

SELMA UNIVERSITY

1501 Lapsley Street
Selma, AL 36701



ALLIED HEALTH PROGRAM

- ❖ CERTIFIED NURSING ASSISTANT
- ❖ PHLEBOTOMY



MISSION STATEMENT

The Allied Health Program at Selma University is dedicated to providing quality programs leading to opportunities in professional health careers.

The Allied Health Program is offering a comprehensive curriculum in **Nursing Assistant** and **Phlebotomy** professions that provide necessary knowledge and skills with opportunities for cross training. Critical thinking, assessment, creativity, and professionalism are emphasized.

The Program is committed to its students and the community by offering such programs which will enrich, encourage growth, lead to success and promote life-long learning.

In accordance with the mission statement, the Selma University Allied Health (SUAH) program subscribes to the following student outcomes:

1. To prepare students to function as members of a health care team.
2. To provide effective didactic education that offers the student knowledge required of a health care professional.
3. To provide the skills required to function as an allied health worker.
4. To instill the attitudes and ethics required of an allied health worker.

In addition, the SUAH program bases the student's educational experience upon the following philosophy:

5. To provide programs that reflect current knowledge, trends, and techniques.
6. To provide a coordinated structured, and well-rounded clinical experience.
7. To provide an effective screening mechanism to encourage student success.
8. To provide an appropriate number of graduates to meet the needs of the community.
9. To provide guidance to students in choosing a health career.

ENROLLMENT

Admission into the Allied Health Program requires a high school diploma or GED. Other requirements are listed below:

1. Unconditional admission to the college.
2. Receipt of completed application for the Nursing Assistant Program.
3. A minimum of 1.5 GPA on previous college work.
4. Good standing with the college.
5. Pass Drug Screening and Background Check.
6. Copy of your Immunization Record (Blue Slip) that provides evidence of TB skin test and MMR. Hepatitis vaccine series is encouraged when working in the health-care setting.

CLINICAL GUIDELINES FOR THE ALLIED HEALTH PROGRAM

Clinical for the **Certified Nursing Assistant Program** will be held in long-term facilities only, or home health agencies. Clinical sites for the **Phlebotomy Program** are more flexible and will be announced by the instructor.

CERTIFIED NURSING ASSISTANT PROGRAM

Courses	Instruction/ Theory	Lab	Clinical	Credits
CPR	3 hrs.	0	0	3
Medical Terminology	3 hrs.	0	0	3
Fundamentals of Long-Term Nursing	4 hrs.	1	1	6
TOTAL HOURS				12

PHLEBOTOMY PROGRAM

Courses	Instruction/ Theory	Lab	Clinical	Credits
CPR	3 hrs.	0	0	3
Medical Terminology	3 hrs.	0	0	3
Phlebotomy	4 hrs.	1	1	6
TOTAL HOURS				12

- Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents.
- Follow standard operating procedures to collect specimens.
- Demonstrate understanding of requisitioning, specimen transport, and specimen processing.
- Demonstrate understanding of quality assurance and quality control in phlebotomy.
- Communicate (verbally and nonverbally) effectively and appropriately in the workplace.
- 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.
- Be certified in CPR/First Aid.

Clinical guidelines are as follows:

- Must maintain a current CPR certificate by the American Heart Association and the American Red Cross.
- Three clinical unsatisfactory or failure to meet all clinical objectives will result in a failure (F) for the course.
- All students will be supervised by the SUAH instructor.
- Punctuality and attendance to a clinical site is essential for satisfactory performance, failure to attend clinical may result in disciplinary actions.
- Clinicals may be scheduled during mornings, afternoons, evenings, or weekends depending upon the program enrollment (morning, evening, or weekend) and instructors.
- Any student(s) that display unprofessionalism and disrespect at the clinical site and to instructors will be facing disciplinary actions or dismissal from the program.

UNIFORMS

In general, students are required to wear royal blue scrubs with white in-toe and in-heel shoes. Name badges are required and will be distributed by the University. Please be advised that instructors have the right to include additional clinical attire as needed with will be noted in the class syllabus.

CERTIFIED NURSING ASSISTANT PROGRAM

Nursing assistants are key players in the lives of the people in their care. Each day, more than 2.5 million caregivers provide hands-on care to our nation's frail, elderly, or chronically challenged citizens in nursing homes and other long-term care settings. Nursing Assistants provide as

much as 80% - 90% of the direct care needed by residents and clients in long-term care facilities.

Nursing assistants have various titles including: Direct Care Workers, Care Assistants, Home Care Assistants, Caregivers, Hospice Assistants, Geriatric Aide/Assistants, Resident Assistants, Personal Care Assistants, Restorative Aides, Patient Care Assistants and others; in nursing homes, home care, hospice, LTC hospitals, prisons, MR facilities, workshops and other long term care settings.

Nursing assistants, sometimes called nurse aides, orderlies, and geriatric aides, assist in the care of patients. They work under the direction and supervision of registered nurses (RNs) and licensed practical nurses (LPNs) and other medical staff. Nursing assistants have a great deal of contact with patients and provide personal care such as bathing, feeding, and dressing. They also perform support functions such as transporting patients, taking vital signs, making beds, helping patients become ambulatory and answering patient calls. Nursing assistants are often responsible for observing and reporting how patients respond to the care that is being given. Nursing assistants employed in nursing homes are called geriatric aides. These nurses have far more contact with residents than any of the other staff, and are therefore expected to develop ongoing relationships with the patients and treat them in a positive, caring way. To be a successful nursing assistant, an individual must be a team player who is able to take orders well. They must also be emotionally stable and have a great deal of patience.

CURRICULUM PROGRAM

The curriculum of the Phlebotomy Program includes:

1. Medical Terminology
2. CPR/First Aid
 - Infection Control
 - Safety/Emergency Procedures
3. Phlebotomy Theory/Lab/Clinical
 - Practice of Infection Control
 - Routine Phlebotomy and Procedures
 - Anatomy and Physiology
 - Patient Care
 - Quality Assurance
 - Practical Evaluation
4. Personal and Professional Communication Skills
 - Resident Rights
 - Ethics
 - HIPAA & FERPA
 - Telephone Technique Skills
 - Front Office Skills

COURSE OBJECTIVES

Upon satisfactory completion of 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 understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.

EMPLOYMENT OUTLOOK

Employment opportunities for phlebotomists are widespread. The growth is driven by the increased medical needs of an aging population and more diagnostic testing. Locally, the labor market is growing, primarily because of the increase in home health care services and employment opportunities for phlebotomists with contract laboratory organizations.

WORK ENVIRONMENT

Phlebotomists may work in hospital/commercial laboratories, clinics, large medical offices, blood banks and occasionally in scientific or product development research, or marketing and sales of homecare products.

PURPOSE

SUAH program will provide students with instruction such that students will be prepared for certification by the American Society of Phlebotomy Technicians and/or the National Center for Competency Testing.

PROGRAM REQUIREMENTS

The phlebotomy program falls under the guidance of the American Society for Clinical Pathology.

ACADEMIC

Clinical hours may vary in completion of acquiring 100 sticks.

WORK ENVIRONMENT

Nursing assistants work in a variety of different health care settings. These include hospitals, physicians' offices, home health agencies, nursing homes, private homes, and mental health institutions. They are on their feet most of the time and may be required to lift and move patients, so physical fitness is a plus.

PURPOSE

The SUAH program will provide students with instructions required by the Alabama Department of Public Health guidance for Nursing Aide Training Course.

The training course will:

1. Instruct students on how to perform basic nursing assistant procedures in health/home care settings.
2. Foster students in preparation to professionalism, ethics, and employment.

PROGRAM REQUIREMENTS

The Certified Nursing Assistant Program consists of at least 75 clock hours of training, 16 hours of lab training, and 16 hours of supervised practical training. All instructors will ensure that students do not perform any services for which they have not been trained and been found proficient by the instructor. All students providing services to residents are under the general supervision of LPNs or RNs.

Upon satisfactory completion of the program, the student is eligible to take State certification.

CURRICULUM PROGRAM

The curriculum of the **Certified Nursing Assistant Program** includes:

1. Medical Terminology
2. CPR/First Aid
 - Infection Control
 - Safety/Emergency Procedures
3. Foundation of Nursing in a Long-term Care Facility/Clinicals/Lab
 - Practice of Infection Control
 - Basic Body Structures and Fundamental Skills
 - Basic Nursing Skills
 - Personal Care Skills
 - Mental Health and Social Services
 - Care of Cognitively Impaired Skills
 - Basic Restorative Services
4. Personal and Professional Communication Skills
 - Resident Rights
 - Ethics
 - HIPAA & FERPA
 - Telephone Technique Skills
 - Front Office Skills

COURSE OBJECTIVES

Upon satisfactory completion of 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 nursing skills (checklist provided by instructors).

- Demonstrate effective infection control practices.
 - Administer and safely meet basic personal care needs of patients.
 - Utilize proper body mechanics to promote safety and prevent injury.
 - Serve as a team player with the health care team in coordinating delivery of care.
 - Understand when to seek guidance.
 - Exhibit professional conduct, appearance, and ethical behavior when providing nursing assistant care.
 - Display skills of restorative needs of clients.
 - Exhibit effective written/oral communication with health care member, client, and family members.
 - Maintain rights of clients.
 - Maintain confidentiality and privacy (HIPAA & FERPA) laws.
 - Display accurate observation and documentation (written and oral).
 - Be certified in CPR/First Aid.
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THE PHLEBOTOMY PROGRAM

NATURE OF WORK

Phlebotomists obtain blood specimens promptly, efficiently, and safely from patients and clients. They are employed by private laboratories, blood centers, hospitals, outpatient clinics and private doctors practice groups. The phlebotomist is an integral member of the laboratory technical and scientific team.

RELATED JOB TITLE

Phlebotomist or Laboratory Assistant.