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NATIONAL SCHOOL OF
HEALTH TECHNOLOGY, INC.
OF FLORIDA

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Director

William Lobel, C.D.T.
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WASHINGTON FEDERAL BUILDING
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INSTITUTIONAL PHILOSOPHY

The purpose of the School is to provide quality education to students seeking careers in health care.

In an effort to fill critical need of the health professions for trained personnel, and to provide meaningful and fulfilling careers to capable individuals, the School maintains the highest level of professional dedication.

The School is constantly updating its equipment, curricula and facilities, recognizing our obligation to the students and the professions they serve. The National School of Health Technology, Inc. of Florida continues to provide the best possible training for health paraprofessionals.

STATEMENT OF OWNERSHIP

The National School of Health Technology, Inc. of Florida was founded in February, 1977. The School is a branch of the National School of Health Technology, Inc., which is located in Philadelphia, Pa. The Philadelphia school was founded in 1963 and is located at 1819 J.F.K. Blvd. Mr. William Lobel, C.D.T., and his wife Ilse Lobel are the owners of the Philadelphia school. Mr. Martin Knobel, B.Ed., M.S., and his wife Rickie Knobel, along with the Lobels, are the owners of the Florida school.

APPROVALS AND MEMBERSHIPS

The School is licensed by the Florida State Board of Independent Post-Secondary Vocational, Technical, Trade and Business Schools. The School is a member of the Florida Association of Private Schools and is affiliated with International Hospital in Miami. The Medical Assistant education program of National School of Health Technology, Inc. of Florida, is accredited by the Accrediting Bureau of Health Education Schools.

DESCRIPTION OF FACILITIES AND EQUIPMENT

Located at 633 N.E. 167th Street, in the Washington Federal Building, the facility has been designed as a para-health training center. The 12-story modern building is air conditioned, carpeted and well-lit.

The facility consists of classrooms, medical laboratories, student lounge and School offices, all located on the 10th floor. Parking is readily available in a well-lit, two-level parking area adjacent to the building.

A fully equipped Medical Assistant learning laboratory is maintained containing equipment commonly found in a medical office, such as an EKG machine, microscopes, examining table, blood cell counters, various equipment for blood and urinalysis, stethoscopes and blood pressure cuffs.

ADMISSIONS REQUIREMENTS AND PROCEDURES

The applicant for the Medical Assistant course must have a high school diploma or high school equivalency diploma before starting class. Students who are beyond the age of compulsory school attendance and who have the ability to benefit from the training offered may be admitted after passing an entrance examination. Applicants will be interviewed by an Admissions Representative and the entire program will be discussed. If the student is acceptable he or she will be given an application to complete. This application will be reviewed by the Director and the student will be notified as to his decision within seven days. If rejected, the applicant will be notified immediately and any fees paid with the application will be refunded. Prior medical training in high school or college is not necessary as the courses are designed to provide quality training regardless of previous educational experience. Applicants for the nurse's aid course are not required to have a high school diploma.

CLASS STARTING DATES

Medical Assistant classes begin on or about the first week in January, March, May, July, September and November. Nurse's Aide classes begin every six weeks for the day program and every twelve weeks for the evening program.

STUDENT SERVICES

The National School of Health Technology, Inc. of Florida maintains a placement service for its graduates. While every effort is made to secure positions for our graduates, we are not permitted by law to guarantee employment.

Students may avail themselves of school counseling services at any time. Tutoring is available during school hours through instructors.

Student records are maintained in a fireproof cabinet for a minimum of 5 years. Students may examine their records at anytime.

Each student is covered with \$1,000,000 of professional liability insurance at no extra charge.

Cardiac-Pulmonary-Resuscitation (CPR) classes are held periodically by the Heart Association at the School. All students are urged to attend.

Financial Aid is available to qualified Medical Assistant students in the form of Basic Education Opportunity Grants.

Refresher courses are available at no charge to graduates.

GRADING SYSTEM

A	95-100	Outstanding
B	85-94	Above Average
C	75-84	Satisfactory
D	70-74	Acceptable but below average
F	Below 70	Unacceptable

ACADEMIC REGULATIONS

Students are expected to maintain the standards of the School in academic, professional and personal achievement.

Any student found cheating in any capacity will receive an immediate "zero" for that subject and will be suspended.

Any student who is in academic difficulty will be placed on academic probation. A student on academic probation will be placed on a trial period during which his/her ability to achieve the academic standards of the School will be determined.

Conditions of Probation:

Academic Difficulty Any student who exhibits below average or failing grades in a marking period is required to meet with his or her instructor for individual evaluation and plan for assistance.

Academic Failure Any student who consistently exhibits below average or failing grades and fails to improve during the probationary period will be considered in academic failure and subject to termination.

GRADUATION REQUIREMENTS

1. The satisfactory completion of all prescribed subjects of instruction with a cumulative grade average of 70 or better.
2. Satisfaction of all financial obligations to the School.

Any student failing to meet above requirements will not participate in graduation exercises.

Upon successful completion of any courses offered at National School of Health Technology, Inc., the student will be awarded a diploma.

SCHOOL HOLIDAYS

New Year's Day • Washington's Birthday • Good Friday • Memorial Day • Independence Day • Labor Day • Thanksgiving Weekend • Christmas Vacation. The mid-summer one week vacation is normally the first week of July. The Christmas vacation dates are announced but normally begins two days before Christmas and ends the day after New Year's Day. Additional holidays may be declared by the Director, when warranted.

HOURS OF OPERATION

The School office is open from 9:00 A.M. to 5:00 P.M., Monday through Friday. Classes are in session from 8:00 A.M. through 11:00 P.M., according to course and time selection.

CREDIT FOR PREVIOUS TRAINING

Credit for previous training will be granted by the Director upon receipt of official transcript from a properly approved training facility. The amount of credit received will be determined by the Director and any adjustments necessary in the student's program will be made promptly.

REFUND POLICY

All monies paid by an applicant will be refunded if requested in writing within three business days after signing an enrollment agreement and making an initial payment.

If the applicant is accepted for admission and requests cancellation after the three day period above, but before scheduled classes begin, the School will retain \$75.00

In the event that an application is not accepted by the Director, full refund of the enrollment fee and advance tuition deposit, if any, will be made to the applicant.

If it becomes necessary for the student to withdraw from the program prior to completion or if the training is terminated for a serious infraction of the School rules and regulations, the School may retain the enrollment fee, the earned tuition, plus \$50.00. For the purpose of computing refunds, the official termination date will be the last day of attendance.

WITHDRAWAL AND TERMINATION

The student shall have the right to withdraw from the School at any time at his option by giving notice of his intention to terminate his enrollment, in writing, to the School office. Should the student be under 18 years of age his letter must be accompanied by a letter from his Parent or Guardian consenting to the withdrawal.

The School reserves the right to discontinue the enrollment of any student whose study, attendance or conduct is for any reason unsatisfactory. Any student who is absent for a period of one week without notification and good cause may be subject to termination at the Director's discretion.

In the case of a student's prolonged illness, accident, death in the family, or other circumstances that make it impractical for him/her to complete the course, the School shall make a settlement which is reasonable and fair to both.

STUDENT RULES AND REGULATIONS

Students must attend all classes regularly and arrive punctually. In the event of illness or inability to attend, the student must notify the school in writing, presenting a valid and verifiable excuse. In the event of tardiness, the student must report to the office prior to entering class. Students attending class must remain in class until dismissed by the instructor. Students must be back in class punctually after all breaks and lunch periods. Students will be suspended when excused absences and lateness constitute more than 10% of total class hours. Students may appeal the suspension within 72 hours. Upon readmission to class, the student must make up lost instruction time to the satisfaction of the instructional staff. In the absence of an appeal, the student shall be considered terminated. Habitual tardiness shall be cause for termination of the student.

The student lounge is available at specified lunch and break periods. This is the only area in which students may have food or beverages. Students who wish to smoke may do so within the confines of the student lounge or rest rooms. Smoking will not be allowed in any other area of the School premises.

A public telephone is available in the building lobby for the use of the students. Telephones in the School office are for school use only. Students are not allowed to make calls on these phones. Incoming calls for students will be accepted on these phones only in cases of extreme emergency.

Students will not play games of chance, use offensive language, make unnecessary noise or engage in behavior unbecoming to ladies and gentlemen.

Students will be responsible and pay for all property destroyed or damaged, with or without intent. Intentional defacing, damaging or destruction by any student will result in immediate expulsion and contract termination without recourse or appeal.

Students will conduct themselves in class with proper decorum, proper respect, and attention to the instructors. They will conduct themselves with courtesy & with proper regard for other persons and school property.

All students will wear uniforms for every class session. It is the student's responsibility to keep these uniforms laundered and clean at all times.

Students who are training as health paraprofessionals are expected to maintain a high standard of personal cleanliness and grooming. All clothing must be clean and neat. Hair should be neatly combed. Male students must be cleanly shaved or beards & mustaches neatly trimmed.

All students must keep their work areas clean. Class will be dismissed only after the room has been inspected.

Failure to cooperate with School rules and regulations will be considered reason for student expulsion.

145 Reproduction	20
Study of the male and female reproductive systems, the reproductive process, and diseases of the reproductive system.	
150 The Endocrine System	10
The study of the endocrine glands, hormones, and diseases of these glands, which include the pituitary, thyroid, parathyroid, adrenal, parathyroid, and the pancreas.	
155 The Sensory System	15
The structure and functions of the eye, ear, and skin. Related diseases.	
TOTAL HOURS	
	200
BLOCK O - OFFICE PRACTICE	
A study of various duties and office techniques of the paraprofessional in the doctor's office. Telephone techniques, medical records, filing, insurance, and correspondence.	
	CLOCK HOURS
200 Medical Ethics/Jurisprudence	5
A study of the standards of right and wrong as they relate to medicine and the system of laws as they relate to the medical profession. History of ethics, personal ethics.	
205 Psychology of Human Relations	5
A study of personality formation, self and adult socialization, stress, patient fear, and public relations.	
210 Medical Terminology	30
A study of the basic medical terms, word building, basic root words, prefixes and suffixes. Advanced medical terms, their spelling and definition. Terminology as it relates to diagnosis and treatment of diseases, spelling and definition of terms.	
215 Patient Care	10
Physical examination procedures; draping, positioning, pre-operative and post-operative care.	
220 Assisting Arts	55
The study and practice of vital signs, height and weight; explanation of special diets, clinical procedures and examinations; room techniques for assisting the doctor with the patient; phone techniques, keeping patient's medical records, filing and doctor's correspondence.	
225 Pharmacology	45
The study and practice of injections (I.M., S.C.), care of syringes and needles; the study of drugs and solutions, toxic effects of drug abuse, legal regulations and standard inventory dosage, prescriptions, emergency drugs, storage and labeling.	

230 Specialized Medical Practices	10
An introduction to the various specialties of medicine (osteopathy, optometry, pediatry, allergy, ophthalmology, pediatrics, gynecology, etc.) and the role of the Medical Assistant in these specialties.	
235 First Aid	15
A study of emergency patient care. Care and treatments for abdominal pain, animal bites, stroke, bleeding, burns, seizures or convulsions, fainting, foreign bodies, fractures, heart attacks, insect bites, nose bleeds, poisoning, shock, wounds. Do's and don'ts of first aid. Supplies.	
240 Insurance in a Medical Office	25
The study and types of insurance (health, government, medicare, etc.) and processing of these forms.	
TOTAL HOURS	200

BLOCK I - LABORATORY

Lecture and laboratory experiences in routine tests performed on blood and body fluids by chemical analysis. Venipuncture. Quality control, standard curves, electrolytes, enzymes, and hormones. Preparation of percent, normal and molar solutions. Various tests performed on blood by chemical analysis, including blood sugar, urea nitrogen, and cholesterol determinations.

300 Introduction to Lab	25
Students learn to use the microscope, collection of specimens, and basic principles of x-ray.	
305 Radiographic Technique	50
X-ray physics and the practical aspects of producing x-ray films. Safety precautions. Film processing and darkroom procedures. Skeletal and internal anatomy. Routine and special radiographic examinations and procedures.	
310 Bacteriology and Sterilization	25
A study of the classifications of microorganisms (bacteria, viruses, fungi, rickettsiae). Principles and techniques of sterilization used in a doctor's office.	
315 Urinalysis	25
Covers anatomy and physiology of the urinary system in depth - collection of specimens, testing for specific gravity and ph - chemical analysis for glucose, protein, acetone, bilirubin, and blood. Microscopic examination with interpretation of findings.	

320 Hematology/Blood Chemistry**75**

The study of blood and the blood forming organs. Anatomy and physiology of the circulatory system. Composition and functions of blood. Methods and practice counting electrolytes and leukocytes; hemoglobin determination; interpretation and findings; normal value; metric system; routine blood tests (blood cholesterol, blood glucose, blood urea nitrogen, blood uric acid); coagulation studies.

TOTAL HOURS 200**400 Internship****280**

An opportunity to observe and assist in a realistic setting. Practical application of principles and theory learned in classroom.

SUMMARY

Block A - Anatomy	200 Clock Hours
Block O - Office Practice	200 Clock Hours
Block L - Laboratory	200 Clock Hours
Internship	280 Clock Hours
TOTAL COURSE HOURS	880

NURSE'S AIDE CAREER DESCRIPTION

A Nurse's Aide helps the nurses care for patients in a hospital or nursing home. They always work under the direction and supervision of a registered nurse or licensed practical nurse. The basic nursing care of patients which a Nurse's Aide performs, includes taking temperatures, pulses, respirations and blood pressures. They make beds, give baths, and in some cases feed patients. A Nurse's Aide has a knowledge of basic nutrition and an understanding of special diets. Because they work in close physical and social contact with patients and co-workers, a Nurse's Aide should be energetic, cooperative, dependable, and able to follow instructions with accuracy.

A Nurse's Aide may also do private duty work as a home health aide. Many of the duties for this type of employment would be the same as when employed in a hospital.

The work week is usually forty hours; however, sometimes it is necessary to work nights, weekends, and holidays. The Nurse's Aide makes a meaningful contribution to the welfare and health of the public and is recognized as a valuable part of the medical community.

NURSE'S AIDE CURRICULUM

N-100 ORIENTATION

An introduction to the program covering the functions of hospitals and health care professions; what a Nurse's Aide does on the job; and ethical, moral, and legal responsibilities.

N-105 Introduction to the Patient

5

Discussion of desirable qualities and character traits for the Nurse's Aide including basic human needs, relationships with patients, relationships with visitors, and communication skills (answering the patient call, communicating with patients & others, observing & reporting.)

N-110 The Patient Unit

5

Covers the typical unit its arrangement, and cleanliness

N-115 Personal Care of the Patient

5

Proper methods of oral, skin, and hair care, baths, back rubs, and hand washing.

N-120 Human Anatomy

15

Covers the structural plan of the body and its systems, the organs of each system and their functions.

N-125 Food Service and Nutrition

10

Discussion of elements of good nutrition, basic hospital diets (clear liquid, full liquid, soft diet, regular diet) and special diets. (low sodium, diabetic.)

N-130 Vital Signs - Fluids and Wastes

30

Proper techniques for taking the patient's temperature, pulse, and respirations. How to take a patient's blood pressure, reporting TPR's and blood pressures to the nurse. Measuring a patient's fluid input and output.

N-200 Clinical Experience

75

Conducted in a hospital facility, includes the following topics: the working environment, care of the patient; bedmaking; food service; comfort and safety measures; taking and reporting vital signs; admission, transfer, and discharge; hot and cold applications; surgical care of patients; isolation techniques; the dying patient.

N-205 Employment Opportunities

2

Making application for employment, filling out application forms, the personal interview. Employer-employee responsibilities. Resigning from a job, giving notice, writing a letter of resignation.

TOTAL HOURS 150

ADMINISTRATION

Marlin Knobel, B.Ed., M.S.
University of Miami, Barry College
DIRECTOR

William Lobel, C.D.T.
ADMINISTRATOR

Hope Stein, A.S., R.N.
Broward Community College
ASSISTANT DIRECTOR
MEDICAL ASSISTANT INSTRUCTOR

Carol Emrick, B.S.
Indiana University of Pennsylvania
ADMISSIONS REPRESENTATIVE

Joanne Russell, L.P.N.
B.O.C.E.S.
NURSE'S AID INSTRUCTOR

Norma Liburd, B.S.N.
University of Cincinnati
NURSE'S AIDE INSTRUCTOR

Rosalie M. Carter, L.P.N.
Sheridan Vocational School
NURSE'S AIDE INSTRUCTOR

The School reserves the right to teach subject areas in any order it deems necessary. Training changes, which the School reserves the right to make when deemed necessary, shall not involve additional cost to the Student.

The School agrees to provide and furnish all the necessary specialized equipment and instruments which it considers necessary for its training program.

Maximum class size is 20 students.



