

TVCC MEDICAL/NURSING ASSISTANT CERTIFICATE

TRAIN TO BE A MEMBER OF THE HEALTH CARE DELIVERY TEAM.

MEDICAL NURSING ASSISTANTS MAY WORK IN CLINICS, HOSPITALS, SCHOOLS OR
PHYSICIAN'S OFFICES.

Courses required to obtain the Program Certificate include:

- **Nurse Aide/Nurse Aide Clinical**
- **Medical Terminology**
- **Medical Law & Ethics**
- **Body Systems**
- **Phlebotomy**
- **Procedures in a Clinical Setting**
- **Medical Administrative Support**
- **Pharmacology**
- **One Approved Elective**
- **Medical Assistant—Externship**



**FINANCIAL AID MAY
BE AVAILABLE FOR
QUALIFIED
STUDENTS**



TVCC MEDICAL/NURSING ASSISTANT CERTIFICATE

What courses are required to complete a Medical/Nursing Assistant Certificate?

NURA 1401	Nurse Aide for Healthcare*	4 Semester Hours
NURA 1160	Clinical-Nursing Assistant/Aide*	1 Semester Hour
NURA 1307	Body Systems	3 Semester Hours
HPRS 1205	Essentials of Medical Law and Ethics	2 Semester Hours
PLAB 1323	Phlebotomy	3 Semester Hours
MDCA 1313	Medical Terminology	3 Semester Hours
MDCA 1317	Procedures in a Clinical Setting	3 Semester Hours
POFM 1317	Medical Administrative Support	3 Semester Hours
HITT 1249	Pharmacology	2 Semester Hours
MDCA 1260	Clinical-Medical/Clinical Assistant (Externship)**	2 Semester Hours

(** All coursework must be complete with a grade of B or higher to enroll in this course)

1 Elective from the following list is required:

PLAB 1164	Phlebotomy Practicum	1 Semester Hour
	(Pre-requisite PLAB1323 or PLAB1223)	
POFI 1104	Computer Fundamentals	1 Semester Hour
POFT 1120	Job Search Skills	1 Semester Hour
PHRA 1243	Pharmacy Technician Certification Review	2 Semester Hours
NURA 1161	Clinical—Nursing Assist/Aide & PCT (Hospital Setting)	1 Semester Hour
	(Pre-requisite NURA 1401 and 1160)	
GERS 1340	Treatment Modalities (Pre-requisite NURA 1401 & 1160)	3 Semester Hours
HPRS 1160	Clinical-Allied Health Services (concurrent enrollment in GERS 1349)	1 Semester Hour

Additional courses/elective may be substituted with approval from the Dean of Community Services.

TOTAL SEMESTER HOURS REQUIRED..... 27 Semester Hours

Who can enroll in the program?

To enroll in the Medical/Nursing Assistant Certificate program, students must have a high school diploma or GED. (Students may enroll in some of the classes as a non-credit student prior to obtaining their GED or high school diploma; however, they will not be eligible for the Certificate without a high school diploma or GED.)

How do I enroll in the Medical/Nursing Assistant Program?

Students who wish to enroll in the Medical/Nursing Assistant program should complete the following steps:

- Meet TVCC Admission requirements for entry into a Certificate Program (www.tvcc.edu)
- Provide an official high school transcript or GED.
- Provide documentation they have received the Bacterial Meningitis Vaccine. (if under age 22).

Students who have taken TVCC “credit” classes in the past can register online for classes if they meet the following criteria:

- Enrolled in TVCC in the previous semester or all paperwork is complete in the Registrar’s Office
- Be TSI complete, a certificate major, or visited with the counselor for advisement
- Have a cumulative 2.0 GPA
- Cannot owe money to the college or be on suspension
- All admissions records must be clear
- Cannot still be a high school student

SUGGESTED DEGREE PLAN

SEMESTER ONE

NURA 1401	Nurse Aide for Healthcare.....	4 SCH
NURA 1160	Nurse Aide Clinical—(80 hour clinical)	1 SCH
NURA 1307	Body Systems.....	3 SCH
MDCA 1313	Medical Terminology	3 SCH
HPRS 1205	Medical Law and Ethics	2 SCH
TOTAL.....		13 SCH

SEMESTER TWO

POFM 1417	Medical Administrative Support	3 SCH
PLAB 1323	Phlebotomy	3 SCH
MDCA 1317	Procedures in a Clinical Setting	3 SCH
HITT 1249	Pharmacology	2 SCH
POFT 1120	Job Search Skills (or other approved elective)	1 SCH
TOTAL.....		12 SCH

SEMESTER THREE

MDCA 1260 Externship (Clinical Medical Assistant)	2 SCH
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(Note: Students enrolled in the externship will need to be available for a flexible schedule. It is strongly recommended that students do not enroll in other courses while enrolled in the externship. Students will be involved in both practical experiences in area medical facilities and classroom experiences during this course. Travel to clinical sites will be required)

How can I find out more information?

- The Community Services staff is available to answer questions during regular business hours. Students may also visit with the counselors on any of the TVCC campuses to obtain information about course requirements, scheduling and planning.

Is financial aid available for this training?

- Students may find financial aid available from several sources, however, it does take pre-planning and searching.
- PELL grants and other student aid may be available for students enrolling in the Medical/Nursing Assistant program.
- Students who think they may require or be eligible for financial aid should complete the Free Application for Federal Student Aid (FAFSA) @ www.fafsa.ed.gov early in their admission process. This application is used to determine eligibility for most forms of student financial aid.
- Financial aid may be available to students from private contacts and private sources. Examples might be employers willing to financially assist employees, civic organizations who select scholarship recipients or the Texas Workforce Commission. Students needing financial aid should contact the Financial Aid office on any of the TVCC campuses with specific questions about available financial aid and requirements.

Are there other requirements that I need to know before enrolling in this program?

- **IMMUNIZATIONS**—Effective Fall 2014, waivers can no longer be accepted for students enrolling in health career courses. Students enrolled in this program will be required to provide documentation that they have received all of the required immunizations prior to any patient contact or invasive procedures. This information should be provided to the Community Services office before classes start or as soon as possible after enrollment. **UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO ATTEND A CLINICAL OR PERFORM AN INVASIVE PROCEDURE UNTIL THE IMMUNIZATION REQUIREMENT IS MET.** For the complete immunization policy, [click here](#).
- **DRUG SCREENS**—Students enrolled in this program will be required to submit to random drug screens in any of the classes that require patient contact or invasive procedures. For the complete drug screen policy, [click here](#).

- **BACKGROUND CHECKS**—Students enrolling in Nurse Aide classes will be subject to a Texas Department of Public Safety background check prior to the start of class. Students enrolling in the other courses that are part of the Medical Nursing Assistant program will be required to submit to a more extensive background check. For the complete background check policy, [click here](#).
- **SUPPLIES AND OTHER NEEDS**— in addition to the listing above, students will need the following for their classes:
 - ◇ At least one set of maroon scrubs
 - ◇ A watch with a second hand
 - ◇ Closed toe—leather or vinyl shoes
 - ◇ Gait Belt (available in TVCC bookstore)
 - ◇ Stethoscope (available in TVCC bookstore)
 - ◇ Textbooks and or workbooks (available in TVCC bookstore)
 - ◇ TVCC ID badge (issued by Campus Police)
 - ◇ Transportation to class and clinical sites
 - ◇ Childcare arrangements if needed
 - ◇ Some classes will require a flexible schedule to accommodate clinical rotations
 - ◇ Computer with internet access (can use the TVCC computer labs)

Medical Nursing Assistant Course Descriptions & Requirements

HITT 1249 – PHARMACOLOGY – (2-1-3-0)

Pre-requisite: approved criminal background check.

This course is an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Students will be able to identify the drugs associated with the treatment process; and examine drug therapy. Textbook required and is available in the TVCC bookstore.

HPRS 1205 - ESSENTIALS OF MEDICAL LAW/ETHICS FOR HEALTH CARE PROFESSIONALS – (2-2-0-0)

Pre-requisite: approved criminal background check.

An introduction to the relationship between legal aspects and ethics in health care, with emphasis on responsibilities of health care professionals and paraprofessionals. Students will meet with the instructor the first day of class in Athens. Additional class meetings will be arranged with the instructor. Part of the course will use online instruction. Textbook required and is available in the TVCC bookstore.

NURA 1307 - BODY SYSTEMS – (3-1-6-0)

Pre-requisite: approved criminal background check.

This is a basic study of the structures and functions of the human body. Students will meet with the instructor on the first day of class to review course requirements. Additional class times will be arranged with the instructor. Requires computer/web access. May be taught as a hybrid course. This course may require end of the course participation in a lab event on the main campus. This course is generally not accepted by other nursing and professional medical training programs. Online curriculum for this course will be purchased at the TVCC bookstore.

NURA 1401 NURSE AIDE FOR HEALTHCARE – (4-4-1-0)*

Students subject to DPS public access criminal history background check.

This course is commonly called Nurse Aide Certification or CNA. This course provides knowledge, skills and abilities essential to provide basic care to residents of acute, sub-acute, and long-term care facilities. Topics include, but not limited to: patient's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team. Upon completion of this course, and the clinical, with the grade of A or B, the student becomes eligible to sit for the State of Texas Nurse Aide Certification Test.

NURA 1160 Clinical- Nursing Assistant/Aide and Patient Care Asst./Aide - (1-0-0-6)*

This clinical is commonly called Nurse Aide Certification (CNA) clinical. This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical instructor and preceptor when in the medical facility. Student must submit to and pass a random drug screen and acceptable criminal history background check. Students must provide documentation of required immunizations. Requires scheduling of large blocks of time at a medical clinical site.

Other requirements/information about Nurse Aide course & clinical

Regular attendance is required. The state credentialing agency requires a minimum number of training hours.

The following supplies will be required:

- Maroon scrubs
- Closed toed, leather or vinyl shoes
- A watch with a second hand
- Gait Belt (available in the bookstore)
- Stethoscope (available in the bookstore)
- Textbooks required and are available in the TVCC Bookstore

Upon completion of this course, and the clinical with a grade of A or B, plus completion of departmental requirements, the student becomes eligible to sit for the State of Texas Nurse Aide Certification Exam. The student must also meet the requirements listed at 94.3(k)(2) & (3) of the Licensing Standards for Nurse Aides and must not be deemed unemployable on the Employee Misconduct Registry (EMR) or have been found to have a conviction of a criminal offense listed in the Texas Health and Safety Code, 250.006.

If a student passes both exams and meets state qualifications, they will be placed on the Texas Nurse Aide Registry, Texas Dept. of Aging & disability Services, Long Term Care Division, Nurse Aide Training, Mail Code Y-979, P.O. Box 149030, Austin, TX 78714-9030. (Phone 512-231-5800).

NURA 1160 (Nurse Aide Clinical) is an unpaid clinical experience. Students are responsible for their own expense in case of injury, illness, or hospitalization while in clinical facilities. Students will be required to travel outside their class location for clinicals. **Clinicals are for 80 hours and will be scheduled for various dates, times and locations.**

CRIMINAL HISTORY BACKGROUND CHECK WILL BE DONE AT THE TIME THE STUDENT REGISTERS FOR CLASS.
STUDENTS WILL NEED TO PROVIDE A DRIVER'S LICENSE OR OTHER OFFICIAL ID.

POFM 1317 - MEDICAL ADMINISTRATIVE SUPPORT – (3-3-0-0)

Pre-requisite: approved criminal background check.

Instruction in medical office procedures including appointment scheduling, medical records, creation and maintenance, telephone communications, coding, billing, collecting, introduction to electronic medical records and third party reimbursement. Online curriculum required and is available at the TVCC Bookstore. Computer/internet access required.

MDCA 1313 - MEDICAL TERMINOLOGY – (3-3-0-0)

Pre-requisite: approved criminal background check.

A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms and prefixes, suffixes, roots, and combining forms. Students will meet with the instructor the first day of class in Athens. This is a combination of self-paced on-line instruction and student/instructor interaction for a project. (The course project is certification in CPR) Requires computer/web access. May be taught as a hybrid course. This course may require end of the course participation in a lab event on the main campus. A textbook is required and available at the TVCC Bookstore.

PLAB 1323 - PHLEBOTOMY (Basic Non-Certification) – (3-2-4-0)

Pre-requisite: approved criminal background check. . Students must provide proof of immunizations and will be subject to a random drug screen.

This course prepares students to collect blood specimens for the purpose of laboratory analysis. This didactic course includes all aspects related to blood collection and the development of comprehensive skills to perform venipunctures. Course includes terminology, associated anatomy and physiology, blood collection procedures, specimen hands-on practice, and techniques to perform puncture methods. Safety issues are emphasized. Students will practice specimen collection on adults, children and infants.

Students will apply skills in the performance of a variety of blood collection methods using proper techniques and standard precautions in a skills lab environment. The skills lab practice will be on manikins and with live sticks. Skills lab will include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture and specimen collection on adults, children and infants. Students will learn the basic procedures for medication injections. Emphasis is on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, checking medication dosage, and medical terminology.

Minimum age is 16. Required: Maroon Scrubs, closed toe shoes of vinyl or leather (no fabric or porous outer shoe coverings – from any source). Optional for class, but generally required for work: scrub jacket (from any source) and a watch with a second hand (from any source). These items will not be available from the college bookstore or the instructor. A textbook is required and available at the TVCC Bookstore.

Students will be required to perform sticks (venipunctures) on other students as well as be stuck (having venipunctures performed on themselves by other students). Rigid performance standards must be met prior to sticking other students. All venipunctures will be practiced in a skills lab environment. A copy of written proof of immunizations including all 3 Hepatitis B shots and current TB test is required before a student can participate in skills lab.

MDCA 1317 PROCEDURES IN A CLINICAL SETTING – (3-3-1-2)

Pre-requisite: approved criminal background check. Students must provide proof of immunizations and will be subject to a random drug screen.

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, assisting physician with clinical procedures, and other treatments as appropriate for ambulatory settings. A textbook is required and available at the TVCC Bookstore. Students required to submit to random drug screen and provide documentation of required immunizations.

MDCA 1260 - CLINICAL MEDICAL/NURSING ASSISTANT (EXTERNSHIP) - (2-0-0-12)

Pre-requisites: (1) current CPR for Healthcare Providers, (2) completion of all required coursework for the Medical/Nursing Assistant Certificate with a grade of “A” or “B”. (3) current State of Texas Nurse Aide Certification, (4) documentation of required immunizations on file, including TB test that is no more than 1 year old. (5) Criminal History Background Check that is no more than two years old.

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Indirect supervision is provided by the clinical instructor. Direct supervision is provided by staff in the professional medical setting. The course includes “capstone” activities to assure that the student is ready for employment. Textbook and certification resource packet are available at the TVCC Bookstore. Students will need maroon scrubs, closed toed shoes and a current TVCC photo ID.

(Note: Students enrolled in the externship will need to be available for a flexible schedule. It is strongly recommended that students do not enroll in other courses while enrolled in the externship. Students will be involved in both practical experiences in area medical facilities and classroom experiences during this course. Travel to clinical sites will be required)

Students are required to choose one elective from the following list: (Other electives may be added with the approval of the Dean of Community Services.)

PLAB 1164 – Practicum/Field Experience – Phlebotomy/Phlebotomist – ((1-0-0-7)

Pre-requisite - Must have completed PLAB 1323 (PLAB 1223 or PLAB 1023) with course grade of “A” or “B”.

The successful completion of this course will lead to national phlebotomy certification. This course is practical general workplace training. Student must submit to and pass a random drug test and provide documentation of all required immunizations. Student must be willing to do live phlebotomy sticks on classmates and must be willing for classmates to do live phlebotomy sticks on them. Lab fee \$165.00 (includes certification exam fee, student insurance, and drug testing). Fees subject to change). General lab fee also required.

POFI 1104 – Computer Fundamentals – (1-1-0-0)

Computer applications specific to business-related software. Emphasizes the concurrent development of office skills and computer knowledge. Students will meet with the instructor on the first day of class to review course requirements. Additional class times will be arranged with the instructor. Part of the course will use online instruction. Students will also be assigned a course project to be completed and returned to the instructor. Textbook is required and available at the TVCC Bookstore.

POFT 1120 – Job Search Skills – (1-1-1-0)

Students will learn the skills to seek and obtain employment in business and industry. Students will learn resume writing skills, interviewing skills, and customer service skills. This class will only meet for 4 class periods. General lab fee also required.

NURA 1161 – Clinical-Nursing Assistant/Aide in a Hospital Setting – (1-0-0-6)

Pre-requisite: approved criminal background check. . Students must provide proof of immunizations and will be subject to a random drug screen.

This course is for students seeking hospital employment as a nurse aide. Students enrolling in the course must be currently on the state of Texas Nurse Aide Registry. Clinical rotations will be scheduled by ETMC Hospital and students should be prepared for sessions lasting up to 12 hours. Mandatory sessions will be held on the TVCC campus on the first and last dates of class. \$65.00 lab fee includes drug screen and liability insurance. General lab fee also required.

The following will be required:

- Maroon scrubs, Closed toed, leather or vinyl shoes, and a watch with a second hand

PHRA 1243 – Pharmacy Technician Certification Review

Students will identify drug names, interactions, side effects, and dosages; perform pharmaceutical calculations; explain aseptic techniques; and apply Federal law concepts to the tasks and duties of pharmacists and technicians in the practice of pharmacy. This is a preparation course for certification with the National Pharmacy Technician Board and Texas State Board of Pharmacy.

GERs 1340 – TREATMENT MODALITIES WITH THE AGING – (3-3-0-0)

Pre-requisite: Completion of NURA 1401 and NURA 1160 or currently be on the State of Texas Nurse Aide Registry. Must provide acceptable approved criminal background check. Must have completed all immunizations and TB Test clearance.

This course must be taken concurrently with HPRS 1160 – Clinical-Health Services/Allied Health. This course is an overview of the most commonly used and accepted treatment methods in the aging field. Students will identify techniques and strategies used in patient rehabilitation, physical, occupational and speech therapy, counseling older adults, and apply communication skills to work with older adults. Successful completing students will be qualified for employment as Rehabilitative/Restorative Aides to assist medical professionals. A textbook is required and available at the TVCC Bookstore.

HPRS 1160 – CLINICAL HEALTH SERVICES/ALLIED HEALTH/GENERAL – (1-0-0-3)

Pre-requisite: This course must be taken concurrently with GERS 1340 – Treatment Modalities with the Aging. This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts with special focus on rehabilitation, physical, occupational and speech therapy while using appropriate counseling and communication skills. Direct supervision is provided by the clinical instructor and preceptor when in the medical facility. Students must submit to and pass a random drug screen.