imaging, analysis of urine, phlebotomy, analysis of blood, and microbiology
- Demonstrate effective handwashing technique for the medical environment
- Demonstrate use of personal protective equipment in the medical environment
- Explain how to measure a patient for axillary crutches and how to instruct patients in their use
- Explain how to perform a surgical hand scrub and how to apply and remove sterile gloves
- Explain how to open a sterile pack
- Apply the basic electrophysiological principles of cardiac conduction to the anatomy and physiology of the body
- Identify proper placement of leads to ensure an accurate and consistent EKG reading

- Evaluate various EKG rhythm strips following established normal criteria for each of the wave forms and intervals
- Analyze a variety of EKG rhythm strips, identifying rate, rhythm and intervals
- Analyze a variety of EKG rhythm strips for common dysrhythmias
- Perform a 12-lead EKG test
- Explain the steps in selected specimen collection procedures performed by the phlebotomy technician
- Explain the safety procedures in performing specimen collection procedures
- Identify specific supplies and equipment used in selected specimen collection procedures
- Explain precautions and guidelines when collecting specimens in special populations such as pediatrics and geriatrics
- Define quality of care and explain the impact on patient medical care when quality and safety are compromised in phlebotomy procedures
- Perform a venipuncture on a variety of patient types

### **Certification:**

This program will provide the necessary training and skills required to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) examination. Students must pass the exam to become a certified Clinical Medical Assistant. The CCMA is a three-hour, multiple-choice, exam that contains 150 scored questions and 30 pretest questions.

### **Teaching Methods:**

Lecture, class discussion, group discussions, role-playing, critical thinking exercises, and application activities related to the pharmacy. This course also includes hands-on instruction in a variety of modalities.

### **Class Grading:**

|                     |               |
|---------------------|---------------|
| Class Participation | 50 %          |
| Assignments         | 10%           |
| Tests               | 20%           |
| Final Exam          | 20%           |
| Passing Score       | 75% or higher |

## Employment Outlook

Employment of medical assistants is projected to grow 19 percent from 2019 to 2029, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. The median annual wage for medical assistants was \$35,850 in May 2020 \*



\* Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Medical Assistants, on the Internet at <https://www.bls.gov/ooh/healthcare/medical-assistants.htm>



## Advanced Medical Assisting

240 hours classroom lecture and hands-on labs and clinical internship opportunity

(20-weeks)

Course Code: AMA2000

As a well-rounded clinical medical assistant, you'll help healthcare facilities and practice with caring efficiency. This course will are you to perform patient clinical skills in physician's offices, clinics, hospitals and outpatient facilities. You'll administer medications and perform minor procedures such as EKG electrocardiogram (EKG), obtain laboratory specimens for testing, educate patients, and maintain clinical equipment in an ambulatory care setting.

Clinical duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and are laboratory specimens or perform basic laboratory tests on the premises. They instruct patients about medication and special diets, are and administer medications as directed by a physician, authorize drug refills as directed, call-in prescriptions to a pharmacy, draw blood, are patients for x-rays, perform EKGs, and change dressings.

This course prepares you to take and pass the NHA Clinical Medical Assistant, Phlebotomy Technician, and EKG Technician national exams.

### Admissions:

To qualify for enrollment in the Clinical Medical Assistant II Course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma or its equivalent; or are within 4 months of acquiring their high diploma or equivalent (must be verifiable) and demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Be at least 16 years of age.
3. Must not have been convicted of any felonies or drug related misdemeanors
4. Submit a completed enrollment application with the required payment at least one week prior to the start of desired course

### This program is divided into three sections:

- **Clinical Medical Assisting Section:** provides students with the knowledge and skills related to the medical office duties of the medical assistant. The Clinical Medical Assisting textbook is used for this section.
- **Electrocardiogram (EKG) Section:** covers the specific knowledge and skills related to cardiovascular anatomy and physiology and performance of a 12-lead EKG test. Students learn how to accurately place leads onto the patient, run the EKG machine, perform basic

measurements using the EKG strip, and identify normal tracings of the heart's electrical activity as well as identify common dysrhythmias. A separate EKG textbook and workbook is used for this section of the course. This course ensures students EKGs required for EKG technician certification.

- **Lab Services and Phlebotomy Section:** provides students with knowledge and skills related to collecting specimens for lab services including hematology, urinalysis, and other tests performed on body fluids. Students learn to perform a venipuncture procedure on adult, pediatric, and geriatric patients. A separate phlebotomy textbook and workbook is used for this section of the course. This course ensures students venipunctures and capillary sticks required for phlebotomy certification.

## Course Objectives:

Upon completing this course, the student will be able to:

- Explain the medical assistant's role in patient-centered care in various types of medical offices
- Describe how to prepare the office for a patient encounter
- Explain the concepts of medical and surgical asepsis
- Explain basic principles of pharmacology including how to administer various types of medication
- Explain how to measure vital signs
- Discuss how to help the physician in minor surgery including the identification of surgical supplies and equipment and maintaining a sterile field
- Explain effective communication strategies
- Explain the concepts of infection control, patient safety, OSHA blood borne pathogen standards, and body mechanics
- Demonstrate how to initiate, maintain, and discontinue a peripheral IV on a practice arm
- Discuss how a medical assistant can assist in a medical emergency
- Successfully meet AHA criteria for certification in CPR
- Discuss how a medical assistant can assist the physician in the following medical specialties: ophthalmology and otolaryngology, dermatology, gastroenterology, urology and male reproduction, obstetrics and gynecology, pediatrics, orthopedic medicine, neurology and mental health, endocrinology, pulmonary medicine, cardiology, and geriatrics
- Discuss how a medical assistant should provide instruction in diagnostic procedures such as with diagnostic imaging, analysis of urine, phlebotomy, analysis of blood, and microbiology
- Demonstrate effective handwashing technique for the medical environment
- Demonstrate use of personal protective equipment in the medical environment
- Explain how to measure a patient for axillary crutches and how to instruct patients in their use
- Explain how to perform a surgical hand scrub and how to apply and remove sterile gloves
- Explain how to open a sterile pack
- Apply the basic electrophysiological principles of cardiac conduction to the anatomy and physiology of the body
- Identify proper placement of leads to ensure an accurate and consistent EKG reading
- Evaluate various EKG rhythm strips following established normal criteria for each of the wave forms and intervals

- Analyze a variety of EKG rhythm strips, identifying rate, rhythm and intervals
- Analyze a variety of EKG rhythm strips for common dysrhythmias
- Perform a 12-lead EKG test
- Explain the steps in selected specimen collection procedures performed by the phlebotomy technician
- Explain the safety procedures in performing specimen collection procedures
- Identify specific supplies and equipment used in selected specimen collection procedures
- Explain precautions and guidelines when collecting specimens in special populations such as pediatrics and geriatrics
- Define quality of care and explain the impact on patient medical care when quality and safety are compromised in phlebotomy procedures
- Perform a venipuncture on a variety of patient types

### Certification:

This program will provide the necessary training and skills required to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), and Certified EKG Technician (CET) examinations. Students must pass each individual exam to become certified. The CCMA is a three-hour, multiple choice, exam that contains 150 scored questions and 30 pretest questions. The CPT is a two-hour, multiple choice exam that contains 100 questions and 20 pretest questions. The CET is a two-hour, multiple choice exam that contains 100 questions and 20 pretest questions.

**Teaching Methods:** Lecture, class discussion, group discussions, role-playing, critical thinking exercises, and application activities related to the pharmacy. This course also includes hands-on instruction in a variety of modalities.

### Class Grading:

|                     |               |
|---------------------|---------------|
| Class Participation | 50 %          |
| Assignments         | 10%           |
| Tests               | 20%           |
| Final Exam          | 20%           |
| Passing Score       | 77% or higher |

## Employment Outlook

Employment of medical assistants is projected to grow 19 percent from 2019 to 2029, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

The median annual wage for medical assistants was \$37,190 in May 2021 \*



\* Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Medical Assistants, on the Internet at <https://www.bls.gov/ooh/healthcare/medical-assistants.htm>

## EKG Basics

84 hours classroom lecture and hands-on labs

(5-weeks)

Course Code: EKG1200

This comprehensive EKG Technician course will prepare students to serve as EKG Technicians and take relevant national certifying exams. The course will combine theory and practice to provide instruction in all aspects of EKG technology and patient care. Students will learn about anatomy and physiology of the cardiovascular system, appropriate patient care, and the legal and medical aspects of patient care. The course will also include comprehensive instruction in EKG placement and interpretation, along with information regarding the role of the EKG in diagnosing and managing cardiovascular problems. In addition to theoretical instruction, students will apply what they are learning in the course through practical, lab-based activities. Upon completion of this course, students will be fully prepared to work as an EKG Technician.

### Admissions:

To qualify for enrollment in the EKG course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma or its equivalent; or are within 30 days of acquiring their high diploma or equivalent (must be verifiable) and demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Be at least 16 years of age.
3. Must not have been convicted of any felonies or drug related misdemeanors
4. Submit a completed enrollment application with the required payment at least one week prior to the start of desired course

### Course Objectives

Upon completing the course, the student will be able to:

- Apply the basic electrophysiological principles of cardiac conduction to the anatomy and physiology of the body
- Identify proper placement of leads to ensure an accurate and consistent EKG reading
- Evaluate various EKG rhythm strips following established normal criteria for each of the wave forms and intervals
- Analyze a variety of EKG rhythm strips, identifying rate, rhythm and intervals
- Analyze a variety of EKG rhythm strips for common dysrhythmias
- Perform a 12-lead EKG test
- Perform a 3 lead EKG and their placement
- Perform a 5 lead EKG and their placement
- Perform a patient for an EKG and run it accurately

- Recognize the cardiac cycle and how it relates to an EKG
- Successfully meet AHA criteria for certification in CPR
- Be able to obtain patient vital sign

### Certification:

Upon completion of this course, students will be fully prepared to work as an EKG Technician. Students will be prepared to take the NHA EKG Technician Certification (CET) national certification exam. The CET is a two-hour, multiple choice exam that contains 100 questions and 20 pretest questions.

**Teaching Methods:** Lecture, class discussion, group discussions, role-playing, skills demonstration, and laboratory experience. This course also includes hands-on instruction in a variety of modalities.

### Class Grading:

|                     |               |
|---------------------|---------------|
| Class Participation | 50 %          |
| Assignments         | 10%           |
| Tests               | 20%           |
| Final Exam          | 20%           |
| Passing Score       | 77% or higher |

### Employment Outlook

Overall employment of diagnostic medical sonographers and cardiovascular technologists and technicians is projected to grow 12 percent from 2019 to 2029, much faster than the average for all occupations. As the large baby-boom population ages, the need to diagnose medical conditions—such as blood clots and heart disease—will likely increase. Imaging technology is a tool used in making these diagnoses. The median annual wage for cardiovascular technologists and technicians was \$63,020 in May 2022 \*



\*Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Diagnostic Medical Sonographers and Cardiovascular Technologists and Technicians, Including Vascular Technologists, on the Internet at <https://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm>

## Trinity Allied Healthcareer Academy 8– Hour PTCE Review

Course Code: TrinityRx

Trinity Allied Healthcareer Academy Pharmacy Technician Certification Exam (PTCE) Review Course will prepare participants to take the Pharmacy Technician Certification Board's (PTCB) exam and to enter the pharmacy field as a nationally certified pharmacy technician (CPhT). This comprehensive, accelerated 8– hour review course is offered to individuals aspiring to pursue a career in pharmacy as a CPhT. The course content will be presented in lecture, video, detailed study guide and notes, and hands–on practice sections with small group reinforcement instruction. Complimentary breakfast and lunch is included and up to two additional 1 hour in person tutoring sessions. Participants will be instructed on the necessary skills and information critical to pharmacy practice organized into nine content domains. The information and skills in each content domain will be assessed on PTCE. The nine content domains assessed on the PTCE are as follows:

Content Domains:

Pharmacology for Technicians

Pharmacy Law and Regulations

Sterile and Non–sterile Compounding

Medication Safety

Pharmacy Quality Assurance

Medication Order Entry and Fill Process

Pharmacy Inventory Management

Pharmacy Billing and Reimbursement

Pharmacy Information Systems Usage and Application

### Certification:

The PTCE is a two–hour, multiple–choice, exam that contains 90 questions. One hour and 50 minutes are allotted for answering the exam questions and 10 minutes for a tutorial and post–exam survey. Upon completion of the coursework, participants will be prepared to take the Pharmacy Technician Certification Examination (PTCE). Available exam spaces are filling up quickly, so you may want to register to take your examination soon. To register for the exam, candidates have to apply for certification online. The cost to apply for certification and take the Pharmacy Technician Certification Exam (PTCE) is \$129 (Not included in course cost).

Candidates who misrepresent their eligibility, or violate PTCB's policies, may be subject to discipline.

Candidates who successfully apply will be authorized to schedule an exam appointment. To apply for the exam go to: [www.ptcb.org](http://www.ptcb.org).

Once an application is approved, candidates will be authorized to schedule and take the PTCE ([www.pearsonvue.com/ptcb/](http://www.pearsonvue.com/ptcb/)). The authorization to schedule lasts for 90 days. A candidate who is unable to take the exam during this period, must withdraw his/her application to avoid forfeiting the application fee.

In order to sit for the PTCE all candidates must be 18 years of age and possess a high school diploma or equivalent (GED) and must not have been convicted of any felonies or drug related misdemeanors

For any questions regarding requirements and eligibility please visit: [www.ptcb.org](http://www.ptcb.org).

This course is available year-round; At least one Saturday per month. Please check our website for schedule.

## Employment Outlook

Employment of pharmacy technicians is projected to grow 9 percent from 2014 to 2024, faster than the average for all occupations. The median annual wage for pharmacy technicians was \$36,740 in May 2021. \*



\* Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Pharmacy Technicians, on the Internet at <https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm>



## Pharmacy Technician Course

240-hour classroom lecture and hands-on labs

(12-weeks)

Course Code: RX1200

In this course, you will develop an understanding of the basic skills necessary for employment as a Pharmacy Technician. The history of medicine relating to pharmacy including specific laws and regulations will be discussed. You will also learn drug/dosage calculations, conversions, classifications, sig codes and pharmacy terminology. Drug referencing and prescription processing will be included. Over the counter and complementary medications will also be the focus of this course. As you learn the generic and brand names of medications, you will also learn aseptic techniques and standard precautions within the job description of a Pharmacy Technician. The role of a Pharmacy Technician employed in a hospital versus retail setting will be explored. Throughout this 240 hour course, the importance of professional communication within the workplace while focusing on ethical behaviors will be included. Also addressed are the steps needed to successfully complete the National Pharmacy Technician Certification Exam.

### Course Objectives:

Graduates of the Pharmacy Technician course will be trained in written and oral medical and pharmaceutical terminology, as well as basic human anatomy and physiology. They will be able to perform basic mathematical functions and dosage calculations utilizing metric, apothecary and household systems. These skills will be used for an entry-level position in a hospital or retail setting.

Upon successful completion of this course, you will be able to:

- Describe the job description of a Pharmacy Technician
- Discuss the history of Pharmacy in medicine
- Discuss the Federal Drug Administration (FDA)
- Describe and discuss Controlled Substances—their classifications and laws
- Discuss the importance of ethics in the workplace
- Differentiate effective vs. ineffective communication
- Demonstrate uses of pharmacy terminology
- Discuss the metric system vs. the household measurements
- Compare the apothecary vs. avoirdupois systems
- Demonstrate correct conversion techniques
- Demonstrate mathematical problem solving for Pharmacy Technicians
- Demonstrate proper usage of various drug references
- Discuss classifications of medication
- Discuss generic vs. brand (trade) names
- Discuss routes of medication administration
- Discuss universal precautions

- Describe forms of medication
- Demonstrate correct processing of a prescription
- Describe the role of the Pharmacy Technician
- Discuss over the counter medication (OTCs)
- Discuss medication treatments for various health conditions
- Discuss consideration of the effects of medications on the young vs. the aging population
- Discuss pharmacy errors –how to prevent them, who to report them to if they do happen
- Discuss the differences between hospital pharmacies and retail pharmacies
- Discuss look alike and sound alike medications
- Discuss the necessary information on a prescription label
- Discuss the various types of insurance related to billing for medications
- Discuss a medication error and steps to reduce errors
- Discuss the protocol for reporting medication errors
- Discuss allergies to medications and preferred treatments
- Discuss the history of vitamin and mineral regulations
- Discuss critical thinking skills
- Describe the importance of appropriate conflict management
- Discuss the importance of various medications in other cultures
- Discuss the importance of developing customer service skills

### Admissions:

To qualify for enrollment in the Pharmacy Technician course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state–approved Graduate Equivalency Diploma or its equivalent; or are within 4 months of acquiring their high diploma or equivalent (must be verifiable) and demonstrate ability to perform postsecondary–level course work (including test evidence).
2. Be at least 16 years of age.
3. Must not have been convicted of any felonies or drug related misdemeanors
4. Submit a completed enrollment application with the required payment at least one week prior to the start of desired course.

**Teaching Methods:** Lecture, class discussion, group discussions, role–playing, skills demonstration, and laboratory experience. This course also includes hands–on instruction in a variety of modalities.

### Class Grading:

|                     |               |
|---------------------|---------------|
| Class Participation | 10 %          |
| Assignments         | 40%           |
| Tests               | 25%           |
| Final Exam          | 25%           |
| Passing Score       | 75% or higher |

### Certification:

The PTCE is a two-hour, multiple-choice, exam that contains 90 questions. One hour and 50 minutes are allotted for answering the exam questions and 10 minutes for a tutorial and post-exam survey. Upon completion of the coursework, participants will be prepared to take the Pharmacy Technician Certification Examination (PTCE). Upon passing the PTCE a CPhT certification will be awarded.

## Employment Outlook

Employment of pharmacy technicians is projected to grow 4 percent from 2019 to 2029, about as fast as the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services. The median annual wage for pharmacy technicians was \$36,740 in May 2021. \*



\* Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Pharmacy Technicians, on the Internet at <https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm>

## Phlebotomy Technician Course

**84 hours classroom lecture and hands-on labs**

**(5-weeks)**

(Includes 30 live venipunctures and 10 live capillary sticks)

Course Code: PHL1100

The student will be trained to perform a variety of blood collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children and infants. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing and accessioning.

### Course Objectives

Upon completing the course, the student will be able to:

- Demonstrate knowledge of the health care delivery system and medical terminology.
- Demonstrate knowledge of infection control and safety.
- Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems.
- Demonstrate basic understanding of age specific or psychosocial considerations involved in the performance of phlebotomy procedures on various groups of patients.
- Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
- Successfully meet AHA criteria for certification in CPR.
- Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
- Demonstrate proper techniques and follow standard operating procedures to collect specimens.
- Demonstrate knowledge of phlebotomy complications and pre-analytical errors that can significantly alter results.
- Demonstrate understanding of requisitioning, specimen transport and specimen processing.
- Demonstrate understanding of quality assurance and quality control in phlebotomy.
- Demonstrate understanding of the basic concepts of verbal and nonverbal communications, personal and patient interaction, stress management, professional behavior and legal implications of the work environment.
- Demonstrate knowledge and skills necessary to pass the National Healthcareer Association CPT exam.

**Admissions:**

To qualify for enrollment in the Pharmacy Technician course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma or its equivalent; or are within 30 days of acquiring their high diploma or equivalent (must be verifiable) and demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Be at least 16 years of age.
3. Must not have been convicted of any felonies or drug related misdemeanors
4. Submit a completed enrollment application with the required payment at least one week prior to the start of desired course.

**Teaching Methods:** Lecture, class discussion, group discussions, role-playing, skills demonstration, and laboratory experience. This course also includes hands-on instruction in a variety of modalities.

**Class Grading:**

|                     |               |
|---------------------|---------------|
| Class Participation | 10 %          |
| Assignments         | 40%           |
| Tests               | 25%           |
| Final Exam          | 25%           |
| Passing Score       | 75% or higher |

**Certification:**

Students will be prepared to take the NHA Certified Phlebotomy Technician (CPT) national certification exam. The CPT is a two-hour, multiple choice, exam that contains 100 scored questions and 20 pretest questions.

**Employment Outlook**

Employment of phlebotomists is projected to grow 17 percent from 2019 to 2029, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform bloodwork. The median annual wage for phlebotomists was \$37,380 in May 2021. \*



\*Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Phlebotomists, on the Internet at <https://www.bls.gov/ooh/healthcare/phlebotomists.htm>

## Financial Services:

Employers want you to be successful! Your employer may be willing to pay for part or all of your education. If your company offers this benefit, get a copy of its requirements and contact Trinity Allied Healthcareer Academy Student Service office for assistance.

Payment plan:

There is a \$150 administration charge for elected payment plans, as well as a completed, signed submission of an authorization release for auto-payment via credit card or debit card, or post-dated checks. This agreement and commitment will be written out in the enrollment agreement, and student (parent if applicable) must sign confirming payment dates and amounts on the area provided.

All tuition payments must be made in U.S. funds.

Students are assessed a one-time, non-refundable application charge of \$50 (non-refundable after the 5-day cancellation period).

A \$20 NSF charge will be assessed on payments returned for insufficient funds.

A \$5 late charge will be assessed for payments not received by the due date.

If any delinquency is not covered within 40 days of the institution's notice, we reserve the right to call the total course price due immediately plus any related collection or attorney fees.

## Student Protection Policy (Refund Policy):

The student will receive a full refund of all money paid if the student:

1. Cancels within the three-business-day cancellation period under SPS 406.03;
2. Accepted was unqualified and the school did not secure a disclaimer under SPS 409.04;
3. Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

| <u>At Least</u> | <u>But Less Than</u> | <u>Refund of Tuition</u> |
|-----------------|----------------------|--------------------------|
| 1 unit/class    | 10%                  | 90%                      |
| 10%             | 20%                  | 80%                      |
| 20%             | 30%                  | 70%                      |
| 30%             | 40%                  | 60%                      |
| 40%             | 50%                  | 50%                      |
| 50%             | 60%                  | 40%                      |
| 60%             | No                   | No refund                |

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund aid amounts for books, supplies and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount.

A written notice of withdrawal is not required.

Constructive Notice of Withdrawal Policy:

Students with more than 4 absences will be withdrawn and refunded based on their last date of attendance.

### **Tuition:**

A Trinity Allied Healthcareer Academy Certificate program teaches real-world career skills. Tuition costs cover your instruction, support, textbooks, course materials, first year professional organization membership dues, quizzes, exams, and all certification exams. The tuition outlined in this catalog is subject to change. Please refer to your signed enrollment agreement for your tuition. All enrollments are assessed a one-time \$50 application fee.

### **Course Fees:**

| <b>Course/Course Code</b>                   | <b>Certification(s)</b>    | <b>Tuition</b> |
|---|----------------------------|----------------|
| Introduction to Medical Assisting           | NHA CCMA                   | \$5,234.00     |
| Advanced Medical Assisting                  | NHA CCMA, NHA CET, NHA CPT | \$7244.00      |
| EKG Basics                                  | NHA CET                    | \$4317.21      |
| TrinityRx 8-hour Pharmacy Technician Review | Not Applicable             | \$389.00       |
| Pharmacy Technician Basics                  | PTCB CPhT                  | \$4540.00      |
| Phlebotomy Basics to Advanced               | NHA CPT                    | \$4241.44      |

## Acknowledgement of Receipt of Course Catalog/Handbook

I acknowledge receipt of the policies and procedures contained in the Trinity Allied Healthcareer Academy. By signing this statement, I agree to abide by all the regulations, policies and procedures contained herein, including by reference or hyperlink, and any amendments that may occur from time to time. I understand that the Academy will periodically review its policies and procedures in order to serve the needs of Trinity Education Alliance Inc. and the Academy and to respond to mandates of the Wisconsin Education Approval Program, the Trinity Education Alliance Inc. Board of Trustees, the federal government, and other regulatory agencies. Trinity Education Alliance Inc. and Trinity Allied Healthcareer Academy reserve the right to change, rescind, or include additional regulations, policies and procedures in the Trinity Allied Healthcareer Academy Course/Student Catalog.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Submit this signed form to the Office of Admissions and Student Affairs by the end of Orientation Week. Your Registration will not be complete until this signed form is returned.



