



Approved by the Board of Career Colleges and Schools

#2276

***STNA, Medication Aide, Phlebotomy, Patient
Care Technician, EKG***

Catalog

2024 Edition

October 2024

3433 Agler Rd STE 1200

Columbus, Ohio 43219

614-674-6147

VIP MEDICAL ACADEMY

This catalog provides basic information about classes offered by the VIP Medical Academy, including student requirements and financial policies.

Educational Services

Overall Program Objectives: VIP Medical Academy programs are offered to youth starting at sixteen years of age through adult. The objectives of our programs are to provide students with having knowledge based learning along with “hands” on clinical experience. Once a student has successfully completed the require course work, they will be able to sit for the appropriate state test.

Mission Statement

Our *mission* is to provide each student a diverse *education* in Healthcare and provide the highest standard of teaching and learning opportunities to our future Healthcare workers.

By creating and maintaining a safe and effective learning environment, we believe ideal academic and behavioral success can be reached.

We strive to develop confident, continual learners who are caring community members through respect, responsibility, and safety.

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VIP Medical Academy Courses

STNA

VIP STNA Academy’s Nurse Aide Program consists of the following coursework topics: nurse aide roles, communication and interpersonal skills, basic nursing skill, mental health, social skills, signs and symptoms, grooming and mobility, aging, death and dying, and safety and security. All students will have knowledge-based learning along with “hands” on clinical experience. Once a student has successfully completed the required course work, they will be qualified to take and pass the Ohio State Tested Nurse Aide state examination.

Curriculum

<i>Program</i>	<i>Description</i>	<i>Hours</i>
	Knowledge/Lab	64
	Review/Final	16
	Clinical	16
	Total	96

Topic Areas

The VIP STNA Academy Nurse Aide program consists of 96 hours of course work composed of 80 classroom hours and 16 clinical hours. The topic areas are as followed based on coursework outlined by the Ohio Department of Health curriculum guidelines.

Graduation Requirements

The Nurse Aide student must:

1. Have successfully achieved a passing grade of 70%, or higher in the classroom setting
2. Have successfully achieved a “Pass” score in the skills lab
3. Have successfully achieved a “Pass” score in the clinical setting
4. All financial obligations must be met prior to receiving the Certificate of Completion

Medication Aide

VIP STNA Academy's Medication Aide Program consists of the following coursework topics: communication and interpersonal skills, medical terminology, accepted abbreviations, dosage preparations, proper storage and disposal of Drugs, standard precautions and infection control, Rights of Medication Administration, overview anatomy and physiology, basic overview of the body systems, basic pharmacology, appropriate documentation, and reporting errors. All students will have knowledge-based learning along with "hands" on clinical experience. Once a student has successfully completed the required course work, they will be qualified to take and pass the Ohio State Tested Medication state examination.

Curriculum

<i>Program</i>	<i>Description</i>	<i>Hours</i>
	Knowledge/Lab	98
	Review/Final	8
	Clinical	40
	Total	146

Topic Areas

The role of the certified medication aide in nursing homes and residential care facilities is clearly delineated and expects behaviors on the part of the certified medication aide that are specific to the safety and well-being of the residents. The certified medication aide must maintain a professional relationship with the residents and their families to maintain objectivity and be able to function in the job in a safe and caring manner. The certified medication aide is part of the health care delivery team, and the certified medication aide functions are at the delegation of a licensed nurse.

Graduation Requirements

The Medication Aide student must:

1. Have successfully achieved a passing grade of 80%, or higher in the classroom setting
2. Have successfully achieved a "Pass" score in the clinical setting
3. All financial obligations must be met prior to receiving the Certificate of Completion

Patient Care Technician

The Patient Care Technician program is designed to train students to perform duties which include phlebotomy procedures, obtaining EKGs, and providing basic patient care under the scope of a STNA. Other topics students will learn include anatomy and physiology and its functions, ethics, policies and procedures including universal precautions, infection control, and basic duties and responsibilities of a Patient Care Technician. Students will demonstrate the skills and knowledge using the equipment and tools that are relevant to the function of a Patient Care Technician.

Curriculum

<i>Program</i>	<i>Description</i>	<i>Hours</i>
	Knowledge	90
	Lab	110
	Total	200

Topic Areas

The certified patient care technician must maintain a professional relationship with the patients and their families to maintain objectivity and be able to function in the job in a safe and caring manner. The certified patient care technician is part of the health care delivery team.

Graduation Requirements

The Patient Care Technician student must:

1. Have successfully achieved a passing grade of 70%, or higher in the classroom setting
2. Have successfully achieved a "Pass" score in the skills lab
3. All financial obligations must be met prior to receiving the Certificate of Completion

EKG Technician

The EKG program is designed to provide understanding and comprehension of the necessary skills, procedures, and knowledge to become an effective EKG technician in healthcare settings in which EKG technicians work. From learning medical terminology, anatomy and physiology, and other important aspects of the job description, students will be able to sit for the National Heathcareer Association Certified Exam once the course is completed.

Curriculum

<i>Program</i>	<i>Description</i>	<i>Hours</i>
	Knowledge/lab	64
	Review/Final	8
	Total	72

Topic Areas

Upon completion of our program, students will possess the skills and knowledge to become employed as an EKG Technician. VIP Medical Academy strives to ensure each student is competent in the skills and knowledge needed to be successful in the workplace.

Graduation Requirements

1. The EKG Technician student must:
2. Pass the course with a 70% or higher

Graded course work includes quizzes, homework, and a comprehensive written final

3. Pass the skills lab with PASS grade
4. Fulfill all financial requirements

Phlebotomy Technician

The Phlebotomy Technician program is designed to train students to perform duties which include blood drawing, venipuncture, and basic blood processing procedures. Other topics students will learn include anatomy and physiology and its functions, ethics, policies and procedures including universal precautions, infection control, and basic duties and responsibilities of a Phlebotomy Technician. Students will demonstrate the skills and knowledge using the equipment and tools that are relevant to the function of a Phlebotomy Technician.

Curriculum

<i>Program</i>	<i>Description</i>	<i>Hours</i>
	Knowledge/lab	48
	Review/Final	12
	Total	60

Topic Areas

Upon completion of our program, graduates will possess the skills and knowledge to become employed as entry-level Phlebotomy Technicians. The students will possess the skills and knowledge to sit for the National Healthcareer Association Exam. The students will have completed 30 live blood draws and 10 capillary sticks prior to completing the program.

Graduation Requirements

1. The student must obtain a minimum grade of 70% or higher in the classroom.
2. The laboratory portion of the course is a pass or fail grade with the skills evaluation.
3. Students are required to have successfully completed 30 live blood draws and 10 capillary sticks.
4. The student must demonstrate proficiency in all the program objectives and all financial obligations must be settled.

POLICIES AND REGULATIONS

FOR STUDENTS

Admission

STNA Entrance Requirements

1. The student must be at least 16 years of age
2. Have a government issued ID
3. The student must have a social security card
4. The student must complete the new student enrollment application

Medication Aide Entrance Requirements

1. Be at least eighteen years of age;
2. Have a high school diploma or a certificate of high school equivalence:
 - a. Certificate of high school equivalence" means a certificate attesting to achievement of the equivalent of a high school education as measured by scores obtained on a high school equivalency test approved by the department of education pursuant to division (B) of section [3301.80](#) of the Revised Code. "Certificate of high school equivalence" includes a certificate of high school equivalence issued prior to January 1, 1994, attesting to the achievement of the equivalent of a high school education as measured by scores obtained on tests of general educational development.
3. If applicant is to practice as a medication aide in a nursing home, be a nurse aide who satisfies the requirements of State Nurse Aide Registry;
4. If the applicant is to practice as a medication aide in a residential care facility, be a nurse aide who satisfies the requirements of State Nurse Aide Registry or an individual who has at least one year of direct care experience in a residential care facility;
5. If the applicant is to practice as a medication aide in an ICF/IID, be a nurse aide who satisfies the requirements of State Nurse Aide Registry or an individual who has at least one year of direct care experience in an ICF/IID;
6. Not be ineligible for State Nurse Aide licensure or certification
7. Have not committed any act that is grounds for disciplinary action or be determined by the board to have made restitution, been rehabilitated, or both;
8. In order to be certified as a medication aide, an applicant will be tested to determine whether the applicant's reading, writing, and mathematical skills are sufficient to administer prescription medications safely;

Other Enrollment Requirements

1. The student must have passed the State of Ohio Nurse Aide Training Examination
2. Have a government issued ID
3. The student must have a social security card
4. The student must complete the new student enrollment application
5. Student must have a current CPR/BLS certification (VIP STNA Academy offers the course)

EKG Entrance Requirements

1. 16 Years of Age or Older
2. High School Diploma, GED, or International High School Diploma Equivalency by the completion of the course

Patient Care Technician Entrance Requirements

1. 16 Years of Age or Older
2. High School Diploma, GED, or International High School Diploma Equivalency by the completion of the course
3. Active STNA license
4. CPR Certification

Phlebotomy Technician Entrance Requirements

1. 16 years of age
2. High school diploma or equivalency by the completion of the course
3. Photo ID

Student Academic Responsibilities

The duration of each program is based upon the student taking, completing, and passing each course at the time the course is offered.

Standards of Academic Progress

A record of grades and other appropriate information is kept in each student's permanent record. Students are expected to meet the minimum standards as outlined in the school's academic grading system per program. If students who fall below the minimum will be reviewed by the Director and provided assistance if a need is determined.

VIP Medical Academy shall maintain records including results of a board approved examination for each student for a period of two years for STNA and six years for Medication Aide following the date the student enrolled in the program.

The record keeping for STNA and Medication Aide students will be complied in an Excel Spreadsheet with the students name, program grade, month/year program was completed, if the student passed the board exam, and what year they passed the board exam. There will be columns for the two years and six years following the program enrollment of the student.

Academic Standards

Grading System

The VIP Medical Academy values itself on academic excellence. We strive for our students to complete the required course work and pass their appropriate state examination. A grading period is defined as one (1) term. The following is the grading scale at which the student's work is entered and reported:

A	90-100	B	80-89
C	70-79	D	60-69
F	0-59		
WD	Withdrawal	INC	Incomplete

Satisfactory Progress Policy

The student must successfully complete all requirements of their enrolled program. This includes competent and successful demonstration of each skill and the student must achieve a final course grade of 70% or higher in the STNA program and a final course grade of 80% or higher in the Medication Aide program. The final course grade will be composed of quizzes, homework, Final, and lab grade. At the end of the course students will complete a mock skill examination. If a student fails their mock skill examination they will be held from clinical and asked to re-mock the skill examination at a later time. Students that fail two skill mock examinations will be considered to have failed the course.

Course Repetitions

A student may repeat a course if they fail to complete the course in entirety. Full fees and tuition must be paid for each course repeated.

Course Incompletes

Incompletes will be given to any student who does not fulfill the requirements of a course by the end of allotted time per Ohio Department of Health and Board of Nursing. Failure to complete the work in the period stipulated will result in a failing grade.

Fees

Registration Fee

The registration fee for VIP Medical Academy course is \$50.00. VIP Medical Academy has the right to change the registration fee listed in this catalog.

Tuition Fee

For Students enrolling in STNA program in 2024:

STNA Gold Package- Includes silver package, along with (1) uniform, CPR class, and the state examination is included in the total cost of the program **\$765.00**

STNA Silver Package- Includes tuition, and educational and lab material **\$550.00**

For Students enrolling in Medication Aide program in 2024:

Includes tuition, and educational and lab material required textbooks. The total cost of the program **\$1065.00**

For Students enrolling in the Phlebotomy or EKG program in 2024:

Includes tuition, certification examination, and educational and lab material required textbooks. The total cost of the program **\$705.00**

For Students enrolling in the Patient Care Technician program in 2024:

Includes tuition, certification examination, and educational and lab material required textbooks. The total cost of the program **\$1150.00**

Purchase of Additional Items

Students must purchase the VIP Medical Academy Scrubs for their uniform.

Tuition and Fee Changes

VIP Medical Academy reserves the right to change the tuition and fee charges listed in this catalog. A student will not be subject to any increases announced after the date that student's enrollment. Current prices are available from the Academy upon request.

Billing and Payment

Tuition is due by the first day of class. Payment plans are available upon request. Tuition is to be paid in full by the last day of the course. If the student has an outstanding balance, they will not be awarded their certificate or able to sit for the state examination until their balance is paid.

Refund Policy (Ohio Administrative Rule 3332-1-10)

VIP Medical Academy has adopted the following policies regarding the refunding of money for its STNA and CMA programs.

- a. If the enrollment application is not approved, all payments to the school will be refunded
 - b. If a student withdraws, the withdrawal date shall be the last date of recorded attendance.
 - c. Refunds shall be made within 30 days of the date of determination of withdrawal.
 - d. Tuition refund is based upon the amount of tuition that was paid on the account
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Tuition Refund Schedule Ohio Administrative Rule 3332-1-10-6B

Programs 26-599 Hours:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

Refunds will not be issued for overpayments of \$5.00 or less. Students are unable to return books or supplies if they have been opened or used.

Student Financial Responsibility

Students are responsible for any financial obligations incurred while attending VIP Medical Academy. No Certificate or Diploma will be issued to any student who owes tuition or any other fees to the Academy.

Attendance Policy

Students are to be present 100% of the time for the course. If an absent must occur the student must contact the instructor to let them know of their absence. The student must also provide a form of documentation of their absence, tardiness, or needing to leave early for it to be considered excused. If the student does not call or provide documentation it will be considered unexcused. It is up to the instructor of the course to decide if the documentation provided is considered an excused absence. Each program has its own specific attendance policy per protocol for the program. Please refer back to the specific program handbook.

Withdrawal Policy

Any student who wishes to permanently terminate enrollment must submit a written or oral statement of intent to a school official. If withdrawing up to three days prior to the start of the program a full refund is issued, less any non-refundable enrollment fees. After that date see the refund schedule to determine the amount of tuition refunded.

Make Up Work

Students are encouraged to make up missing work and/or assignments and present any documentation of their absence or tardiness/leaving early for their student record. The make-up assignments availability is at the discretion of the instructor of that specific course.

Transfer Credits

VIP Medical Academy currently does not accept transfer program hours.

Student Conduct

VIP Medical Academy expects all students while enrolled in any program to demonstrate appropriate behavior which include:

1. Students must demonstrate respect and courtesy to others.
2. Follow the attendance policies that are set forth with VIP Medical Academy
3. No firearms, knives, or weapons are permitted on the school property.
4. The VIP Medical Academy is a smoke-free campus. Students are prohibited in engaging in any course requirements while under the influence of drugs or alcohol.

5. Students must be dressed appropriately in the classroom. While in the skills room and clinical setting, students must be dressed in VIP Medical Academy uniformed scrubs with closed toed shoes.

Staying Safe

Safety in the school place is VIP Medical Academy's number one priority. You must inform your instructor in the event of unsafe conditions, accident or injury, and use safe methods at all times.

Cell Phone Use

Cell phones brought to school must be in silent or vibrate mode to avoid disrupting fellow peers. They may only be used during breaks and meal periods, or in case of an emergency. If cell phone use interferes with operations in any way, disciplinary action, up to and including dismissal, may be used.

Discrimination & Harassment

In keeping with our Equal Opportunity clause, VIP Medical Academy will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Harassment and discriminatory behavior among students or instructors will result in disciplinary action, with the possibility of dismissal. Discrimination and harassment by fellow peers should be immediately reported to your instructor, at which point VIP Medical Academy will investigate and take corrective action.

Drugs & Alcohol

We strictly forbid students and instructors to do the following while on the school grounds:

- Drinking alcohol and selling, purchasing or using illegal drugs on school grounds. An "illegal drug" is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.
- Possession of any non-prescribed controlled substance, including alcohol and legal illegally obtained prescription drugs.

The VIP Medical Academy cares about the overall health and well-being of its students and instructors. Any individual who feels that he/she is developing a substance abuse problem is urged to seek help.

Verbal and Written Warnings

The following are conditions that may warrant a verbal or written warning. A written warning may result in dismissal from the program. The offenses will be at the discretion of the VIP Medical Academy administration. Conditions are as follow:

1. The student being tardy to the beginning of class/clinical, arriving late from lunch and/or a break.
2. Non-compliant with the program's dress code.
3. Non-compliant with the program's code of conduct policy.
4. Cheating or misconduct.
5. Disruptive behavior in the classroom and/or clinical.

Dismissal Policy

Student dismissal is viewed as last recourse. A student may be dismissed for, but not limited to, the following reasons:

1. Violation of Academy's rules and policies
2. Reoccurring attendance or tardiness issues
3. Poor academic progress
4. Failure to complete tuition payment as agreed
5. Violation of Academy's student conduct policy

A student violating the Academy's policies will be dismissed from the program. In the event of dismissal, any refund will be made according to the refund policy.

Reentrance

Students who are dismissed for unsatisfactory conduct will not be permitted to reenter. Students who are dismissed for unsatisfactory performance and who have proven themselves incapable of doing the required work will not be permitted to reenter. If a student has previously withdrawn, all current application and admission procedures must be followed as the student is a new applicant.

Grievance Policy

Every effort is made to maintain open communication between all people associated with the school. The Academy provides an informal complaint procedure. Students are encouraged to contact the instructor to confidentially discuss any student problem or concern. If any concern or problem cannot be resolved with the instructor, then the school director can be contacted to schedule an appointment. If a student has gone through this informal procedure and does not think the concern has been resolved, the student may begin the formal complaint procedure.

Formal Grievance Guidelines

1. Student submits written complaint with the Director
2. Director provides written acknowledgment of complaint to student

3. Director investigates and gives student written response, upon completion of investigation
4. Student may appeal this decision by VIP Medical Academy to the Director of The State Board of Career Colleges and Schools

30 East Broad Street, Suite 2481, Columbus, OH 43215

Phone: (614) 466-2752

Location

VIP Medical Academy is located on the first floor of the 3433 Agler building. Parking is available in the front parking lot. The address of the Academy is:

3433 Agler Rd ST 1200

Columbus, Ohio 43219

State and Federal Tuition Assistance

Currently VIP Medical Academy does not accept state or federal aid.

Certification

STNA- Ohio Department of Health

Medication Aide- Nursing Board

EKG, PCT, Phlebotomy- Ohio Board of Career Colleges and Schools

Scholarship

At present the VIP Medical Academy does not award scholarships

Program or Faculty Changes

VIP Medical Academy reserves the right to (1) change classes, cancel classes of insufficient size and/or add classes, (2) to change, add or delete courses from a program, and (3) to change faculty, as long as said changes do not alter the overall objectives of a program or increase the requirements needed to complete a program.

Class Schedules and Calendar

First Quarter- January 1, 2024 - March 31, 2024

Second Quarter- April 1, 2024 – June 30, 2024

Third Quarter- July 1, 2024 – September 30, 2024

Fourth Quarter- October 1, 2023 – December 31, 2023

Observed Holiday's: New Year's Day, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, Christmas Day

Each programs specific schedule can be found on the Academy's website

vipmedicalacademy.com

ADMINISTRATION

Director.....Alexis Knight, B.S., A.S.

INSTRUCTORS

Lead Instructor Lakeshia Dorsey BSN, RN

Instructor Ethelen Nda-Ackah, MSN

Medication Aide Instructor..... Julissa Cruz, RN