

SCHOOL CATALOG

Effective May 15, 2024 Rev. April 2025, Volume 1

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MESSAGE FROM THE PRESIDENT

Welcome to the Medical Training Institute of New York (MTI of New York). Providing quality education in health occupations remains our highest priority. Our faculty and staff are committed to delivering high-quality training, thereby enhancing our students' knowledge and skills to enable them to become proficient health-care professionals.

Since our inception, we have pursued our goal to provide quality education to prepare our graduates for the demands of their chosen careers. We have designed, assessed, and evaluated our curriculum and instructional materials with the utmost care to remain relevant to healthcare needs today and in the future. We continue to train and equip our educators to help our students' progress along their chosen career paths.

Our institution is here for the benefit of our students to build a strong academic foundation in health care. We thank you for the opportunity to serve you as your educational institution, and we encourage you to engage fully in your studies as you follow your dreams.

Sincerely,

Ishmeal Alarbi

President & CEO

GENERAL INFORMATION

MAIN CAMPUS INFORMATION

211 East 43rd Street, 2nd Floor New York, NY 10117 Email: info@mtiofnewyork.com Website: www.mtiofnewyork.com Phone: 212-204-8577 Fax: 212-804-6002

SCHOOL OFFICE HOURS

Administration Office: Monday through Friday from 9:00 a.m.-6:00 p.m. and Saturday from 11:00 am-4:00 pm

School Building: Monday through Friday from 8:30 a.m.- 10:30 p.m. and Saturday and Sunday from 8:30 am -5:00 pm, as necessary to accommodate weekend classes.

MISSION

The mission of MTI of New York is to offer education in Allied Health for on-demand occupations to members of our community in pursuit of advancing their career path in this employment sector. As such, MTI strives to deliver to its community of learners, opportunities for career advancement, change and expanding industry standards, the optimum delivery of services, which meet and exceed industry expectations, to place graduates at the top of the candidacy pool for positions within their area of choice.

OBJECTIVES

To achieve its mission, the Institution is committed to:

- Promoting academic excellence through rigorous standards and innovative learning experiences.
- Delivering a blend of theoretical knowledge and practical skills to prepare students for real-world challenges.
- Employing highly qualified faculty who provide personalized guidance and professional expertise.
- Implementing industry-relevant curricula and cutting-edge technologies to enhance learning.
- Ensuring staff and faculty uphold the highest standards of quality and service.
- Fostering a supportive and inclusive environment that values creativity and diversity.

VISION

The vision of MTI of New York is to be recognized as a quality education provider of Allied Health Programs.

HISTORY

MTI of New York has been licensed by the New York State Education Department Bureau of Proprietary School Supervision (BPSS) since April 2017. The school was founded by Mr. Ishmeal Alarbi and has continued to be under his leadership since then. The school has grown to offer total of 25 certificate programs in both (hybrid) blended and residential modes of delivery across the following programmatic areas:

- Diagnostic Medical Sonography
- Cardiovascular Technology
- Surgical Technology
- Central Sterile Processing
- Radiography Technology
- Radiation Therapy
- Nursing Assisting
- Phlebotomy
- Electrocardiography (EKG)
- Pharmacy Technology
- Medical Billing and Coding
- Medical Assisting
- Patient Care Technician
- Dialysis Technician
- Dental Assisting

The school was originally located at Mineola, NY, and moved in 2019 to the current location at 211 East 43rd Street, 2nd Floor, New York, NY 10117, with a total square footage of 11,915 to comfortably accommodate staff, faculty, and students.

STATE LICENSE AND APPROVALS

New York State School License

Medical Training Institute of New York is licensed by the New York State Education Department Bureau of Proprietary School Supervision (BPSS), license # 1663. All programs listed in this catalog are approved by BPSS. They may be contacted at 89 Washington Avenue, Room 560, Albany, NY 12234.

New York Workforce Approval

The programs listed below are approved for funding by the NYC Department of Small Business Services. They may be contacted at 1 Liberty Plaza, 11th Floor, New York, NY 10006.

- Nursing Assistant
- EKG
- Phlebotomy
- Clinical Medical Assistant

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HRA Approval

The programs listed below are approved for funding by the NYC Human Resources Administration They may be contacted at 123 William Street, 6th Floor, New York, NY 10038

- Nursing Assistant
- EKG
- Phlebotomy
- Clinical Medical Assistant

OWNERSHIP

The school is owned by the Medical Training Institute of New York, Inc., a New York Corporation, which is wholly owned by Ishmeal T. Alarbi, sole officer, with principal offices located at 211 East 43rd Street, 2nd Floor, New York, NY 10017.

CATALOG INFORMATION AND AVAILABILITY

The school catalog is available at our public website www.mtiofnewyork.com

Students entering studies at MTI of New York agree to MTI of New York school terms, rules, policies, and procedures outlined in this catalog. Students should familiarize themselves with school policy information. The school reserves the right to make changes to this catalog and its policies at any time. The revised catalog will be published on the school's website and student portal, with the new effective date.

FACILITIES

The school campus is at 211 East 43rd Street, 2nd Floor, New York, NY 10117 near Manhattan's Grand Central Station and easily accessible by public and private transportation.

The facilities of 11,915 square feet include a reception area, five administrative offices, 6 theory classrooms, 8 laboratory areas, two computer labs, two media center - student resources-study areas, snack-lounge area, and restrooms.

The facilities air centrally air conditioned and well lit, which are conducive to a good learning environment. The facilities comply with state and city regulatory agencies and provide a safe and inviting learning environment. The school is on the second floor, with access to an elevator.

The school complies with all provisions of Section 504 of the Rehabilitation Act of 1973. No qualified, handicapped person, because of their disability, will be excluded from enrolling in a program of instruction.

CLASS SIZES

MTI of New York classes have a maximum of 20 students for theory classes with a teacher/student ratio of 1 to 20. Laboratory classes have a maximum of 10 students, with a ratio of 1 to 10.

LANGUAGE

All programs are taught in English.

OBSERVED HOLIDAYS

New Year's Day	Monday, January 1, 2024
President's Day	Monday, February 19, 2024
Martin Luther King's Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Good Friday	Friday. March 29, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Columbus Day	Monday, October 14, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Break	Thursday, November 28, and Friday, November 29, 2024
Winter Break	Thursday, December 19, 2024 – Wednesday, January 1, 2025
New Year's Day	Wednesday, January 1, 2025
Martin Luther King's Day	Monday, January 20, 2025
President's Day	Monday, February 17, 2025
Good Friday	Friday, April 18, 2025
Memorial Day	Monday, May 26, 2025

DELAYS OR CANCELLATIONS DUE TO WEATHER OR OTHER EMERGENCIES

In the event of an emergency, closing due to inclement weather, natural disaster, or public safety emergency, the school will close as per the New York City Public School system. Classes canceled due to the above conditions are made up before the end of the program.

OFFERED PROGRAMS

Included next is the list of programs offered by MTI of New York. Upon graduation students receive a certificate. Programs are measured in clock hours. For information on each program refer to the following catalog sections: admissions section, program descriptions section, and course descriptions sections.

Program Title	Program	Delivery Mode	Morning	Evening	Weekend
	Duration in		Classes	Classes	Classes
	Clock Hours		Duration	Duration	Duration
			(weeks)	(weeks)	(weeks)
NURSING ASSISTANT PROGRAMS					
Nursing Assistant	125	Residential	6	8	8
Nurse Assistant Advanced	240	Residential	12	15	15
DENTAL ASSISTING PROGRAMS					
Dental Assistant	700	Residential or	28	35	44
		Hybrid			

DIALYSIS PROGRAMS					
Dialysis Technician	160	Residential or	8	10	10
		Hybrid			
EK	G AND PHLEBOTO	MY PROGRAMS			
Phlebotomy	80	Residential	7	7	7
EKG	80	Residential	7	7	7
EKG/Phlebotomy Technician	120	Residential	10	10	10
N	IEDICAL ASSISTAN	JT PROGRAMS			
Clinical Medical Technologist	450	Residential or Hybrid	18	23	28
Medical Assistant (MA)	720	Residential or Hybrid	29	36	45
MEDIC	AL BILLING AND C	CODING PROGRAM	ЛS		
Medical Billing and Coding	600	Residential or	25	30	38
		Hybrid			
Medical Coding Specialist	650	Hybrid	26	33	41
	PHARMACY PR	OGRAMS			
Pharmacy Technician I (Entry Level)	400	Residential or	16	20	25
		Hybrid			
Pharmacy Technician II	750	Residential or	30	38	47
SURGICAL TECHNOLOGY PROGRAMS					
	GICAL TECHNOLO		50	(2)	(2)
Surgical Technology	1240	Hybrid	50	62	62
Central Sterile Processing Technician	800	Residential or	32	40	40
		Hybrid			
IMAGING PROGRAMS					
Diagnostic Medical Sonography	1800	Residential or Hybrid	72	72	86
Cardiovascular Sonography	1800	Residential or	72	72	86
		Hybrid			
Radiography Technology	2220	Residential or	74	89	-
		Hybrid			
Radiation Therapy	2280	Residential or Hybrid	76	91	-

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

Prospective students are encouraged to apply for admission as early as possible to secure a place in their desired program and starting date. All applicants are required to complete a personal interview with an admissions representative, which is conducted in person. Guardians or significant others are encouraged to participate in the interview process. This interview helps the institution assess the applicant's suitability for enrollment.

To complete the enrollment process, applicants must submit the following:

- 1. Application for Admission Form
- 2. Enrollment Agreement
 - If under 18 years of age, the Enrollment Agreement must also be signed by a parent or guardian.
- 3. Application Fee Payment
 - This fee is non-refundable unless the applicant is denied admission or cancels the application within three days of the institution's receipt of the application and fee.
- 4. Student and Programmatic Disclosure Forms
- 5. Entrance Exam (if applicable)
 - Refer to "Selective Admissions Criteria" for details.
- 6. Request for Official Transcripts
 - Required if seeking transfer of previously earned college credit.
- 7. Interview Acknowledgment Form/Student Information Record

The institution reserves the right to deny or rescind an applicant's eligibility to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

Program-Specific Admission

Admission to one program does not guarantee eligibility for other programs. Applicants wishing to enroll in a different program in the future must independently meet all the requirements for that program at the time of application and undergo the selection process for that program.

Proof of Graduation

Documentation of high school graduation or its equivalent must be provided before the student's first scheduled class. The student is responsible for providing valid proof, and additional documentation may be required to verify authenticity. Failure to provide this documentation will result in enrollment cancellation, forfeiture of academic credits earned prior to cancellation.

Proof of Graduation may include proof of high school completion (transcript, diploma, or GED) or evidence of completion of post-secondary coursework at an accredited institution recognized by the US Department of Education or NACES. If high school or post-secondary coursework way completed an institution outside of the US, a copy of the transcript along with an equivalency evaluation by a member of NACES or AICE must be provided.

Selective Admissions Criteria

Some programs require additional testing or institution credit requirements. When the number of applicants exceeds available seats, a rubric is used to objectively assess and rank applicants. Factors considered include:

- Postsecondary coursework and grades (Math and Science focus)
- Entrance exam scores (if applicable)
- Prior graduation from an Allied Health program at another CEC institution

Applicants are ranked, and notifications of acceptance or alternate status will be issued. Alternates will be notified no later than the drop/add period of the class start date. Entrance exams may be waived for applicants holding an Associate's degree or higher from an accredited institution.

Entrance Exam Re-Test Policy

Applicants who do not achieve the required score on an entrance exam may retest as follows:

- 1. Second attempt: After a 24-hours waiting period.
- 2. Third attempt: after a 48-hour waiting period.
- 3. Fourth attempt: after a one-year waiting period.

Distance Education Readiness Assessment

Students applying for admission to a program offered in a hybrid modality must complete the Distance Education Readiness Assessment with a score of 90% or higher. If a score of 90% is not achieved, the test may be attempted one additional time.

Additional Program-Specific Requirements

• Diagnostic Medical Sonography (DMS) Program: Applicants are assessed using a standardized rubric that may include grades in Math and Science, Accuplacer Math scores, Wonderlic scores, and Program Director recommendations. Ranking determines final cohort acceptance.

Prospective students must comply with the following admission requirements to enroll:

- Present a Valid picture ID.
 - Present one of the following:
 - o High School Diploma
 - GED

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- An associate or bachelor's degree official transcript as proof of higher education completion.
- To qualify for enrollment, a one-on-one appointment with one of the school admissions' representatives is needed. During the one-on-one appointment, the admission's representative will provide advisement services to aid the student in planning and completing the program for enrollment.

Diplomas and transcripts for education completed in a foreign country must be accompanied by the corresponding official translation and evaluation. For a listing of accepted translators and evaluators visit the National Association of Credential Evaluation Services (NACES) at <u>www.naces.org</u> Our school only accepts translations and evaluations received directly from NACES members, sent directly to our school, and addressed to MTI of New York, attention Admissions Department, 211 East 43rd Street, 2nd Floor, New York, NY 10117.

Clinical Requirement

Students enrolling in a program including clinical components are required to pass the Level 2 Criminal Background Check completed through an MTI of New York third-party prior to the first clinical assignment.

ASSOCIATE OR ADVANCED DEGREE ADMISSIONS REQUIREMENT

In addition to the general admission requirements, students wishing to enroll in the **Surgical Technology** program is required to present an official transcript demonstrating the student has graduated from an Associate, Bachelor, or advanced Degree program from an accredited higher education institution recognized by the United States Federal Department of Education, or its equivalent as approved by an official evaluation and translation by a member of the National Association of Credential Evaluation Services (NACES) at <u>www.naces.org</u>

In addition to the general admission requirements, students wishing to enroll in the **Radiation Therapy or Radiology Technology programs** must present an official transcript of having earned an associate (or more advanced) degree from an institution accredited by an agency that ARRT recognizes. View a list of <u>ARRT-</u><u>Recognized Accreditation Agencies</u>.

Official transcripts are to be sent directly from the issuing institution to MTI of New York, attention Admissions Department, 211 East 43rd Street, 2nd Floor, New York, NY 10117.

TRANSFER OF CREDITS

Transfer of Credits for Studies at Other Institutions

MTI of New York gives credit for studies at other institutions for students enrolling in programs with at least 1,000 hours of duration. To be considered for transfer credit, the studies must have been completed at accredited institutions approved within the United States accredited by an agency recognized by the US Secretary of Education or CHEA, or a proven equivalent United States accredited institution as demonstrated by evaluation of foreign transcripts by a recognized agency. Courses to be considered for transfer must have a minimum passing grade of 2.0 or "C" and must be comparable to MTI of New York courses included in the program of study. The evaluation of such courses will be done by the Director of Education. At least 85 percent of the hours needed for completion of the program of enrollment must be earned at MTI of New York (a maximum of 15% of program hours maximum are allowed for transfer).

The transfer of academic hours is evaluated on a course-by-course basis and is decided by the institution's Director of Education. Students wishing to transfer credits/hours must request official transcripts from the educational institutions attended to be sent directly to MTI of New York, attention Admission's Department.

The number of credits/hours that may be transferred for each course is determined by establishing credit equivalencies by the institution's Director of Education to a maximum of 15% of the program hours. MTI of New York will evaluate the transcript, at no cost, and make a written determination regarding any courses that may be considered for transfer. This determination will be made within seven calendar days of receipt of the transcript.

Transfer of Credits Between Programs within the Institution

MTI of New York gives credit for studies for an earlier program attended at our institution. Such credits are considered for transfer if courses previously taken are part of the new program of study. To be considered, a minimum grade of 2.0 or "C" must have been earned, and courses must be comparable to MTI of New York courses included in the new program curriculum. The transfer of academic hours is evaluated on a course-by-course basis and is decided by the Director of Education. MTI of New York, who will evaluate the transcript, at no cost, and provide a written determination on any courses that may be considered for transfer. This determination will be made within seven calendar days of receipt of the transcript.

Transfer of Credits/Hours earned at MTI of New York to Another Institution

Transfer of credits/hours earned at MTI of New York are received at the discretion of the accepting institution. It is the student's responsibility to confirm whether credits/hours will be accepted by another institution of the student's choice.

Credit For Prior Learning or Examination

MTI of New York does not accept advanced placement and credit for experiential learning.

RE-ENROLLMENT (RE-START)

A student that has withdrawn or has been terminated and desires to re-enter a program of study must notify the school in writing. A student that left the program for any reason must interview with the school President and show cause why he/she should be allowed to enroll again at the institution. The decision of the school will be final. When re-enrollment is approved, the student will need to comply with all current admissions requirements and have satisfied any pending financial responsibilities for the previous program enrollment. Courses earned for the previous enrollment that applied for will be considered for the new enrollment as a transfer of hours.

PHYSICAL LOCATION POLICY

At the time of enrollment to MTI of New York, the student's physical location is determined as reported in the application and the enrollment agreement and/or New York State ID. Students who reside outside of the State of New York are not eligible for enrollment. Current students are responsible for promptly notifying the school of any changes to their physical address, with updates submitted in writing (email or Change of Address Form) to Student Services. Within 14 calendar days of notification to the school of address change, the student will receive direct notice **in writing** of the impact of the change on their ability to continue in their program of study. **MTI of New York only enrolls students that are residents of New York.** Students who move to any other states may be required to withdraw from the program. A change of physical

location may impact a student's ability to complete the program or gain employment in the field, including eligibility for credentialing requirements for employment.

PROGRAMS WITH LICENSURE AND REGISTRATION REQUIREMENTS

Some programs at Medical Training Institute of New York (MTI) require licensure, certification, or registration in the State of New York for employment in the designated field.

A change of physical location from New York may impact a student's ability to complete the program or gain employment in the field, including eligibility for credentialing requirements for employment. Any questions regarding employment requirements outside of the State of New York should contact the intended state of employment for additional information and requirements.

Program Name and	Program Meets the State	Program DOES NOT Meet the State
Credential Awarded	Education Requirements	Educational Requirements for
	for Licensure,	Licensure, Certification or Registration
	Certification, or	
	Registration	
Nursing Assistant Certificate	New York	AL, AK, American Samoa, AZ, AR, CA, CO, CT, DC, DE, GA, Guam, HI, ID, IL, IA, KS, KY, LA, MA, MD, ME, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, Virgin Islands, WA, WV, WI, WY
Pharmacy Technician I Certificate	New York	AL, AK, American Samoa, AZ, AR, CA, CO, CT, DC, DE, GA, Guam, HI, ID, IL, IA, KS, KY, LA, MA, MD, ME, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, Virgin Islands, WA, WV, WI, WY
Pharmacy Technician II Certificate	New York	AL, AK, American Samoa, AZ, AR, CA, CO, CT, DC, DE, GA, Guam, HI, ID, IL, IA, KS, KY, LA, MA, MD, ME, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, Virgin Islands, WA, WV, WI, WY
Radiography Technology Certificate	New York	AL, AK, American Samoa, AZ, AR, CA, CO, CT, DC, DE, GA, Guam, HI, ID, IL, IA, KS, KY, LA, MA, MD, ME, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX,

		UT, VA, VT, Virgin Islands, WA, WV, WI, WY
Radiation Therapy Certificate	New York	AL, AK, American Samoa, AZ, AR, CA, CO, CT, DC, DE, GA, Guam, HI, ID, IL, IA, KS, KY, LA, MA, MD, ME, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, Virgin Islands, WA, WV, WI, WY
Surgical Technology Certificate	New York	AL, AK, American Samoa, AZ, AR, CA, CO, CT, DC, DE, GA, Guam, HI, ID, IL, IA, KS, KY, LA, MA, MD, ME, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, Virgin Islands, WA, WV, WI, WY

DISCLOSURES

MTI of New York reserves the right to cancel classes due to low enrollment, for which a full refund on tuition paid for courses cancelled will be provided.

NOTICE FOR STUDENTS WITH CRIMINAL RECORDS

A criminal record may affect a student's ability to gain employment in their field of training, obtain a license, or a certificate of completion. Therefore, it is strongly suggested that any student with a criminal record discuss the issue with the admissions representative during the initial interview.

SUBMITTING ACADEMIC INFORMATION

Students transferring credits/hours must request official transcripts to be sent directly from the issuing institution to MTI of New York, attention Admissions Department, 211 East 43rd Street, 2nd Floor, New York, NY 10117.

Diplomas and transcripts for education completed in a foreign country must be accompanied by the corresponding official translation and evaluation. For a listing of accepted translators and evaluators visit the National Association of Credential Evaluation Services (NACES) at <u>www.naces.org</u> Our school only accepts translations and evaluations received directly from the NACES agency, and addressed to MTI of New York, attention Admissions Department, 211 East 43rd Street, 2nd Floor, New York, NY 10117.

NON-DISCRIMINATION POLICY

MTI of New York does not discriminate based on age, race, color, sex, disability, religion, sexual orientation, gender identity, financial status, veteran status, or national origin. MTI complies with all provisions of section 504 of the Rehabilitation Act of 1973. No qualified disabled person will be excluded from enrolling, and MTI of New York will work with the applicant to provide reasonable accommodations. However,

disabled individuals should be aware that the regulations set by the State of New York for the programs offered at our institution require an elevated level of physical fitness with prolonged periods of practical work during their program.

REINSTATEMENT

Students that have been terminated or have withdrawn from a program may apply to be reinstated. The student must appeal to the committee in a letter that describes the student's case for readmission. Readmission decisions are based on several factors, including grade levels, attendance, account balance, and the student's commitment to completing the program. Any dismissed student who is readmitted successfully must sign a new enrollment agreement and pay the current tuition rate. Students with academic difficulties should seek guidance from their program director or the academic director.

TUITION AND FEES

PROGRAM TUITION AND FEES

NURSE ASSISTANT PROGRAMS – TUITION AND FEES					
Nurse Assistant 125 Hours					
Application Fee:	\$100				
Tuition:	\$1,400				
Technology Fee:	\$100				
Clinical & Lab Fee:	\$200				
Book Fee:	\$129				
Uniform Fee:	\$66				
Total Cost:	\$1,995				
DENTAL ASSISTING PROC	GRAMS – TUITION AND FEES				
Dental Assistant 700 Hours					
Application fee:	\$100				
Tuition:	\$3,800				
Technology Fee:	\$400				
Clinical & Lab Fee:	\$650				
Book Fee:	\$261				
Uniform Fee:	\$66				
Total Cost:	\$5,277				
DIALYSIS PROGRAM	1S – TUITION AND FEES				
Dialysis Technician 160 Hours					
Application fee:	\$100				
Tuition:	\$2,200				
Technology Fee:	\$200				
Clinical & Lab Fee:	\$600				
Book Fee:	\$142				
Uniform Fee:	\$66				
Total Cost:	\$3,308				

EKG AND PHLEBOTOMY PROGRAMS – TUITION AND FEES	
Phlebotomy 80 Hours	
Application fee:	\$100
Tuition:	\$1000
Technology Fee:	\$50
Clinical & Lab Fee:	\$100
Book Fee:	\$141
Uniform Fee:	\$66
Total Cost:	\$1,457
EKG 80 Hours	
Application fee:	\$100
Tuition:	\$1000
Technology Fee:	\$50
Clinical & Lab Fee:	\$50
Book Fee:	\$129
Uniform Fee:	\$66
Total Cost:	\$1,395
EKG/Phlebotomy Technician 120 Hours	
Application fee:	\$100
Tuition:	\$1,650
Technology Fee:	\$200
Clinical & Lab Fee:	\$350
Book Fee:	\$270
Uniform Fee:	\$66
Total Cost:	\$2,636
MEDICAL ASSISTANT PROGRAMS – TUITION AND FEES	
Clinical Assistant 450 Hours	
Application fee:	\$100
Tuition:	\$3,950
Technology Fee:	\$360
Clinical & Lab Fee:	\$580
Book Fee:	\$856
Uniform Fee:	\$66
Total Cost:	\$5,912
Medical Assistant (MA) 720 Hours	
Application fee:	\$100
Tuition:	\$8,250
Technology Fee:	\$950
Clinical & Lab Fee:	\$650
Book Fee:	\$902
Uniform Fee:	\$66
Total Cost:	Ş10,918
MEDICAL BILLING AND CODING PROGRAMS – TUITION AND FEE	S
Medical Billing and Coding 600 Hours	
Application fee:	\$100
Tuition:	\$2,500
Technology Fee:	\$300
Clinical & Lab Fee:	\$400
Book Fee:	\$341
Uniform Fee:	\$66
Total Cost:	\$3,707
Medical Coding Specialist - Hybrid 650 Hours	
Application fee:	\$100

Tuition:	\$3 700
Technology Fee	\$420
Clinical & Lah Fee	\$430
Book Fee	\$271
Uniform Fee:	\$66
Total Cost:	\$4,987
PATIENT CARE PROGRAMS - THITION AND FEES	
Patient Care Technisian 100 Hours	
Availant care reconnician 160 Hours	¢100
Application fee:	\$100
	\$2,200
lechnology Fee:	\$450 ¢250
Clinical & Lab Fee:	\$350 \$370
BOOK FEE:	\$270 \$66
Total Cost:	\$2 1 26
	<i>\$3,430</i>
PHARMACY PROGRAMS – TUITION AND FEES	
Pharmacy Sterile Compounding 350 Hours	
Application fee:	\$100
Tuition:	\$2,500
Technology Fee:	\$300
Clinical & Lab Fee:	\$650
Book Fee:	\$167
Uniform Fee:	\$106
Total Cost:	\$3,823
Pharmacy Technician I (Entry Level) 400 Hours	
Application fee:	\$100
Tuition:	\$2,800
Technology Fee:	\$300
Clinical & Lab Fee:	\$450
Book Fee:	\$189
Uniform Fee:	\$106 \$2.045
	\$3,945
Pharmacy Technician II 750 Hours	<u> </u>
Application fee:	\$100
Tuition:	\$3,600 ¢400
Lichnology Fee:	\$400 \$700
Clinical & Lab Fee:	\$700 \$270
Liniform Fee:	\$106
Total Cost:	\$5 176
	+•,•
SURGICAL TECHNOLOGY PROGRAMS – TUITION AND FEES	
Surgical Technology 1240 Hours	
Application fee:	\$100
Tuition:	\$22,000
Technology Fee:	\$1,120
Clinical & Lab Fee:	\$1,780
Book Fee:	\$563
Uniform Fee:	\$106
Total Cost:	Ş25,669
Central Sterile Processing Technician 800 Hours	
Application fee:	\$100

Tuition: Technology Fee: Clinical & Lab Fee:	\$12,650 \$850 \$1.400
Book Eee:	\$280
Uniform Fee:	\$66
Total Cost:	\$15,346
IMAGING PROGRAMS – TUITION AND FEES	
Diagnostic Medical Sonography 1800 Hours	
Application fee:	\$100
Tuition:	\$25,000
Technology Fee:	\$1,700
Clinical & Lab Fee:	\$2,500
Book Fee:	\$1,248
Uniform Fee:	\$66
Total Cost:	\$30,614
Cardiovascular Sonography 1800 Hours	
Application fee:	\$100
Tuition:	\$28,600
Technology Fee:	\$1,700
Clinical & Lab Fee:	\$2,500
Book Fee:	\$1,150
Uniform Fee:	\$66
Total Cost:	\$34,116
Radiography Technology 2220 Hours	
Application fee:	\$100
Tuition:	\$45,000
Technology Fee:	\$1,500
Clinical & Lab Fee:	\$1,500
Book Fee:	\$1,200
Uniform Fee:	\$106
Total Cost:	\$49,406
Radiation Therapy 2280 Hours	
Application fee:	\$100
Tuition:	\$45,600
Technology Fee:	\$1,500
Clinical & Lab Fee:	\$1,700
Book Fee:	\$1,200
Uniform Fee:	\$106
Total Cost:	\$50,206

FEES NOT INCLUDED IN THE PROGRAM COST

Repeating a Course - Tuition Cost

Students are required to pay tuition for each repeated course. The cost of the course tuition will be calculated as per tuition per hour honored on the enrollment agreement by the number of hours of the course to be repeated.

Transcript Fee

The first transcript after graduation is provided for free. Additional transcripts have a fee of \$ 25. Refer to the Student Services Section for additional information regarding transcripts.

FINANCIAL SERVICES

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date of a student's course(s), unless the student has made a prior arrangement as a payment plan. The complete fulfillment of payment obligations is a condition for graduation.

FINANCIAL ADVISEMENT

The institution's financial services advisor is available during office hours to assist students with any questions they may have and to help them make changes to their payment arrangements when needed.

PAYMENT PLAN POLICIES

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date of a student's course(s), unless the student has arranged for monthly payments. The complete fulfillment of payment obligations is a condition for graduation.

At the time of enrollment, students may select from the following payment options:

- Full payment at time of signing enrollment agreement.
- Registration fee at the time of signing enrollment agreement with balance paid before starting date.
- Registration fee at time of signing enrollment agreement with balance paid prior to graduation following an agreed payment plan.

LATE FEES

Any student not making a tuition payment by the due date will be subject to a late fee of \$50.

AVAILABLE METHODS OF PAYMENT

The Finance Office offers a variety of payment options, including online payments, credit cards, checks, wire transfers, Western Union, PayPal, or cash.

In all cases, Tuition and Fees must be paid in full (in US Dollars) before your course's enrollment deadline based on the table in the Tuition section above.

Private Education Loans

Students may elect to apply for a loan to cover the cost of their education or any part of it, over a Term or a Quarter. For more information, visit our website https://www.mtiofnewyork.com/medical-training-institute-student-financial-services/

Students must provide a signed promissory note from the issuing body. This agreement will become effective when the signed promissory note is provided to the school.

Alternatives to Borrowing

Outside vouchers can help reduce your need for loans. Check our website for our outside vouchers policy and links to resources.

REFUND AND CANCELLATION POLICY

MTI of New York programs are divided into Quarters. Refund policies are governed by New York State law and vary depending on whether the program and schedule are less than six weeks or are divided into terms or quarters and how many terms or quarters comprise each program and schedule. Students should review their enrollment agreements to determine which policy applies to his or her schedule and program.

REFUND AND CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment agreement within 7 business days after the prospective student has signed the Enrollment Agreement.

SCHEDULE CHANGES

Often, a student finds that the original schedule under which he/she is enrolled is no longer practical or desirable. A different schedule of the same program may have a different refund policy. If the school changes the student's schedule, the new schedule's refund policy will be in effect for the student. If a new schedule is approved, an enrollment agreement for the new schedule must be completed in full and attached to the original enrollment agreement.

If the student's original schedule, under which he/she enrolled, is no longer practical or desirable, a different schedule of the same program may have a different refund policy. If the school changes the student's schedule, the new schedule's refund policy will be in effect.. If a new schedule is approved, an enrollment agreement for the new schedule must be completed in full and attached to the original enrollment agreement.

PROCESS FOR OBTAINING A TUITION REFUND

Processing a refund from The Tuition Reimbursement Fund requires the student to apply to the fund using a form developed by the Commissioner of Education. Claimants who were previously enrolled in schools that have not closed or ceased operations will be required to show that the student is eligible for a refund, in a manner determined by the Commissioner; that the student has requested a refund from the school; and that the school has not made the refund within the period required under Section 5002 of the Educational Law.

Any student who is offered a teach-out plan approved by the Department of Education for the curriculum in which the student was enrolled at the time the school closed or ceased operations may elect to continue instruction pursuant to the teach-out plan or they may decline to continue instruction and instead apply for full refund under Section 5007 of the Education Law. The option to apply for a refund will extend until the

end of the first week of instruction at the teach-out school. A student enrolled in a school that has not closed or ceased operations is entitled to a refund, calculated according to the refund policy established by Section 5002 of the Educational Law. A student enrolled in a school when it closed or ceased operations is entitled to a refund of the full amount of prepaid tuition. The Commissioner will act on each refund request within 30 days of such request.

STATE REFUND POLICY

State Refund Policy as Required by Section 5002 of the Education Law of New York State

QUARTER REFUND PROGRAMS

Tuition liability is calculated based on the student's last day of in-person attendance. The percentage of instruction completed and the resulting refund due will be calculated

The failure of a student to notify the school director in writing of a withdrawal may delay the refund of tuition due pursuant to Section 5002 of the Education Law of New York State.

A. Student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned except for the non-refundable registration fee.

- B. Thereafter, a student will be liable for:
 - The non-refundable registration fee plus
 - The cost of any textbooks or supplies accepted plus.
 - Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program.

Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

C. If the student withdraws or is discontinued during the first quarter of instruction the school will retain:

First Quarter

- If termination occurs school may keep:
- Prior to or during the first week 0%
- During the second week 25%
- During the third week 50%
- During the fourth week 75%
- After the fourth week 100%

D. If the student withdraws or is discontinued during the subsequent quarter of instruction the school will retain

Second and Subsequent Quarters

- During the first week 25%
- During the second week 50%
- During the third week 75%
- After the third week 100%

The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

REFUND POLICY LANGUAGE-MINI

Short Programs (6 or less weeks in duration)

- 1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned except for the non-refundable registration fee.
- 2. Thereafter, a student will be liable for
 - the non-refundable registration fee plus
 - the cost of any textbooks, uniforms or supplies accepted plus.
 - tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student. If termination occurs school may keep
 - 0 15% of the program 0%
 16 30% of the program 25%
 31 45% of the program 50%
 46 60% of the program 75%
 After 60% of the program 100%

The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

WEEKLY STUDENT TUITION LIABILITY CHART

Weekly Tuition liability is the amount of money a student owes MTI of New York for tuition.

	LIABILITY/REFUND						
	Prior to or	During the	During the	During the	After the		
PROGRAM	During the	Second Week	Third Week	Fourth Week	Fourth		
	First Weeks	750/	50%	25%	Week		
	100%	1370	5070	2370	0%		
Pharmacy Technician I (Entry Level) - 400 hours	\$2,800	\$2,100	\$1,400	\$700	\$0		

Pharmacy Technician II - 750 hours	\$3,600	\$2,700	\$1,800	\$900	\$0
Pharmacy Sterile Compounding -350 hours	\$2,500	\$1,875	\$1,250	\$625	\$0
Medical Assistant (MA) - 720 hours	\$8,250	\$6,187.5	\$4,125	\$2,062.5	\$0
Clinical Assistant - 450 hours	\$3,950	\$2,962.5	\$1,975	\$987.5	\$0
Patient Care Technician - 160 hours	\$2,200	\$1,650	\$1,100	\$550	\$0
Medical Billing and Coding – 600 hours	\$2,500	\$1,875	\$1,250	\$625	\$0
Medical Coding Specialist – Hybrid - 650 hours	\$3,700	\$2,775	\$1,800	\$925	\$0
Dental Assistant - 700 hours	\$3,800	\$2,850	\$1,900	\$950	\$0
Dialysis Technician - 160 hours	\$2,200	\$1,650	\$1,100	\$550	\$0
Surgical Technology – 1240 hours	\$22,000	\$16,500	\$11,000	\$5,500	\$0
Central Sterile Processing Technician – 800 hours	\$12,650	\$9,487	\$6,325	\$3,162	\$0
Diagnostic Medical Sonography – 1800 hours	\$25,000	\$18,750	\$12,500	\$6,250	\$0
Cardiovascular Sonography – 1800 hours	\$28,600	\$21,450	\$14,300	\$7,150	\$0
Radiography Technology – 2220 hours	\$45,000	\$33,750	\$22,500	\$11,250	\$0
Radiation Therapy – 2280 hours	\$45,600	\$34,200	\$22,800	\$11,400	\$0
		REFUND POL	ICY LANGUA	GE-MINI	-
	0 - 15% of	16 - 30% of	31 - 45% of	46 - 60% of	After
SHOPT PROCEAMS	the program	the program	the program	the program	60% of
SHOKT FROORAMS	100%	75%	50%	25%	the program
					0%
EKG - 80 hours	\$1000	\$750	\$500	\$250	\$0
EKG/Phlebotomy Technician - 120 hours	\$1,650	\$1,237	\$825	\$412	\$0
Nursing Assistant – 125 hours	\$1,400	\$1,050	\$700	\$350	\$0
Phlebotomy - 80 hours	\$1000	\$750	\$500	\$250	\$0

ACADEMIC POLICIES

CLOCK HOUR DEFINITION

All programs are measured in clock hours. A contact/clock hour is defined as 50 minutes of educational instruction and 10 minutes of recess.

PERIOD OF ENROLLMENT DEFINITION

The period of enrollment or payment obligation for all programs offered at the institution is a quarter.

GRADUATION REQUIREMENTS

To qualify for graduation, students must maintain a minimum 2.0 (C) Grade Point Average and be current with their tuition payments. Students must also satisfy the requirements of any externship or internship in which they have participated.

- A minimum cumulative GPA of 2.0.
- Complete all documents, files, and examinations, as necessary.
- Comply with all Medical Training Institute of New York regulations.
- Fulfill all financial obligations to MTI of New York.
- Successfully complete an externship as required.
- Return swipe card and ID card

COURSE NUMBERING SYSTEM

The course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline, and the first digit specifies if the course belongs to an upper or lower division. The numbers indicate the level of the course.

PREFIXES

- AHE Medical Law and Ethics Courses
- AHM Medical Terminology Courses
- ALG Algebra Courses
- BIO Anatomy and Physiology Courses
- CMA Clinical Assistant Courses
- CNA Nursing Assistant Courses
- COM Computer Courses
- CPT Pharmacy Technician II Courses
- CSP Central Sterile Processing Courses
- CVS Cardiovascular Sonography
- DAC Dental Assisting Courses
- DMS Diagnostic Medical Sonography

- DTI Dialysis Technician Courses
- ECM Effective Communication Courses
- EKG Electrocardiography Courses
- ENC English and Communications
- EPH EKG/Phlebotomy Courses
- MBC Medical Billing and Coding Courses
- MCS Medical Coding Specialist Courses
- RMA Medical Assistant Courses
- MET Medical Terminology
- MLE Medical Law and Ethics Courses
- MTH Mathematics Courses
- PCS Pharmacy Sterile Compounding Courses
- PCT Patient Care Technician Courses
- PHL Phlebotomy Courses
- PHT Pharmacy Technician I Courses
- PHY Physics Courses
- RAD Radiography Courses
- RDT Radiation Therapy Courses
- SGT Surgical Technology Courses

SYLLABUS

The course syllabus will be provided to each student upon the start of a course. Students should review the syllabus carefully to understand what the course outline indicates what will result in each week. Students will learn the date of the midterm and final exams. The syllabus holds all the information concerning the course including learning objectives. All the contact information pertaining to the instructor will be listed on the syllabus.

ACADEMIC HONESTY POLICY

Every student is expected to follow the standards described in the Student Code of Conduct and Academic Honesty Policy. This section describes MTI of New York's academic honesty policy. Every student is expected to always adhere to the policy by performing their own work on all assignments. Submitting work completed by anyone else, including published sources and individuals other than the student, previously submitted assignments, papers lacking appropriate source citation, and submitting a paper to multiple courses without approval from all instructors involved may result in a failing grade and being reported to the Program Chair or Director of Education for sanctions and disciplinary remedies.

MTI of New York believes strongly in the honor system. In competitive professional environments, emphasis is placed on the originality and integrity of ideas and work. Every member of the faculty, administration and student body are expected to support the school's integrity, including reporting violations of the Code of Conduct and Academic Honesty Policy.

PENALTIES AND PROCEDURES

- 1. First offense:
 - The student may resubmit an assignment with a 50 percent penalty.
 - Student receives a warning.
 - Instructor in forms the Program Director.
 - Instructor works with the student to ensure that the student understands the citation and documentation requirements, and relevant copyright laws.
- 2. Second offense:
 - Student receives a zero for the assignment.
 - Instructor notifies Program Director and Director of Education of the second offense.
 - A Student Advising Session is conducted by the Program Director to review, at a minimum, further consequences of any added repeat offenses.
- 3. Third offense:
 - Student fails the course.
 - Director of Education decides further actions.

MAKE-UP WORK

Students will be afforded the opportunity to make up classes, at the director's discretion. Availability of make-up classes is not guaranteed and is subject to available space in any given class. If the student plans an extended absence, the school academic director should be notified as early as possible so that make-up opportunities can be evaluated.

ACADEMIC ASSISTANCE

Students sometimes need help for a variety of reasons. MTI of New York strives to develop relationships with students, so they feel comfortable asking for help. We can also provide referrals to outside agencies. Students may come to the MTI Learning Center/Library to use computers and receive aid in their coursework and related assignments. In addition, tutoring by faculty and staff is available to all students experiencing academic difficulties. Faculty members may recommend that a student seek tutorial assistance if the student needs added academic help outside the classroom.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

MTI of New York requires that all students enrolled be evaluated academically and attendance-wise upon completion of evaluation periods as listed below. Students must meet the academic progress standards included next to determine them. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted in the context of a maximum timeframe requirement.

SAP - EVALUATION PERIODS

SAP evaluation periods occur at the midpoint and end of each quarter.

Students are evaluated academically and attendance-wise in evaluation periods as follows:

	Program	gram SAP EVALUATION PERIODS					
Program Title	Duration in Clock Hours		SAP 1	SAP 2	SAP 3	SAP 4	SAP 5
NURSING ASSISTANT PROGRAMS							
Nursing Assistant	125		63	62	-	-	-
DENTAL ASSISTING PROGRAMS							
Dental Assistant	700		350	350	-	-	-
DIALYSIS PROGRAMS							
Dialysis Technician	160		80	80	-	-	-
EKG AND PHLEBOTOMY PROGRAMS							
Phlebotomy	80		40	40	-	-	-
EKG	80		40	40	-	-	-
EKG/Phlebotomy Technician	120		60	60	-	-	-
MEDICAL ASSISTANT PROGRAMS							
Clinical Assistant	450		225	225	-	-	-
Medical Assistant (MA)	720		360	360	-	-	-
MEDICAL BILLING AND CODING PROC	GRAMS						
Medical Billing and Coding	600		300	300	-	-	-
Medical Coding Specialist - Hybrid	650		325	325	-	-	-
PATIENT CARE PROGRAMS							
Patient Care Technician	160		80	80	-	-	-
PHARMACY PROGRAMS	•			•	•		
Pharmacy Sterile Compounding	350		175	175	-	-	-
Pharmacy Technician I (Entry Level)	400		200	200	-	-	-
Pharmacy Technician II	750		375	375	-	-	-
SURGICAL TECHNOLOGY PROGRAMS							
Surgical Technology	1240		450	450	340	-	-

Ver.	2
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Central Sterile Processing Technician	800		400	400	-	-	-
IMAGING PROGRAMS							
Diagnostic Medical Sonography	1800		450	450	450	450	-
Cardiovascular Sonography	1800		450	450	450	450	-
Radiography Technology	2220		450	450	450	450	420
Radiation Therapy	2280		450	450	450	450	480

SAP - QUANTITATIVE CRITERIA

Students must attend at least 70% of the scheduled clock hours of the corresponding evaluation period to remain in compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of scheduled hours to attended hours.

SAP - QUALITATIVE CRITERIA

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 (70%) at the end of the SAP evaluation period considered.

ACADEMIC PROBATION

A student who fails to regain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status during the following SAP evaluation period. At the end of the period in which the student is on probation, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from academic probation only if the student has regained satisfactory academic progress status (meets SAP Quantitative and Qualitative criteria). A student that fails to achieve a satisfactory SAP evaluation after completing the academic probation will be withdrawn from the program of enrollment.

SAP - TIME FRAME TO COMPLETE (MTF) POLICY

The maximum allowable time frame for students to remain active in a program of enrollment is equal to 150% of the total hours of enrollment as specified in the enrollment agreement. This criterion allows students to repeat courses when they have failed and continue in the program of enrollment if the total hours attempted by the student do not go beyond 150% of the total hours of enrollment as specified in the enrollment agreement. Students still attending beyond the total number of hours specified in the enrollment agreement must pay a tuition charge for every extra hour attended. Students that do not successfully complete their program when reaching 150% of total hours attempted will be automatically withdrawn.

SAP - APPEALS

A student who has been placed on academic probation but feels that there were mitigating circumstances that caused him or her to fail the SAP standard. Appeals must be received in writing within 10 days of the

evaluation, status change, or dismissal. The school President will respond in writing with the final determination within 10 business days.

SAP - REINSTATEMENT

Students terminated due to non-compliance with the satisfactory academic progress policy may apply to be reinstated. The student must appeal to the committee in a letter that describes the student's case for readmission. Readmission decisions are based on a range of factors, including grade levels, attendance, account balance, and the student's commitment to completing the program. Any dismissed student who is readmitted successfully must sign a new enrollment agreement and pay the current tuition rate. Students with academic difficulties should seek guidance from their advisors.

LETTER CODE	INCLUDED IN	INCLUDED IN	INCLUDED IN	QUALITY POINTS
	HOURS EARNED	HOURS	CGPA	
		ATTEMPTED	AND SAP	
A = 90 - 100%	Yes	Yes	Yes	4.00
B = 80 - 89%	Yes	Yes	Yes	3.00
C = 70 - 79%	Yes	Yes	Yes	2.00
F = 0 - 69%	No	Yes	Yes	1.00
AU (audit)	No	No	No	n/a
I (incomplete)	No	Yes	No	n/a
P (pass)	Yes	Yes	No	n/a
PR (proficiency)	Yes	Yes	No	n/a
TC (transfer credit)	Yes	Yes	No	n/a
W (withdraw)	No	Yes	No	n/a
WP (LOA)	No	No	No	n/a
NP (not pass)	No	Yes	Yes	n/a

GRADE SCALE

APPLICATION OF GRADES AND CREDITS

The table above indicates how grades affect students' academic progress. In calculating the "rate of progress" (see Rate of Progress section, below), "F,""W," and "NP" count as hours attempted, not as hours completed. Students must repeat required courses for which they received grades of "F,""W," "WP," or "NP." "TC" and "PR" credits are included in the maximum-time-to-complete and rate-of-progress calculation, but not in the GPA.

RATE OF PROGRESS DEFINITION

In addition to the GPA requirements, a student must maintain the minimum rate of progress requirement to be considered as making satisfactory academic progress. Credits attempted are defined as those credits needed in the students' program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the

determination of GPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

INCOMPLETE ("I") GRADE

Students must work with their instructors to be granted extensions for completing required courses and will receive a grade of incomplete ("I"). Requests to receive an "I" must be approved in advance before the conclusion of the course. To be eligible for an "I," students must meet all class attendance requirements. If a student does not finish any uncompleted course requirements in the first two weeks of the following term, the student will receive the grade they earned in the class, including zero points for incomplete work. MTI of New York may extend the time the student needs to finish an incomplete.

PASS AND FAIL GRADES

Clinical and Laboratory courses are measured on a PASS or FAIL basis. Students that PASS a clinical or laboratory class will receive a grade of P with a 4.0 grade scale.

WITHDRAWAL GRADES

A "W" is awarded when a student drops in for the program. A grade of "W" does not affect the student's GPA.

GRADE CHANGES

A student who wishes a final grade review may request this by discussion with their professor. The student may meet with the professor to review how the grade was awarded. If the student still questions the method, and it is not in line with the grading and evaluation section of the course syllabus, the student may request a grade appeal with the Director of Education. The Director of Education will review all the information available and decide whether to issue a grade change or whether it was achieved in compliance with the syllabus. The decision of the Director of Education is final. Thereafter, if the student is still dissatisfied, the student may follow the grievance procedure listed in this catalog.

REPEATING A COURSE

Students must repeat any course in which a passing grade is not earned. The student will have to pay tuition when repeating a course. A student may repeat a course twice and only the grade of the final attempt is considered in the computation of the student's GPA and credited toward graduation requirements. If a student does not pass the course after repeating the second time, the student may be administratively dismissed from the program.

RULES AND REGULATIONS

STUDENT CODE OF CONDUCT POLICY

MTI of New York is committed to each student's educational and personal growth and development. Any behavior that infringes on others' rights, safety, or privileges, or that inhibits the educational process is considered unacceptable and could result in sanctions, including dismissal.

MTI of New York encourages personal responsibility. The school also believes in approaching discipline in a manner that supports academic pursuits. MTI of New York also recognizes that it is responsible for protecting personal and institutional rights and property. Therefore, the administration reserves the right to enact policies and take actions it considers necessary to ensure all students' safety and wellbeing. Conduct-related offenses may relate to individuals, property, school operations, and the health, safety, and welfare of all students, faculty, and staff members.

MTI of New York encourages students to share their individual experiences in classes. Students should be aware, however, that the school is required legally to report to the Director of Education any information disclosed by any student that may harm themselves or others. Courtesy and professional conduct are always expected. Inappropriate conduct or communication is unacceptable and may result in sanctions or dismissal. All students must adhere to all federal and state laws and county and city ordinances. Any student convicted of a criminal offense that interferes with school operations or that, in the administration's judgment, may endanger any member of the MTI of the New York Community, is subject to proper disciplinary action.

Violations of the Student Code of Conduct are evaluated by the school's Director of Education, whose decisions may be appealed to the Appeals Committee.

Student Conduct Code Offenses

A. Offenses Related to Individuals

Offenses related to individuals include:

- 1. Intentionally limiting or restricting a person's lawful freedom of movement
- 2. Threatening, intimidating, or using physical force in any way that endangers another person or that causes another person to fear for their physical or personal safety.
- 3. Harassing another person, including continually impeding or bothering another person.
- 4. Engaging in any unlawful or prohibited activity related to another person.
- B. Offenses Related to Property

Offenses related to property include:

1. Possessing, removing, or selling another person's property or services or those of MTI of New York without permission.
- 2. Damaging or destroying another per- son's property or property of MTI of NY
- 3. Gaining possession of another person's property via deception or misrepresentation
- 4. Entering or using another person's facilities or property, or those of MTI of New York, without prior authorization.
- 5. Committing computer-related offenses
- C. Offenses Related to the Operation of MTI of New York

Offenses related to the operation of the MTI of New York include:

- 1. Engaging in illegal, obscene, and/or indecent conduct on MTI of New York property or at any MTI of New York sponsored event.
- 2. Forging, altering, possessing, duplicating, or using documents, records, keys, or identification without prior authorization of the appropriate MTI of New York official(s).
- 3. Failing to comply with the lawful instructions of an MTI of New York official performing his or her duties.
- 4. Engaging in solicitation on MTI of New York property or using campus property without the prior approval of the appropriate MTI of New York official(s)
- 5. Impairing, interfering with, or obstructing MTI of New York's orderly conduct, processes, and/or functions.
- D. Offenses Related to Welfare, Health, and Safety

Offenses related to welfare, health and safety include:

- 1. Using, owning, or manufacturing weapons, explosives, illegal chemical or biological agents, fireworks, or other items that may injure persons or damage property, without prior authorization from MTI of New York.
- 2. Falsely reporting a fire or other emergency, activating emergency warning equipment, or communicating
- 3. False information about explosives or dangerous materials on MTI of New York property.
- 4. Abusing, removing, or damaging safety equipment or infrastructure, or not vacating a building or facility after a fire alarm is activated.
- 5. Not vacating buildings, streets, sidewalks, driveways, and other facilities when directed to do so by an official who is empowered to give such direction.
- 6. Unlawfully using, owning, distributing, selling, or being under the influence of alcohol, narcotics, hallucinogens, or illicit drugs and controlled substances

Penalties and Procedures

Students must always display proper, safe conduct. Inappropriate conduct will not be tolerated, and such conduct may be the cause of dismissal. Any student who violates the student conduct code is subject to dismissal from MTI of New York by the Administrative Appeals Committee.

The President is empowered to prescribe rules and regulations applying to student life and take measures to protect students' and/or school employees' health and safety. The President, Director of Education, handle administering discipline about student conduct. Such discipline will be administered via the procedures described below.

Students are subject to all federal and state laws, and county and city ordinances. Any student convicted of a criminal offense that interferes with MTI of New York's orderly operation, or that the administration has reason to believe might endanger others, is subject to disciplinary action. The following describes sanctions that may be imposed for violations.

Students may also be subject to the Student Code of Conduct penalties. This list is not exhaustive, and MTI of New York may impose multiple sanctions for single acts of misconduct:

- 1. Reprimand: An official warning to the student, including notification that further offenses may carry more severe penalties.
- 2. General Probation: Minor offenses may result in General Probation. General Probation carries two implications: 1) the student has a chance to show willingness to observe the Code of Conduct to avoid further penalties; 2) if the student commits further infractions, he or she will be subject to additional penalties. General Probation is imposed for a period not to exceed two terms.
- 3. General Probation: Minor offenses may result in General Probation. General Probation carries two implications: 1) the student has a chance to show willingness to see the Code of Conduct to avoid further penalties; 2) if the student commits further infractions, he or she will be subject to additional penalties. General Probation is imposed for a period not to exceed two terms.
- 4. Restrictive Probation: Results in the student's loss of good standing and becoming part of their permanent record. Restrictive Probation may limit the student's activities, including exclusion from classes, program, and certain areas of campus. Probation extends for at least two terms. Violating Restrictive Probation can result in suspension.
- 5. Restitution: Students can be held responsible and needed to pay for any damage, misuse, destruction, or loss of property belonging to MTI of New York, and/or its employees, visitors, or students.
- 6. Loss of credit or grade reduction resulting from academic dishonesty.
- 7. Withholding of diploma, transcript, and/ or participation in graduation ceremonies if student's financial obligations to MTI of New York are in arrears.
- 8. Suspension: Students may be excluded from all MTI of New York privileges and activities for a specific period. This sanction is applied only for offenses that call for more severe disciplinary action than probation or continual misconduct. Any student who is suspended must request

written permission from the President of MTI of New York or their designee before being allowed to return to campus.

- 9. Expulsion: Expulsion results in the student being dismissed from MTI of New York indefinitely. An expelled student may be readmitted only with the Appeals Committee's written approval.
- 10. Loss of Technology Privileges: This penalty results in exclusion from all technology access privileges, including email and network access.

DRUG-FREE ENVIRONMENT

MTI of New York maintains a drug-free environment and prohibits the unlawful manufacture, possession, use, sale, or distribution of controlled substances. Alcohol use by students and employees on MTI of New York property or at school activities is also prohibited. Violating any of these policies will result in disciplinary action, including expulsion for students and termination for employees. Illegal drug or alcohol activity will also be referred to law enforcement. Students or employees can be referred to substance abuse resources. If this type of referral is made, continued enrollment or employment depends on completing the counseling or treatment program successfully. Information on the school's drug and alcohol policies are available from the office of the campus president.

UNLAWFUL HARASSMENT POLICY

It is the position of MTI of New York that all members of the school's community, including faculty, students, and staff, have the right to be free from sexual harassment. If any student believes that he or she has been sexually harassed, they should inform the President or School Director at once.

DRESS CODE

The student dress code is enforced with the goal of assuring a high standard in professional selfpresentation. It is important for students to recognize their role as representatives of the profession of nursing in all settings. Appearance and self-presentation must correspond with professional expectations.

Adherence to this dress code will be monitored by the faculty. Failure to comply with the dress code may result in disciplinary actions including dismissal from the classroom or clinical site. Students not in compliance will be sent home and considered absent.

Any adaptations to this policy due to cultural or health reasons are to be approved by the Health Occupations Coordinator in advance.

Classroom Dress Code:

- Dress for class and lab will be scrub type uniforms. Appropriate tee-shirts, sweaters, jackets, sweatshirts may be worn under/over the scrub top when needed for warmth.
- Sandals or shoes must be worn. No slippers, flip-flops or bare feet are allowed.
- Clothing that displays objectionable symbols or lettering will not be allowed.
- Undergarments must be worn and must not be visible at any time.

ALCOHOL AND DRUG-FREE POLICY

MTI of New York has a zero-tolerance policy for illegal drugs and alcohol use. No student, instructor, or employee is allowed on the institution premises or affiliate partner under the influence of any substance. Individuals under the influence may be subject to immediate dismissal and/or expulsion. Students or school personnel with substance abuse addiction will be referend to community resources.

WEAPONS POLICY

MTI of New York prohibits the possession, storage, or use of weapons on the school campus, except on-duty law enforcement officers. Objects considered weapons include firearms, explosives (including fireworks), metal knuckles, knives, pocketknives, or any other object designed or used with the intent to harm a person or destroy property. Also prohibited on campus is the use of fake guns or handheld items under clothing to simulate a weapon. Any person violating this policy will be reported to authorities and permanently expelled from the institution.

NON-SMOKING POLICY

Smoking is not allowed on the premises.

HARASSMENT AND ANTI-HAZING POLICY

Harassment, intimidation, or discrimination because of age, race, color, religion, national origin, or disability, will not be tolerated at MTI of New York. Behavior that denigrates the integrity of any person at the school (hazing) will not be tolerated. Sexual harassment is a serious offense not tolerated at MTI of New York. Sexual harassment includes unwelcome sexual advances, gestures, offensive comments, or physical contact of a sexual nature. Students or personnel victims of harassment, discrimination, or intimidation are encouraged to report them at once to the student services office or the school President. MTI of New York will investigate such concerns promptly and confidentially. Students or personnel involved may be subject to suspension or termination.

PERSONAL PROPERTY

Students are responsible for identifying and protecting their personal belongings, materials, and equipment. The school will not take any responsibility for lost or misplaced individual property.

USING AND CARING FOR EQUIPMENT

Students are responsible for their materials and equipment. The school's equipment should be used gracefully in a suitable and professional manner. Any damage caused to equipment or malfunction detected must be communicated at once to the school personnel.

PHONE CALLS

No personal calls are allowed during class time. Cell phones and all other electronic devices must be turned off and can only be used in the break/lunch area or outside the building during breaks and lunches.

GENERAL ATTENDANCE POLICY

A student with no attendance over 14 consecutive days will be withdrawn from the enrollment program. Students with a situation that may require them to be absent from the school over a period of two weeks are encouraged to apply for a Leave of Absence (LOA). Please refer to the LOA policy included in the catalog under the Student Rights section.

In addition, and as per the Satisfactory Academic Progress Policy (SAP) Quantitative Criteria, students must complete at least 80% of the attempted clock hours of each evaluated period to still be following the institution's SAP Policy. Refer to the Satisfactory Academic Progress Policy published in the school catalog for a full description of the evaluation and probation criteria.

Students are expected to attend scheduled classes as scheduled. Students are solely responsible for all the information, materials, and instructions provided during the missed class. MTI of New York has no obligation to provide any missed materials such as lectures, testing information, guidelines, or class notes.

ONSITE COURSE AND CLINICAL ATTENDANCE POLICY

Classroom attendance is essential to successful achievement, and it is also fundamental to post-graduation success. Students must attend at least 85 percent of classes for each course. Students in clinical and externship courses must complete all hours to achieve satisfactory attendance. Students not achieving satisfactory attendance will earn a "W" on their transcripts and will be needed to repeat the course. Tardiness or early departure is considered an absence. Students not in attendance for any part of a class will accrue time absent in five-minute increments. Students who miss all their classes for over 30 consecutive days, not including holidays and breaks, and students who withdraw from enrolled courses will be dismissed from MTI of New York. The school may extend the 30-day threshold in cases of extraordinary circumstances.

Attendance is tracked by class and module.

- Any student who is absent for more than 10 percent of the hours in a course can be placed on "attendance warning" status. Students without a consistent attendance history may be placed on attendance warning, and their employment prospects may be affected negatively. Violating the conditions of the attendance warning may lead to termination from the program.
- Any student with greater than 15 percent absence in a course will be dropped from the course and receive a "W" grade and must repeat the entire course.
- Internship: Students must complete100 percent of their clinical/internship hours. Students who miss internship time must arrange make-up time with the externship supervisor and clinical coordinator. Internships are not considered complete until the Clinical Coordinator or Program Director certifies attendance hours.

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HYBRID (BLENDED) COURSE ATTENDANCE POLICY

Class attendance, preparation, and participation are integral components to a student's academic success. In a hybrid (blended) course, engagement with the course content, with the instructor, and with other students characterizes "attendance." Attendance becomes part of the student's permanent record, contributes to academic success Students are strongly encouraged to engage with the course content for purposes of completing assignments and knowledge checks and for knowledgeably contributing to hybrid discussions with their instructor and with their peers. Failure to engage with course content, with the instructor and/or with peers may set back student academic success. Students who do not meet the requirements for posting attendance in all scheduled hybrid courses for more than 14 consecutive calendar days may be administratively withdrawn from the Institution. Absences of five days or more have been correlated activities during each week. Additionally, students are expected to take part in academic-related activities during each week. Additionally, students are expected to participate in classes and labs, engage in the online environment, review required reading materials, use the library and other resources, view videos, and complete other academically related activities supporting learning. Specifically, completion of the following activities forms attendance in the hybrid learning environment:

- Submission of an assignment
- Completion of all assignment on time
- Completion of a knowledge check/quiz/exam
- Participation in a discussion board
- Each recorded attendance will have a grade associated with the activity.

TARDINESS

Defined as more than fifteen minutes late for class. Having three separate incidents of tardiness will be considered as one unexcused absence.

STUDENT ID

One regulation school I.D will be issued to each student. Replacement I.D cards will be issued at the student's expense. The cost of the replacement I.D is \$ 25.00.

TERMINATION POLICY

MTI of New York reserves the right to dismiss any student for the following reasons: failure to achieve acceptable academic progress, failure to pay relevant fees or tuition before deadline, disruptive or dangerous behavior, endangering the health and/or welfare of any student or member of the MTI of New York Community, and failure to comply with any MTI of New York policies or procedures. If a student is dismissed from the school for any reason, including poor academic performance, unruly behavior, or violating school rules, any unpaid balances due for tuition, fees, and supplies are due and payable at once upon dismissal.

STUDENT RIGHTS

DISCRIMINATION AND HARASSMENT POLICY

MTI of New York prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

MTI of New York strictly adheres to the requirements of FERPA on students' rights and privacy of information. In accordance with public law 93- 380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete, or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not needed. The parent(s) of a dependent student has the right to inspect records kept by the school on the student's behalf. All information asked for by the United States Department of Education will be provided, following all applicable laws and regulations.

MAINTENANCE OF STUDENT RECORDS

Official academic records are kept by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents relating to the student's academic progress and status.

STUDENT RECORD DUPLICATES

The student may request a copy of his/her record in person or through a representative authorized by them in written consent, provided all financial obligations are met.

LEAVE OF ABSENCE (LOA)

A student is eligible for consideration for a Leave of Absence if one of the following conditions applies:

- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty

The following requirements apply:

A student may be granted a Leave of Absence (LOA) if:

• A signed LOA request that includes the reason for the request is given in writing within 5 calendar days of the student's last date of attendance.

- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student's last day of attendance, the institution may still be able to grant the student's request. A signed LOA request must be provided by the last day in the school's attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented giving the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student stays on LOA may not exceed 180 days during a consecutive 12-month time limit.
- There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student's return to school.
- The student must have completed at least one grading period before applying for a LOA. One grading period is defined as 4, 5, 6 or 9 weeks.
- Before applying for an LOA, the student must have completed their most recent quarter and received an academic grade (A-F) for that quarter.
- Failure to return from an approved leave of absence or failure to return within the 180-day time limit will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period.

GRIEVANCE PROCEDURE

Student complaints can often be resolved via discussions with instructors and/or staff members and the grievance procedure. Students are encouraged to contact the President or Director of Education at the first sign of a problem. Students should follow the steps below to address any problems and start the proper investigation. Students are not bound by any suggested resolutions. Students who do not accept proposed resolutions can pursue arbitration, described in the Enrollment Agreement. Students must use the grievance procedure before continuing to arbitration.

MTI of New York and students agree to take part in the grievance procedure in good faith. We receive all student information concerning grievances in absolute confidence and agree to keep confidentiality in grievance procedures. No reprisals will be taken by any member of the MTI of New York administration against any party, and all complaints or grievances will be investigated completely and promptly. If students pursue the grievance procedure to its conclusion, the period during which this process is being pursued by the student will not count toward any statute of limitations on MTI of New York and students have agreed to take part in the grievance procedure in good faith. We will receive all student information about grievances in absolute confidence and commit to keeping confidentiality throughout the grievance procedures. No member of the MTI of the New York administration will take any retaliatory actions against any party, and all complaints or grievances will be fully and promptly investigated. If students pursue the grievance process to its conclusion, the time

during which the process is being pursued will not count toward any statute of limitations on the student's claims. the student's claims.

Steps 1 – Grievances or complaints against an instructor or staff member should be discussed with the relevant individual first. Grievances or complaints involving school policies or classes should be discussed with the instructor first, or the Program Chair, or the student may make a complaint to the campus Student Services Manager or Director of Education.

Step 2 –If Step 1 does not resolve the matter, the student may give a written statement of the grievance and a description of the actions taken so far to the next step of authority, directly or through the Director of Education.

Step 3 – If Step 2 does not resolve the issue, the next step for the student is to give a written statement to the President of MTI of New York. Within five days of receiving the written statement, the President will arrange a meeting with the student to discuss the grievance and then investigate. The student will have full opportunity to give any pertinent evidence. The President will decide within ten business days after completing the investigation, including findings, conclusions, and reasoning. This decision is final. The student's written complaint, together with the President's decision, will become part of the permanent files of all parties involved.

The grievance procedure is conceived and designed to address problems promptly and without delay. Hence, the student must start the grievance within 10 business days of the incident and must start each added step, if any, within 10 business days after receiving a response or, if no response has been received, after 20 business days. If the aggrieved student does not take steps as outlined in this procedure within the required time limits, it will be considered as acceptance of MTI of New York's most recent proposed resolution. If MTI of New York does not act within the time The grievance procedure is meant to address problems promptly. Therefore, the student must start the grievance within 10 business days of the incident. Additionally, the student must start each added step, if needed, within 10 business days after receiving a response, or within 20 business days if there has been no response. Failure to follow these steps within the specified time limits will be considered as acceptance of MTI of New York's most recent proposed resolution. If MTI of New York does not act within the specified time limits, the student may choose to go directly to arbitration. The time limits described here can be extended if both parties agree. Time limits described here; the student may decide to go directly to arbitration. The time limits described here may be extended by agreement between MTI of New York and the student.

NEW YORK STATE GRIEVANCE POLICY

Any grievance can be brought to the attention of the Bureau of Proprietary School Supervision, New York State Education Department, 116 West 32nd Street – 5th floors, New York, New York 10001.

If you are a current or former student, or an employee of a licensed private or registered school in New York State, and you believe that the school or anyone standing for it has acted unlawfully, you have a right to file a grievance with the New York State Education Department.

Students may give grievances on the school's advertising, methods of instruction, teaching and management personnel qualifications, equipment, facilities, enrollment agreement, methods of collecting tuition and other charges, school licenses or registration, student records, and school agents.

Grievances may be filed as follows:

- 1. Write to the New York State Education Department, Bureau of Proprietary School Supervision, 116 West 32nd Street, 5th Floor, New York, New York 10001. Telephone: 212-643-4760. You may request an interview for the purpose of filing a written grievance, bringing any relevant documents to the interview, including enrollment agreement, financial aid application, transcripts, etc. An investigator from the department will meet with you to review your grievance.
- 2. If you cannot appear for an in-person interview, you can send a letter or call the office at the number above to request a grievance form. Fill in and sign the form and mail it to the office. You should include with your letter copies of any pertinent documents (keep the originals). Any grievance must be filed within two years after the alleged incident or illegal conduct occurred. The Bureau cannot investigate grievances for more than two years following the incident.
- 3. An investigator will try to resolve the grievance as soon as possible. The investigator may contact you with follow-up questions. Provide any information requested as quickly as possible. Any delay may affect investigation of your grievance.
- 1. The investigator may try to negotiate directly with the school informally. If the department decides that any law has been violated and the school does not act, then it may continue with formal charges.
- 4. You may also try to resolve your grievance directly with the school and file a grievance with the department. Use the school's grievance procedure or discuss your issue with instructors, department heads, or the school President. It is recommended that you do so in writing and that you keep copies of all correspondence; the school cannot require that you do so before filing a grievance with the New York State Education Department. If you do file a grievance with the Department, please tell the Bureau as to any action you have taken or expect to take while trying to resolve your grievance.

APPEAL PROCESS

Students have the right to appeal a school decision related to their grades, academic progress, or status (probation, warning, suspension, termination). Appeals must be received in writing within 10 days of the evaluation, status change, or dismissal. The school President will respond in writing of the final determination within 10 business days.

In cases where the appeal is not settled at the institutional level, the student may also contact the New York State with the grievance policy included in this catalog.

STUDENT SERVICES

ACADEMIC AND CAREER ADVISING

Counseling is available to all students for career and academic reasons. Students with personal issues will be referred to local public or private agencies for professional assistance.

PLACEMENT SERVICES

Students will be apprised during the admissions process as to available employment/career opportunities. Medical Training Institute of New York personnel will help students explore various careers and research available opportunities. Medical Training Institute of New York students will also be provided with information on opportunities for part-time employment during their studies at Medical Training Institute of New York. Medical Training Institute of New York will aid students in securing part-time employment during school and full-time employment after completion of their studies by 1) communicating with employers as to job requirements and skills; 2) aiding students in preparing resumes and cover letters; and 3) helping students improve their networking and interview skills.

Students can receive employment assistance as they approach graduation. The career department helps students write resumes and cover letters, and practice interview skills and networking techniques. Students can avail themselves of interview opportunities on and off campus to secure proper positions. The partnership between the graduate and career services department has the greatest potential for success when graduates keep in frequent contact with their representatives.

Some agencies, institutions, and potential employers that accept our students for externships conduct criminal and background checks. Students with criminal records or personal background issues, such as bankruptcy, might not be accepted by institutions and employers for internships or employment after completing the program. Some candidates may have to be drug tested. Students Keep in mind that certain agencies, institutions, and potential employers that accept our students for externships may carry out criminal and background checks. Students with criminal records or personal background issues like bankruptcy may not be accepted by these institutions and employers for internships or employment after completing the program. Some candidates may also need to undergo drug testing, with the costs of these requirements being handled by the students. Additionally, some programs may require further education, licensing, or certification for some positions.

The Medical Training Institute of New York cannot guarantee employment or salaries. The Medical Training Institute of New York does offer career-planning assistance.

ONCAMPUS LIBRARY

MTI of New York campus has a Library located in its facility, which provides materials to support the Institution's mission and curriculum and helps each student reach his or her educational goals. The collection includes books (circulating, reference, and reserve), an assortment of current periodicals, and CD-ROM disks. Students also have access to the online library, an electronic library system specially designed to support the programs and students of the Institution.

ONLINE LIBRARY

The online library is an internet-accessible information center committed to helping the lifelong learning and achievement of the Medical Training Institute of New York Community. This online holds a collection of full-text journals, books, and reference materials, links to websites relevant to each curricular area, instructional guides for using electronic library resources, and much more.

The online collection is carefully selected to support students as they advance through their programs of study and includes quality, full-text, peer-reviewed articles from scholarly journals and full-text e-books. Instructional materials for students and faculty are designed to enhance information literacy skills. Students have access to the online library from their campus location and from home if they have internet service. Access to the online library is password controlled. Students must use their Student Portal ID to access the online library. Hybrid students may access the Online Library through the Student Information System (SIS) portal.

FINANCIAL ADVISEMENT

The Financial Services Director will assist students in working out any financial problems and discuss financial options or payment plans.

HOUSING

MTI of New York does not offer housing for students.

TRANSCRIPT REQUESTS

Each student has an official transcript, forming a record of courses completed, and grades and credits earned. The Medical Training Institute of New York will provide an official transcript to any entity the student appoints. A fee will be charged for transcripts. An official transcript may be requested from the Office of the Registrar. Medical Training Institute of New York may withhold a transcript if the student's tuition payments are not current.

AUDITING CLASSES

MTI of New York graduates in good standing may audit any course in the program, depending on space available, with no tuition charge. Graduates wishing to audit a course should contact the School President or Director of Education before the class begins to decide whether space is available. Students must take an

orientation session if new-generation lab equipment is used. Students auditing classes will not receive grades. Students re-entering MTI of New York after an absence may have to audit classes they have already completed, including a class audit enrollment agreement. Students auditing classes are not eligible for financial aid. Contact the Director of Education for more information.

EXTERNSHIP POLICIES

Most Medical Training Institute of New York programs provide students with externship course opportunities. Externships are professional training experiences in which classroom lessons can be applied. Students interested in externships should contact the designated Medical Training Institute of New York official before the externship course begins so that the relevant paperwork can be completed, and the availability of a proper work site confirmed. Organizations offering externship opportunities may conduct background checks. Students with criminal records or background issues, e.g., bankruptcy, might not be accepted by organizations for internships or employment. Organizations may also need drug testing and/or added education, licensing, or certifications. The Medical Training Institute of New York does not have control over these decisions.

EXTERNSHIP ASSIGNMENTS

In most cases, externship assignments are made toward the end of the program. Students should be prepared to travel to the externship location. Medical Training Institute of New York attempts to secure externships within 60 miles of the school, but this cannot be guaranteed. Students may need to complete externships in multiple locations, depending on availability and program requirements. If a student refuses two sites, he or she may be compelled to withdraw from the program. In such cases, the school cannot ensure the availability of other sites.

EXTERNSHIP ATTENDANCE

Students must attend externships according to the schedules decided by the site. If the student is deemed unreliable for any reason by the site supervisor or school official, the externship may be terminated. Students must complete 100 percent of their mandated hours. School holidays do not apply to externships. Students handle providing weekly time sheets documenting their work hours, signed by site supervisors, by Monday of the following week. If the student misses any time, they must arrange makeup time with the site supervisor. Externships are not considered complete until all attendance hours are certified by the site supervisor and school official.

EXTERNSHIP CONDUCT

Externship sites are professional environments, and students should always conduct themselves professionally. This includes prompt arrival, departure, reliability, and the responsible performance of duties. Students may not replace paid staff. Students shall conform to the externship site's rules and

regulations. The site may remove any student who does not conform to the program or site's policies and procedures.

DISTANCE EDUCATION POLICIES

HYBRID (BLENDED) COURSE OPTION

MTI of NY is approved to offer some of its programs via hybrid (blended) mode of delivery. That is, students can complete a part of their program of study online; however, all hybrid (blended) programs require completion of some coursework residentially (on campus) and/or at a clinical/externship site. Only students physically located in the State of New York can be enrolled at MTI. Medical Training Institute of New York offers several courses through hybrid delivery, and students will complete this coursework online via MTINY Learning Management System (LMS).

Students must meet with their designated academic official and complete the Online Readiness Assessment and the online orientation process prior to entering their first online courses.

Hybrid courses are specifically designed for students with access to a computer and the internet. Any expenses associated with buying a computer or internet access are the student's responsibility and are not included in standard tuition and fees. Students are to contact the campus administration for technology requirements specific to their program of study to ensure a best learning experience.

Students who take online classes must also complete the following:

- Online Student Readiness Activity
- Meet with and receive Online Advocate approval.
- Agree to and sign all Student Responsibility Forms
- Agree to and sign the Student Technology Forms
- Complete online student orientation

Hybrid (blended) courses allow students synchronous and asynchronous access to course content and supportive instructional resources presented in various formats. The Learning Management System (LMS) also allows the student to interact with the instructor and other students synchronously and asynchronously.

Each course allows students to engage with course content, with their peers, and with their instructor synchronously and asynchronously.

Each course is comprised of a set of learning activities that include the following:

Presentations

Live lectures and multi-media presentations introduce new concepts and are accessed by students synchronously and asynchronously.

Discussion Forums

Topic-based discussions are facilitated synchronously and asynchronously by the instructor. Discussion forums give students the opportunity to respond to the instructor and other students. The instructor may focus the discussion, highlight critical insights made by students, challenge the critical thinking of students, and propose alternative perspectives on a topic.

Live Chat Sessions

Instructors can meet live (synchronous) chat sessions. The instructor may choose to use these chat sessions to deliver a structured presentation and/or to respond to student questions. Chat sessions are recorded and archived so students unable to attend the session synchronously may access it at their own convenience.

Assignments

Each assignment allows Each assignment enables the student to highlight their understanding and engage with their instructor. e students to prove their knowledge and interact with their instructor.

STUDENT PORTAL/VIRTUAL CAMPUS SECURITY

Students, faculty, and staff are assigned individual, unique usernames, and passwords, which should be changed regularly, to securely access the Student Portal. The password students pick should adhere to the following guidelines:

- At least 8 characters in length
- Not a word in any language, slang, dialect, jargon, etc.
- Not based on personal information, account name, names of family or pets, birthdays, etc.
- None of the above spelled backward, slightly misspelled, substituting a numeric or distinctive character for one of the letters, or preceded or followed by a numeric or individual character.

Failure to follow the password security specifications or intentional misuse of password security is a violation of the Conduct Policy. Passwords should not be shared.

STUDENT TECHNOLOGY SPECIFICATIONS

Each student enrolled in an online course is expected to have access to an Internet connection, computer hardware, and operating software. Students who do not have access to the computer and internet listed at home can use the technology resources in the library to complete the online part of the course.

We recommend students connecting to the learning platform with a computer no more than five years old. Minimum requirements are:

- 4 GB of RAM
- GHz processor

- A reliable internet connection: 512 kbps minimum, but a high-speed connection is recommended.
- 256 GB Hard drive
- Adobe Reader/Acrobat or another PDF reader application
- Sound card and speakers.
- Camera/microphone and headphones

ATTENDANCE/COURSE PARTICIPATION FOR HYBRID COURSES

Class attendance, preparation, and participation are integral components to a student's academic success. In a hybrid course, engagement with the course content, interaction with the instructor, and with other students requires "attendance." Attendance becomes part of the student's permanent record, contributes to academic success. Students are strongly encouraged to engage with the course content for the purposes of completing assignments and knowledge checks and for knowledgeably contributing to hybrid discussions with their instructor and with their peers. Failure to engage with course content, with the instructor and/or with peers may set back student academic success. Students who do not meet the requirements for posting attendance in all scheduled hybrid courses for more than 14 consecutive calendar days may be administratively withdrawn from the Institution. Absences of five days or more have been correlated with increased risk of not successfully completing a course. Students are expected to take part in academic-related activities during each week. Additionally, students are expected to take part in classes and labs, engage in the online environment, review required reading materials, use the library and other resources, view videos, and complete other academically related activities supporting learning. Specifically, completion of the following activities forms attendance in the hybrid learning environment:

- Submission of an assignment
- Completion of all assignment on time
- Completion of a knowledge check/quiz/exam
- Participation in a discussion board
- Each recorded attendance will have a grade associated with the activity.

ACADEMIC INTEGRITY POLICY FOR ONLINE COURSES

The following outlines academic integrity criteria for an online course. All students taking part in an online course will be held accountable for and expected to follow these criteria.

Students are expected to prove academic integrity by completing their own work assignments and assessments. Effective planning and progress must be done for students to be successful in their degree program. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your campus Director of Education for appropriate sanctions or disciplinary actions. All students are expected to adhere to the standards in the Student Code of Conduct.

Our administration, faculty, and students believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the academic community, including faculty, students, and administration, must help keep the school's integrity, including reporting incidents that violate the Student Code of Conduct.

For all online course work, learning events are to be the student's own work, and group projects are collaborative efforts.

VIOLATIONS

- 1st offense:
 - Student receives warning from the faculty,
 - o Instructor notifies the Academic Advisor of the first offense,
- 2nd offense:
 - Student receives a zero for the assignment,
 - Instructor notifies the Online Academic Advisor of the second offense.
- 3rd offense:
 - Student automatically fails the course and
 - Campus determines any further actions.

HYBRID (BLENDED) RESOURCES

E-BOOK AGREEMENT

For students using e-books, the student agrees that by accessing e-books provided by the Institution, s/he will abide by the terms and conditions of the e-Book Agreement, which states that the student will not copy, alter, or reproduce the e-books in any form with the intent of distributing or selling any part of the content, directly or indirectly. By accessing e-books, the student understands that these are security requirements necessary to protect e-book copyrights.

LIBRARY

MTI of New York campus has a Library found in its facility, which provides materials to support the Institution's mission and curriculum and helps each student reach his or her educational goals. The collection includes books (circulating, reference, and reserve), an assortment of current periodicals, and CD-ROM disks. Students also have access to the online library, an electronic library system specially designed to support the programs and students of the Institution.

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The online collection is carefully selected to support students as they advance through their programs of study and includes quality, full-text, peer-reviewed articles from scholarly journals and full-text e-books. Instructional materials for students and faculty are designed to enhance information literacy skills.

A staff of librarians works with the Institutions in the selection and management of the online library resources. Students have access to the library from their campus locations and from home if they have internet service. Access to the online library is password controlled. Students must use their Student Portal ID to access the online library. Hybrid students may access the Online Library through the Student Information System (SIS) portal.

TECHNICAL SUPPORT

Students have access to technical support from Monday to Sunday 24/7. A Technical Support Hotline is available through the student portal. Students wishing to update any of their contact information should contact support@mtiofnewyork.com and include their student's full name (first and last name) and Student ID. Technical Support Response Time: A maximum of 3 hours Monday through Friday 8 am to 8 pm. A maximum of 6 hours after business hours, holidays, and weekends.

RESPONSE TIME TO STUDENT INQUIRIES

<u>*Technical Support Response Time: A*</u> maximum of 3 hours Monday through Friday 8 am to 8 pm. A maximum of 6 hours after business hours, holidays, and weekends.

Instructor Response Time: A maximum of 24 hours during business days, holidays, and weekends.

<u>Student Services Response Time:</u> 24 hours for inquiries received Monday through Friday. Inquiries received During weekends or holidays will be responded the first business day after such weekend or holiday.

STUDENT LOGIN, USERNAME AND PASSWORD

Each student is assigned a designated username and password to log into the online platform and courses. Students with technical issues are to contact Technical Support via email for help if any login problems occur. Students' usernames and passwords are vital for the security of a student's work. The responsibility for all activities carried out under a student's username rests solely with that student. Students handle keeping their password secret and not providing it to anyone. A student found to provide login access to someone else to complete class work will be given an F for the course and needed to repeat at their own cost.

CONTACT INFORMATION FOR STUDENTS

Students handle keeping their contact information correct and current. Students' contact information is the information they have given upon starting the application process. Students wishing to update any of their contact information should contact the support department through their portal and include:

- Student's full name (first and last name)
- Student ID

The primary form of official communication is through e-mail. Students must support active e-mail addresses and inform the institution of a change of address according to the process described above.

STUDENT SERVICES BY ADMINISTRATIVE STAFF

We are committed to offering its students effective administrative, advising, and instructional support. The institution's administrative staff is available in person, via email, or phone:

- Monday through Thursday from 9:00 a.m. to 7:00 p.m.
- Saturdays 8:00 a.m. to 4:00 p.m.

ACADEMIC SUPPORT

Academic support is provided to students as follows:

- Learning Platform Chats and Messages: Chatting with faculty and peers provides synchronous interaction. In addition, students can ask individual questions to faculty and/or tutors regarding some academic or non-academic issues that could be affecting their performance.
- Tutoring or recommending sessions on campus or via the phone.

FACULTY OFFICE HOURS

Students may schedule a one-on-one appointment with their instructor during the faculty member's office hours. These appointments may be conducted in person or via a video conference. Instructor office hours are posted by faculty members on the course portal page.

CAREER SERVICES

Our school does not guarantee employment to any student upon graduation. We provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance, and advice concerning job search and job interview techniques.

NURSE ASSISTANT PROGRAMS

Program Title	Hours	Delivery Mode	Morning Classes Duration (weeks)	Evening Classes Duration (weeks)	Weekend Classes Duration (weeks)
Nursing Assistant	125	Residential	6	8	8

NURSING ASSISTANT Certificate Program /125 hours

PROGRAM DESCRIPTION

MTI of New York's Nursing Assistant Program prepares students for employment in nursing homes, hospitals, and residential health care facilities. A Nursing Assistant, or a Nursing Aide, provides healthcare and support to patients in a medical facility. Their main duties include offering basic physical aid to patients, feeding patients according to their dietary needs, and recording vital signs.

MTINY Nursing Assistant Curriculum is approved by:

- New York State Education Department.
- New York State Department of Health.

DELIVERY MODALITY - RESIDENTIAL ONLY

Students enrolled in this program attend classes at MTI's campus (onsite). The externship is completed at the assigned site.

LEARNING GOALS

- To prepare students for New York State (NYS) Nursing Home Nurse Aide Competency Examination
- To prepare competent Nurse Assistants for employment in all types of health care facilities.
- To prepare students for the New York State Nurse Assistant Certification Examination.
- To prepare students to meet the needs of the industry with a workforce shortage in this area of expertise.

LEARNING OUTCOMES

Graduates of this program will be able to:

- Find the health care delivery system and medical terminology.
- Discuss infection control and safety.
- Understand the anatomy of the venous and cardiovascular systems.
- Associate the major areas / departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathologic condition illness.
- Demonstrate understanding of the importance of specimen collection in the overall patient care system.
- Discuss the collection equipment, several types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
- Review proper techniques to perform venipuncture and capillary puncture.

- Demonstrate knowledge of errors that can significantly alter results.
- Demonstrate understanding of quality assurance in phlebotomy.
- Demonstrate understanding of the basic concepts of communications, personal and patient interaction, stress management, professional behavior, and legal implications of the work environment.
- Name all pertinent anatomic and two-dimensional cardiac structures in the normal heart, including the coronary arteries and wall segments, and define the function of each structure.
- Discuss normal hemodynamic parameters, including intracardiac pressure and oxygen saturation.
- Identify the electrophysiological pathways, their functions, and the normal QRS complex and its relation to mechanical systole and diastole.

ADMISSION REQUIREMENTS

Students wishing to enroll in this program must follow MTI's general admission requirements as stated in this catalog under the general admissions' section.

DEPARTMENT OF HEALTH APPROVAL

The Medical Training Institute of New York is approved by the New York State Department of Health to offer this program.

New York State Department of Health 90 Church Street, New York, NY New York, New York 10007

CREDENTIALING AND CERTIFICATION INFORMATION

This program prepares students to sit for the Nursing Assistant State License Examination administered by Prometric 7941 Corporate Dr. Nottingham MD 21236 Phone:800.805.9128

State Licensure/Registration Information NYS Department of Health Division of Nursing Homes and ICF/IID Surveillance Bureau of professional Credentialing 875 Central Avenue

PROGRAM OUTLINE

Course Code	Course Title	Hours
AHC101	Introductory Curriculum and Resident's Rights	25
AHC102	Basic Nursing Skills	11
AHC103	Personal Care Skills	41
AHC104	Mental Health & Social Service Needs	3
AHC105	Care of Residents with Special Needs	7
AHC106	Basic Restorative Services	8

AHC107	Internship in a RHCF	30
Total hours		125

PROGRAM DURATION AND SCHEDULE

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 6 weeks long. Students attend classes 20 hours a week attending classes Monday through Thursday.

Evening Schedule

The evening program is 8 weeks long. Students complete 16 hours a week attending classes Monday through Thursday.

Weekend Schedule

The weekend program is 8 weeks long, where students complete 16 hours a week attending classes on Saturday and Sunday.

EMPLOYMENT OUTLOOK

Graduates of this program must obtain the Nursing Assistant license from the American Association of Medical Assistants Board prior to seeking employment. According to the Bureau of Labor Statistics, <u>Nursing Assistants</u> median annual wage was \$38,200 in May 2023. Overall employment of nursing assistants and orderlies is projected to grow 4 percent from 2022 to 2032, about as fast as the average for all occupations. About 209,400 openings for nursing assistants and orderlies are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Most nursing assistants and orderlies work in nursing and residential care facilities and in hospitals. They are physically active and may need to help lift or move patients.

CLINICAL REQUIREMENTS

This program includes clinical internships for 30 hours completed at a designated site. The internship allows students to practice the learned knowledge and skills in a real work environment supervised by a qualified professional. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule.

COURSE DESCRIPTIONS

NURSING ASSISTANT COURSES

AHC101 – INTRODUCTORY CURRICULUM AND RESIDENT'S RIGHTS TOTAL COURSE HOURS: 25 (21 THEORY, 4 LAB, 0 EXTERNSHIP)

This course instructs students on communication and interpersonal skills, infection control, safety, and emergency procedures, promoting resident's independence, respecting residents' rights, and avoiding the need for restraints. Includes 4 hours of skills training. Prerequisites: None

AHC102 - BASIC NURSING SKILLS

TOTAL COURSE HOURS: 11 (6 THEORY, 5 LAB, 0 EXTERNSHIP)

This course instructs students regarding taking and recording vital signs, measuring, and recording height and weight, caring for the resident's environment, recognizing abnormal changes in body functioning and the importance of reporting such changes, recognizing, and reporting pain. Includes 5 hours of skills training. Prerequisites: None

AHC103 - PERSONAL CARE SKILLS

TOTAL COURSE HOURS: 41 (20 THEORY, 21 LAB, 0 EXTERNSHIP)

This course instructs students about the overview of personal care, bathing, grooming, dressing, toileting, assisting with eating and hydration, proper eating techniques, skin care and alterations in the skin, ambulation, sleep, and rest needs. Includes 2.5 hours of skills training. Prerequisites: None

AHC104 - MENTAL HEALTH & SOCIAL SERVICE NEEDS

TOTAL COURSE HOURS: 3 (3 THEORY, 0 LAB, 0 EXTERNSHIP)

This course instructs students regarding the developmental tasks that occur with the aging process, how to respond to resident behaviors, modifying aide's behavior in response to resident's behavior, allowing the resident to make personal choices, family as a source of emotional support. Prerequisites: None

AHC105 – CARE OF RESIDENTS WITH SPECIAL NEEDS

TOTAL COURSE HOURS: 7 (7 THEORY, 0 LAB, 0 EXTERNSHIP)

This course instructs students about dealing with cognitively impaired residents, and care of patients/residents with special needs due to medical conditions. Prerequisites: None

AHC106 – BASIC RESTORATIVE SERVICES

TOTAL COURSE HOURS: 8 (3 THEORY, 5 LAB, 0 EXTERNSHIP)

This course instructs students about training the resident ins elf care according to the resident's abilities, use of assistive devices in transferring, ambulating, eating, and dressing, maintenance of range motion, proper turning and positioning in bed and chairs, care and use of prosthetics and orthodontic devices. Includes 5 hours of skills training. Prerequisites: None

AHC107 - INTERNSHIP IN A RHCF

TOTAL COURSE HOURS: 30 (0 THEORY, 0 LAB, 30 EXTERNSHIP)

This program includes a clinical internship of 30 hours completed at a designated site. The internship allows students to practice the learned knowledge and skills in a real work environment supervised by a qualified professional. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule. Prerequisites: None

PATIENT CARE TECHNICIAN PROGRAM

Program Title	Hours	Delivery Mode	Morning Classes Duration (weeks)	Evening Classes Duration (weeks)	Weekend Classes Duration (weeks)
Patient Care Technician	160	Residential	13	13	10

PATIENT CARE TECHNICIAN Certificate Program / 160 hours

PROGRAM DESCRIPTION

MTI of New York's Patient Care Technician Certificate Program is a one semester course that prepares the student to work in a hospital, assisted living, or long-term care environment under the direct supervision of a licensed nurse. Students are trained to perform clinical skills such as monitoring and recording vital signs, assisting with mobility and activities of daily living, basic respiratory care, obtaining specimens, heat and cold applications, pre- and post-operative care and other tasks related to direct patient care.

DELIVERY MODALITY

Students enrolled in this program attend classes at MTI's campus (onsite). The internship is completed at the assigned site after the theory and practical portion of the program.

LEARNING GOALS

- To prepare competent Patient Care Technicians for employment in all types of health care facilities.
- To prepare students to meet the needs of the industry which has a workforce shortage in this area of expertise.
- To educate students in the content areas essential for reaching the credential of Certified Patient Care Technician examination with the National Health career Association (NHA).

LEARNING OUTCOMES

Graduates of this program will be able to:

- Identify the health care delivery system and medical terminology.
- Discuss infection control and safety.
- Understand the anatomy of the venous and cardiovascular systems.
- Associate the major areas / departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathologic condition illness.
- Demonstrate understanding of the importance of specimen collection in the overall patient care system.
- Discuss the collection equipment, several types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
- Review proper techniques to perform venipuncture and capillary puncture.
- Demonstrate knowledge of errors that can significantly alter results.
- Demonstrate understanding of quality assurance in phlebotomy.

- Ver. 2
 - Demonstrate understanding of the basic concepts of communications, personal and patient interaction, stress management, professional behavior, and legal implications of the work environment.
 - Identify all pertinent anatomic and two-dimensional cardiac structures in the normal heart, including the coronary arteries and wall segments, and define the function of each structure.
 - Discuss normal hemodynamic parameters, including intracardiac pressure and oxygen saturation.
 - Identify the electrophysiological pathways, their functions, and the normal QRS complex and its relation to mechanical systole and diastole.

ADMISSION REQUIREMENTS

In addition to the general admissions requirements, students must be **certified as a nurse assistant** prior to enrollment in the program.

Course Code	Course Title	Hours
PCT101	Fundamentals, Anatomy, Physiology, and Medical Terminology	38
PCT102	Introduction to EKG	3
PCT103	Safety and Health	10
PCT104	EKG Practice on Mannequin	12
PCT105	EKG Live Practice	12
PCT106	Infection Control and Universal Precautions	3
PCT107	Blood Collections Equipment, Additives, and Order of Law	9
PCT108	Venipuncture Procedures	8
PCT119	Capillary Puncture Equipment and Procedures	10
PCT110	Arterial Puncture Procedures	8
PCT111	Non-Blood Specimens	2
PCT112	Career Development Skills	5
PCT113	Patient Care Technician Certification Exam Preparation	40
Program Total h	ours	160

PROGRAM OUTLINE

PROGRAM DURATION AND SCHEDULE

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 13 weeks long. Students attend classes 12 hours a week attending classes Monday through Wednesday.

Evening Schedule

The afternoon program is 13 weeks long. Students complete 12 hours a week attending classes Monday through Wednesday.

Weekend Schedule

The weekend program is 10 weeks long, where students complete 12 hours a week attending classes on Saturday and Sunday.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. According to the Bureau of Labor Statistics, <u>Nursing Assistants</u>, <u>Orderlies</u>, <u>and Attendants (which includes PCTs)</u> median annual wage was \$38,200 in May 2023. Overall employment of nursing assistants and orderlies is projected to grow 4 percent from 2022 to 2032, about as fast as the average for all occupations. About 209,400 openings for nursing assistants and orderlies are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Most nursing assistants and orderlies work in nursing and residential care facilities and in hospitals. They are physically active and may need to help lift or move patients.

DENTAL ASSISTING PROGRAMS

Program Title	Hours	Delivery Mode	Morning Classes Duration (weeks)	Evening Classes Duration (weeks)	Weekend Classes Duration (weeks)
Dental Assistant Certificate	700	Residential or Hybrid (Blended)	28	35	44

DENTAL ASSISTANT Certificate Program / 700 hours

PROGRAM DESCRIPTION

MTI of New York Dental Assistant Certificate Program provides the student with technical and practical training needed for entry level employment at dental offices. Students receive instruction in the performance of interpersonal and technical tasks, such as infection control, helping patients feel comfortable, teaching patients about good oral hygiene, and providing patient care in the specialties of dentistry (orthodontics, periodontics, etc.). Our comprehensive coursework is designed so that you will be skilled in aiding dentists in carrying out the work of delivering oral care with efficiency and quality.

DELIVERY MODALITY

This program is offered in both residential and hybrid (blended) modes of delivery.

LEARNING GOALS

- To prepare competent Dental Assistants for employment at dental offices.
- To prepare students to meet the needs of the industry, which has a workforce shortage in this area of expertise.
- Earn the Certificate of Completion plus a Credential of Readiness for Employment

LEARNING OUTCOMES

Graduates of this program will be ableto:

- Discuss the personal qualifications required to be a dental assistant along with the elements and principles of ethical decision making that underpin good clinical practice.
- Prepare patients for dental treatments.
- Find the necessary materials and instruments for several types of dental treatments.
- Clean and sterilize dental instruments.
- Aid the dentist and/or dental hygienist by performing tasks such as handing them the proper equipment, using suction hoses to keep a patient's mouths dry, processing X-rays, properly noting dental charts, and dealing with emergency situations.
- Recommend that patients keep proper dental hygiene.
- Describe how to follow HIPAA requirements while working in a dental office.
- Describe proper techniques to avoid the transmission of disease in the dental environment.
- Describe the process of an OSHA site visit.
- Find and explain the several types of anesthesia used in the dental profession.
- Aid the dentist and/or dental hygienist during several types of composite restoration procedures and with the creation of crowns, bridges, inlays, on lays, and dentures.
- Find and explain different instruments and procedures used in the specialty dental fields of endodontics. periodontics, pediatric, orthodontics, prosthodontics, and oral and maxillofacial surgery.
- Schedule and view appointments, support billing records, process insurance claims, support employee timecards, adhere to confidentiality requirements, and create e-claims using dental software.

Course Code	Course Title	Hours
DAC 101	Introduction to Dentistry and the Dental Assistant	5
DAC 102	Dental Terminology and Anatomy	25
DAC 103	Preventive Dentistry and Nutrition	5
DAC 104	Cavity Classification and Charting	10
DAC 105	Dental Law and Ethics	5
DAC 106	Dental Operator: Instrumentation, Moisture Control	10
DAC 107	Dental Instrumentation	10
DAC 108	Dental Moisture Control	10

PROGRAM OUTLINE

DAC 109	Disease Transmission, Pathology, and Dental Emergencies	5
DAC 110	Infection Control	5
DAC 111	Sterilization procedures	20
DAC 112	OSHA Regulations	5
DAC 113	Radiology I	10
DAC 114	Radiology II	10
DAC 115	Radiography Technique Lab	10
DAC 116	Pharmacology and Anesthesiology	10
DAC 117	Dental Materials, Part 1	5
DAC 118	Dental Materials, Part 2	5
DAC 119	Dental Materials Technique	10
DAC 120	Dental Specialties	10
DAC 120L	Dental Specialties Lab	10
DAC 121	Communicating in the Dental Office	10
DAC 122	Business Administration for the Dental Assistant	5
DAC 123	Practice Management Software	10
DAC 124	Dental Assisting Internship	450
DAC125	HESI Dental Assisting Practice Test	20
DAC126	Career Development Services	10
Total Program	Hours	700

PROGRAM DURATION AND SCHEDULE RESIDENTIAL

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 28 weeks long. Students attend classes 25 hours a week attending classes Monday through Friday.

Evening Schedule

The afternoon program is 35 weeks long. Students complete 20 hours a week attending classes Monday through Friday.

Weekend Schedule

The weekend program is 44 weeks long, where students complete 16 hours a week attending classes on Saturday and Sunday.

PROGRAM DURATION AND SCHEDULE HYBRID (BLENDED)

Day Schedule

The day program is 28 weeks long. Students attend classes 25 hours a week attending classes Monday through Friday.

Onsite classes at MTI's campus: Three days a week

Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Evening Schedule

The afternoon program is 35 weeks long. Students complete 20 hours a week attending classes Monday through Friday.

Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Weekend Schedule

The weekend program is 44 weeks long, and students complete 16 hours a week. Onsite classes at MTI's campus: Saturdays Online classes: Sundays connecting to the live classes along with instructor and classmates.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. According to the Bureau of Labor Statistics, <u>Dental Assistants</u> median annual wage was \$46,540 in May 2023. Employment of dental assistants is projected to grow 7 percent from 2022 to 2032, faster than the average for all occupations. About 55,100 openings for dental assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

All dental assistants work in dentists' offices. Most work full time.

CLINICAL REQUIREMENTS

This program includes clinical internships for 450 hours completed at a designated site. The internship allows students to practice the learned knowledge and skills in a real work environment supervised by a qualified professional. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule.

COURSE DESCRIPTIONS

DAC 101 – INTRODUCTION TO DENTISTRY AND THE DENTAL ASSISTANT TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces students to dentistry, dental assisting, and being a part of the dental team. Students learn to find early developments and major contributors to dentistry from early times through the Renaissance period, find members of the dental health team, tasks that may be performed by the auxiliary personnel, personnel qualifications needed from a dental assistant, different areas of a dental office and the role of the dental assistant in each. Prerequisites: None.

DAC102 – DENTAL TERMINOLOGY AND ANATOMY TOTAL COURSE HOURS: 25 (25 THEORY, 0 LAB, 0 EXTERNSHIP) In this course students are introduced to cavities, parts of the teeth, and the types of teeth. Students learn dental terminology, the anatomy of the mouth, parts of the mouth, neck, and throat, the structure of the tooth, types of teeth, their functions, surfaces, and classification as either anterior or posterior teeth. Prerequisites: None

DAC103 – PREVENTIVE DENTISTRY AND NUTRITION TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course, students are introduced to preventive dentistry and good nutrition in keeping dental health. Students learn about the primary goal of preventive dentistry, dental plaque and calculus and their role in causing dental disease, the use of fluorides, how to instruct a patient in home-care techniques, the role of nutrition in preventive dentistry. Prerequisites: None

DAC104 – CAVITY CLASSIFICATION AND CHARTING TOTAL COURSE HOURS: 10 (5 THEORY, 5 LAB, 0 EXTERNSHIP)

In this course students are introduced to the dental assistant basics. Students learn to identify the types of questions asked on the medical and dental history forms, the medical conditions and their importance in dental treatment, what vital signs are, how to take them, and how to record the results, use and interpretation of the different charting symbols, identification of permanent (adult) and deciduous (baby) teeth using three different systems, the Black's system of cavity classification. Prerequisites: None

DAC105 - DENTAL LAWS AND ETHICS

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course, students are introduced to the laws and rules of dentistry and what it means to act ethically. Describe the basics of dental jurisprudence and ethical behavior. Students learn what constitutes malpractice, the elements and principles of ethical decision making, ethical issues in dentistry, HIPAA Law, its purpose, and noncompliance penalties, the differences between privacy, confidentiality, and security. Prerequisites: None

DAC106 - DENTAL OPERATOR: Instrumentation, Moisture Control

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

In this course, students are introduced to various instruments and equipment commonly found in a dental operator. Students will learn to find and understand the use of essential dental operatory equipment. The course covers proper seated positions for both the operator and assistant at chairside, proves the correct technique for passing instruments, and provides an understanding of at least 10 hand instruments and their functions. Students will also explore the major functions of both high- and low-speed rotary instruments and gain knowledge of moisture control procedures and their importance in dental practice.

DAC107 – DENTAL INSTRUMENTATION

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

In this course, students are introduced to different instruments and equipment typically found in a dental operator. Students learn to identify and understand the use of the major pieces of equipment found in a dental operatory, the correct seated position of the operator and assistant at chairside, how to pass instruments in the position of use, most common 10 hand instruments and explain their functions, major functions of rotary instruments, both high and low speeds, the moisture control procedures and their purpose. Prerequisites: None

DAC108 – DENTAL MOISTURE CONTROL TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP) In this course, students are introduced to different instruments and equipment typically found in a dental operator. Students learn to identify and understand the use of the major pieces of equipment found in a dental operatory, the correct seated position of the operator and assistant at chairside, how to pass instruments in the position of use, most common 10 hand instruments and explain their functions, major functions of rotary instruments, both high and low speeds, the moisture control procedures and their purpose. Prerequisites: None

DAC109 – DISEASE TRANSMISSION, PATHOLOGY, AND DENTAL EMERGENCIES

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course students study the microorganisms that cause disease and how they are transmitted, oral pathology, and emergencies that you are most likely to meet in the dental office. Students learn three types of microorganisms that are of concern in the dental setting, the two most common classifications of bacteria found in the oral cavity, terms related to oral pathology, the most common emergencies in dental offices, how to help the dental team deal with many types of emergencies. Prerequisites: None

DAC110 – INFECTION CONTROL, SANITATION PROCEDURES LAB

TOTAL COURSE HOURS: 5 (0 THEORY, 5 LAB, 0 EXTERNSHIP)

In this course students learn about infection control procedures, personal attire, protective barriers, sterilization, and disinfection procedures, and why they are so important in the dental office. Students learn to follow best practices and regulations on cleanliness, decontamination, disinfection, and sterilization, understand the Universal Precautions that are to be taken with every patient, the protective barriers used in the treatment room, the preferred means of sterilization and/or disinfection for items and equipment found in the dental office, proper hand-washing and gloving procedures. Prerequisites: None

DAC 111 STERILIZATION Procedures

TOTAL COURSE HOURS: 20 (0 THEORY, 20 LAB, 0 EXTERNSHIP)

This course introduces students to learn about the principles and techniques of instrument processing and sterilization. Students will also learn about classifying patient-care items, precleaning and packaging instruments, and sterilization methods. Prerequisites: None

DAC112 – OSHA REGULATIONS

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces students to the OSHA regulations that are intended to minimize employee illness and debilitation due to accidents and disease met in the workplace. Students learn the OSHA regulations relating to the dental office, how to develop a plan to implement the bloodborne pathogens standard, understand infection control requirements, how to evaluate workplace hazards, how to conduct an OSHA training session, critical dental office protective procedures and hazard management. Prerequisites: None

DAC113 - RADIOLOGY 1---RADIOLOGY TECHNIQUE LAB 115(Ad

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces students to radiology. Students learn about the hazards and benefits of x-rays, cell radiosensitivity and the effects of radiation on cells, the ALARA principle, the three types of radiation produced by the machine and their hazards, dental film sizes, speeds, components, and storage, the types of dental radiographs, why each is taken, and the legal aspects of dental films, how to prevent common faults in radiographs; how to expose radiographs using the bisecting angle technique; the procedures used to expose extraoral films; infection control procedures used in the radiographic process; the manual, automatic, and instant processing methods for radiographs. Prerequisites: None

DAC114 RADIOLOGY 2

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

This course introduces students to radiology. Students learn about the hazards and benefits of x-rays, cell radiosensitivity and the effects of radiation on cells, the ALARA principle, the three types of radiation produced by the machine and their hazards, dental film sizes, speeds, components, and storage, the types of dental radiographs, why each is taken, and the legal aspects of dental films, how to prevent common faults in radiographs; how to expose radiographs using the bisecting angle technique; the procedures used to expose extraoral films; infection control procedures used in the radiographic process; the manual, automatic, and instant processing methods for radiographs. Prerequisites: None

DAC115 RADIOGRAPHY TECHNIQUE LAB

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

This course introduces students to radiology. Students learn about the hazards and benefits of x-rays, cell radiosensitivity and the effects of radiation on cells, the ALARA principle, the three types of radiation produced by the machine and their hazards, dental film sizes, speeds, components, and storage, the types of dental radiographs, why each is taken, and the legal aspects of dental films, how to prevent common faults in radiographs; how to expose radiographs using the bisecting angle technique; the procedures used to expose extraoral films; infection control procedures used in the radiographic process; the manual, automatic, and instant processing methods for radiographs. Prerequisites: None

DAC116 – PHARMACOLOGY AND ANESTHESIOLOGY

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

This course introduces students to basic pharmacology and its relationship to the dental profession. Students learn about the use of drugs in the dental practice, the legalities and precautions of handling drugs in the dental office, the components and uses of topical and local anesthetic agents, the different methods of administering local anesthesia, how to prepare an anesthetic syringe and detail the methods of safely recapping after use, the use of nitrous oxide, and list the hazards and precautions in its use. Prerequisites: None

DAC117 – DENTAL MATERIALS AND TECHNIQUES

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course students are introduced to dental materials and how they are used in restorations. Students learn about the factors that affect dental materials and the properties of dental materials; the different types of dental cements and discuss their use; dental amalgams, including its components and mixing procedures; the principles of cavity preparation and the different cavity classifications; the purpose of a matrix band, retainer, and wedge, compare impression materials that are used in the dental office; the water/powder ratio, setting time, setting expansion, and final strength of each type of dental gypsum product; characteristics and uses of inlay, baseplate, sticky, boxing, and utility waxes; how to construct a custom tray, its purpose, and the materials used; the purpose of a bite registration; how to trim a stone or plaster cast for general and orthodontic uses; preliminary and final impression materials and laboratory procedures. Prerequisites: None

DAC118 – DENTAL MATERIALS AND TECHNIQUES

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course students are introduced to dental materials and how they are used in restorations. Students learn about the factors that affect dental materials and the properties of dental materials; the different types of dental cements and discuss their use; dental amalgams, including its components and mixing procedures; the principles of cavity preparation and the different cavity classifications; the purpose of a matrix band, retainer, and wedge, compare impression materials that are used in the dental office; the water/powder ratio, setting time, setting expansion, and final strength of each type of dental gypsum

product; characteristics and uses of inlay, baseplate, sticky, boxing, and utility waxes; how to construct a custom tray, its purpose, and the materials used; the purpose of a bite registration; how to trim a stone or plaster cast for general and orthodontic uses; preliminary and final impression materials and laboratory procedures. Prerequisites: None

DAC119 – DENTAL MATERIALS AND TECHNIQUES

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

In this course students are introduced to dental materials and how they are used in restorations. Students learn about the factors that affect dental materials and the properties of dental materials; the different types of dental cements and discuss their use; dental amalgams, including its components and mixing procedures; the principles of cavity preparation and the different cavity classifications; the purpose of a matrix band, retainer, and wedge, compare impression materials that are used in the dental office; the water/powder ratio, setting time, setting expansion, and final strength of each type of dental gypsum product; characteristics and uses of inlay, baseplate, sticky, boxing, and utility waxes; how to construct a custom tray, its purpose, and the materials used; the purpose of a bite registration; how to trim a stone or plaster cast for general and orthodontic uses; preliminary and final impression materials and laboratory procedures. Prerequisites: None

DAC120 – DENTAL SPECIALTIES

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course students are introduced to dental specialties. Students learn about endodontics/periodontics, pediatric dentistry/orthodontics, and Prosthodontics/Oral and Maxillofacial Surgery. Students learn the basics, procedures and have 10 hours of dental specialties lab. Prerequisites: None

DAC120L – DENTAL SPECIALTIES

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

In this course students are introduced to dental specialties. Students learn about endodontics/periodontics, pediatric dentistry/orthodontics, and Prosthodontics/Oral and Maxillofacial Surgery. Students learn the basics, procedures and have 10 hours of dental specialties lab. Prerequisites: None

DAC121 – COMMUNICATING IN THE DENTAL OFFICE

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course students are introduced to the communication elements present in the dental office. Students learn about what "first impression" means to the public entering your office; communication skills and problem-solving techniques; techniques used to greet the patients; the eight levels of relating to others; eight ways to resolve conflict; how to check and assess dental fears. Prerequisites: None

DAC122 – BUSINESS ADMINISTRATION FOR THE DENTAL ASSISTANT

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course students receive instruction about handling the business the business affairs of a dental office. students learn about the proper way to greet a patient in person and on the telephone; the types of filing systems; different methods for recalling patients for checkups and follow-up care; the terms accounts receivable and accounts payable bookkeeping; the five parts of a bookkeeping system; three guidelines for storing supplies. Prerequisites: None

DAC123 – PRACTICE MANAGEMENT SOFTWARE

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

In this course, students receive instruction about the Practice-Web Dental Software program in a real work environment to help you complete your daily tasks. Students learn how to schedule and view appointments; how to arrange

payment plans; how to create insurance claims; how to create a Period Chart; how to scan and view images; manage patients' accounts; send an e-claim. Prerequisites: None

DAC124 – DENTAL ASSISTING INTERNSHIP

TOTAL COURSE HOURS: 450 (0THEORY, 0 LAB, 450 EXTERNSHIP)

Each student completes an internship of 260 hours (about 1 and a half weeks) at a designated site, allowing students the practice of the learned knowledge and skills in a real work environment under the supervision of a qualified professional. During this course, students obtain practical experience, learn the employer expectations of a medical assistant, and develop work ethic skills. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule. Prerequisites: None

DAC125 – HESI DENTAL ASSISTING PRACTICE TEST

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

After this course completion, students will have learned the test taking strategies and content areas essential for the HESI Dental Assisting Practice Test. Prerequisites: None

DAC126 - CAREER DEVELOPMENT SKILLS

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

This course prepares students for the interview and job application process. During this course, students learn about the interview process, expectations when starting a new job, how to prepare for a job interview, practice interview skills during mock interviews, understand the difference between legal and illegal interview questions, how to follow up after an interview and create a thank-you note for an interview. Prerequisites: None

DIALYSIS TECHNICIAN PROGRAM

Program Title	Hours	Delivery Mode	Morning Classes Duration (weeks)	Evening Classes Duration (weeks)	Weekend Classes Duration (weeks)
Dialysis Technician	160	Residential or Hybrid (Blended)	8	10	10

DIALYSIS TECHNICIAN Certificate Program / 160 hours

PROGRAM DESCRIPTION

MTI of New York's Dialysis Technician Certificate Program prepares Registered Nurses with the knowledge and hands-on training needed for employment at a dialysis center. Graduates of this program are eligible to apply for the Certified Clinical Hemodialysis Technician examinations. The program provides training in all of the relevant areas of education and practice required for a Hemodialysis Technician; recognize and demonstrate knowledge of how to utilize equipment and supplies specific to dialysis; demonstrate skills and knowledge necessary to perform dialysis technician duties; practice accepted procedures of transporting specimens; practice quality assurance and safety; demonstrate emergency planning and response.

DELIVERY MODALITY

This program is offered in both residential and hybrid (blended) modes of delivery.

LEARNING GOALS

- To prepare Registered Nurses to perform dialysis duties.
- To prepare students to meet the needs of the industry which has a workforce shortage in this area of expertise.
- To educate students in the content areas essential for reaching the following certifications: Certified Hemodialysis Technician (CHT), Certified Clinical Hemodialysis Technician (CCHT), and Certified Clinical Nephrology Technician (CCNT).

LEARNING OUTCOMES

Graduates of this program will be able to:

- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Demonstrate legal and ethical responsibilities.
- Demonstrate an understanding of and apply wellness and disease concepts.
- Recognize and practice safety and security procedures.
- Recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Demonstrate an understanding of information technology applications in healthcare.
- Demonstrate employability skills.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Apply basic math and science skills.
- Demonstrate accepted professional, communication, and interpersonal skills specific to the dialysis setting.
- Find normal and abnormal anatomic structure and function of body systems in relation to services performed by a Hemodialysis Technician.
- Practice infection control following universal precautions.
- Recognize and prove knowledge of how to use equipment and supplies specific to dialysis.
- Demonstrate skills and knowledge necessary to perform dialysis technician duties.
- Practice accepted procedures of transporting specimens.
- Practice quality assurance and safety.
- Demonstrate emergency planning and response.

PROGRAM OUTLINE

Course Code	Course Title	Hours
DT101	Intro to Hemodialysis Health Sciences	2
DT102	Medical Terminology	5
DT103	History of Dialysis	2
DT104	Scientific Principles of Dialysis	2
DT105	The Water Treatment System	3
DT106	Renal Anatomy	5

DT107	Types of Kidney Disease	2
DT108	Diabetes & Clinical Complications	2
DT109	Hemodialysis Machine Technology-Device	3
DT110	Central Venous Catheters	2
DT111	Payment for Dialysis and Transplant	2
DT112	Infection Control	2
DT113	Interacting with Patients	2
DT114	Starting a Dialysis Treatment	2
DT115	Monitoring During Dialysis	2
DT116	Post-Dialysis Procedures	2
DT117	Dialyzer Reuse	6
DT118	Renal Nutrition and Diet Restrictions	2
DT119	Peritoneal Dialysis	3
DT120	Pediatric Dialysis	5
DT121	Ethics and Law	2
DT122	Dialysis Medications	2
DT123	Helping Patients Cope	2
DT124	Vascular Access	5
DT125	Skills Laboratory Training	10
DT126	Hemodialysis Clinical Simulation	10
DT128	Career Development Services	8
DT130	Dialysis Clinical Internship	50
DT129	Examination Prep	15
Program Total Hours		160

PROGRAM DURATION AND SCHEDULE RESIDENTIAL

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 8 weeks long. Students attend classes 20 hours a week attending classes Monday through Wednesday.

Evening Schedule

The afternoon program is 10 weeks (about 2 and a half months) long. Students complete 20 hours a week attending classes Monday through Wednesday.

Weekend Schedule

The weekend program is 10 weeks long, where students complete 16 hours a week attending classes on Saturday and Sunday.

PROGRAM DURATION AND SCHEDULE HYBRID
Ver. 2

Day Schedule

The day program is 8 weeks long. Students attend classes 20 hours a week attending classes Monday to Wednesday. Onsite classes at MTI's campus: Three days a week

Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Evening Schedule

The afternoon program is 10 weeks long. Students complete 20 hours a week attending classes Monday to Wednesday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Weekend Schedule

The weekend program is 10 weeks long, and students complete 16 hours a week. Onsite classes at MTI's campus: Saturdays Online classes: Sundays connecting to the live classes along with instructor and classmates.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. Employment of Hemodialysis Technician is projected to grow 22% from 2020 to 2030. The average wage for this career in Florida is \$17.46 hourly or \$36,320 annually.

WORKING ENVIRONMENT

All dental assistants work in dialysis centers. Most work full time.

CLINICAL REQUIREMENTS

This program includes clinical internships for 50 hours completed at a designated site. The internship allows students to practice the learned knowledge and skills in a real work environment supervised by a qualified professional. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule.

COURSE DESCRIPTIONS

DT101 – INTRODUCTION TO HEMODIALYSIS HEALTH SCIENCES

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course, students are provided with a foundational understanding of essential scientific concepts related to hemodialysis. The course begins with a review of basic biology, chemistry, and mathematics, ensuring students grasp the key principles necessary for further study. Also, this course covers specialized hemodialysis math, preparing students for its practical application in the field. Prerequisites: None

DT102 - MEDICAL TERMINOLOGY TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP) In this course, students learn about essential medical terminology, including how to recognize and define common abbreviations used in the medical field. This foundational knowledge is crucial for understanding and communicating in a healthcare environment. Prerequisites: None.

DT103 - HISTORY OF DIALYSIS

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course, students explore the origins of dialysis, offering students insights into how the treatment began. It also introduces the dialysis care team, helping students understand the roles of various healthcare professionals involved in dialysis care. Prerequisites: None

DT104 - SCIENTIFIC PRINCIPLES OF DIALYSIS

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course, students understand key scientific principles such as osmosis, diffusion, and ultrafiltration. The course also covers common blood tests used in dialysis, providing a scientific foundation for understanding patient care. Prerequisites: None.

DT105 - THE WATER TREATMENT SYSTEM

TOTAL COURSE HOURS: 3 (3 THEORY, 0 LAB, 0 EXTERNSHIP)

This course provides students with instruction on the water treatment system, the maintenance, monitoring, and evaluation processes. Students learn about the components/design of systems; the process of ultraviolet light exposure; disinfecting water treatment systems; maintenance of all treatment components; how to perform water treatment system checks; quality control of reprocessing equipment per AAMI standards; total chlorine or chloramines; water treatment systems records for compliance with regulatory and standard settings; contaminants monitored in the water system; proper dialysis-quality water. Prerequisites: None

DT106 - RENAL ANATOMY

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

This course provides students with instruction on the anatomy of the kidneys and the role of the renal system. Prerequisites: None

DT107 – TYPES OF KIDNEY DISEASE

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

This course provides students with instruction on kidney diseases and diagnoses. Students learn about the signs and symptoms associated with kidney failure; the difference between chronic kidney disease and acute kidney failure; what options patients have once diagnosed. Prerequisites: None

DTE108 – DIABETES & CLINICAL COMPLICATIONS

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

This course provides students with instruction on the possible complications that can happen within the dialysis clinic; the difference between type 1 and type 2 diabetes; the impact of diabetes on the kidneys. Prerequisites: None

DT109 – HEMODIALYSIS MACHINE TECHNOLOGY-DEVICE

TOTAL COURSE HOURS: 3 (0 THEORY, 3 LAB, 0 EXTERNSHIP)

This course provides students with instruction on how to keep, set-up, and evaluate the operation of a dialysis machine. Students learn how to clean and disinfect dialysis equipment; record all machine disinfection; check readiness of emergency equipment; verify the calibration of ancillary medical equipment; recognize errors in blood and dialysate flow rates; prepare dialysis equipment for treatment; prepare auxiliary equipment; rotate dialysis equipment in dialysis unit; perform residual chemical checks; perform required safety checks on dialysis equipment; test alarms; prepare and verify bicarbonate and acid solutions; document daily equipment logs; quality control of dialysis equipment per Association for the Advancement of Medical Instrumentation (AAMI) standards; perform rinse procedures for dialysis delivery systems; perform disinfect procedures for dialysis delivery systems; equipment maintenance records for compliances with regulatory and standard settings; equipment maintenance procedures and schedules. Prerequisites: None

DT110 – CENTRAL VENOUS CATHETERS

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

This course provides students with instruction on central venous catheters. Students learn about types of catheters, catheter placement, and aseptic techniques when using catheters. Prerequisites: None

DT111 – PAYMENT FOR DIALYSIS AND TRANSPLANT

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces payments for dialysis-related expenses. Students learn about Medicare coverage for dialysis patients, Medicare regulations, and Medicare coverage for transplant patients. Prerequisites: None

DT112 – INFECTION CONTROL

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces the importance and procedures of keeping a clean and safe patient environment. Students learn about clean/dirty procedures in order to eliminate cross-contamination; complications in dialysis treatments regarding infectious diseases (e.g., AIDS, TB, influenza); ancillary equipment and supplies; how to perform cannulation using aseptic technique for needle insertion and all other required procedures; glove changing; wash machines, station area, and chairs after each patient run; hand washing; proper aseptic techniques; personal protective equipment (PPE); aseptic techniques prior to treatment initiation. Prerequisites: None

DT113 – INTERACTING WITH PATIENTS

TOTAL COURSE HOURS: 2 (0 THEORY, 2 LAB, 0 EXTERNSHIP)

This course instructs students on interacting with patients and document assessment. Students learn how to report complaints or observations to nurse; document observations in medical record; ultrafiltration plan with a nurse; the importance of keeping patient confidentiality; how to keep the relationship between patient and caregiver professional. Prerequisites:None

DT114 – STARTING A DIALYSIS SYSTEM

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course, students learn about starting dialysis treatment, including evaluation of pre- and post-treatment. Students learn how to evaluate fluid management; replacement therapy, sequential ultrafiltration; pre-treatment; set treatment parameters per physician order (e.g., bath, blood flow rate, dialysate flow rate); reuse dialyzer label; inspect dialyzer; evaluate access (e.g., patency, infection, appearance); prepare vascular access for cannulation; prepare CVC and change dressing; collect laboratory samples (e.g., cultures, blood, urine); administer heparin for initiation of treatment; verify patient identification at initiation of dialysis; verify patient identification at initiation of dialysis; None

DT115 – MONITORING DURING DIALYSIS

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course, students learn to collect laboratory samples (e.g., cultures, blood, urine); check and record treatment data; find and respond to complications; notify nurse of any changes in patient condition; administer oxygen to patient by cannula or mask; respond to dialysis machine alarms; document observations and patient data. Prerequisites: None

DT116 – POST-DIALYSIS PROCEDURES

TOTAL COURSE HOURS: 2 (0 THEORY, 2 LAB, 0 EXTERNSHIP)

During this course, students learn the procedures and steps to complete post-treatment. Students learn to collect laboratory samples (e.g., cultures, blood, urine); perform procedures to terminate dialysis treatment; needle site care per protocol (e.g., removal, pressure, dressing); catheter care per protocol; document observations and patient data; check dialyzer efficiency (e.g., clots, fibers, leaks); identify the steps taken to terminate treatment; understand proper documentation; cover post-assessment procedures; identify safety measures taken prior to the patient leaving the treatment area. Prerequisites: None

DT117 – DIALYZER REUSE

TOTAL COURSE HOURS: 6 (0 THEORY, 6 LAB, 0 EXTERNSHIP)

This course instructs students in the cover reuse process. Students learn how to sign off a dialyzer prior to its use; what to do if the dialyzer is faulty or unsafe; and proper documentation of reuse dialyzers. Prerequisites: None

DT118 - RENAL NUTRITION AND DIET RESTRICTIONS

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces students to nutrition and diets related to dialysis patients. Students learn about the strict renal diet for dialysis patients; the role of the renal dietician; and which foods have a negative impact on the kidneys. Prerequisites: None

DT119 - PERITONEAL DIALYSIS

TOTAL COURSE HOURS: 3 (3 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces students to peritoneal dialysis. Students learn the pros and cons of peritoneal dialysis. Prerequisites: None

DT120 – PEDIATRIC DIALYSIS

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces students to pediatric dialysis. Students learn about pediatric machines; types of access placement preferred for each age group; the difference between regular hemodialysis and pediatric dialysis. Prerequisites: None

DT121 – ETHICS AND LAW

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces students to ethics and law on the dialysis profession and facilities. Students Learn about the different organizations meant to uphold dialysis ethics and laws. Prerequisites: None

DT122 – DIALYSIS MEDICATIONS

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces students to the different medications for patients on dialysis treatments. Prerequisites: None

DT123 – HELPING PATIENTS COPE

TOTAL COURSE HOURS: 2 (0 THEORY, 2 LAB, 0 EXTERNSHIP)

This course instructs students on techniques to aid patients cope with dialysis treatment. Students learn bedside manners; danger signs for abused patients; who to contact in case the patient needs help. Prerequisites: None

DT124 – VASCULAR ACCESS TOTAL COURSE HOURS: 5 (0 THEORY, 5 LAB, 0 EXTERNSHIP) This course instructs students on the different access options: fistula, graft, or CVC; how access placement is decided; recovery time and first cannulation; the NFACT team. Prerequisites: None

DT125 – SKILLS LABORATORY TRAINING

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

During this course students practice in a laboratory setting the skills necessary for the dialysis profession. Students practice under the supervision of an instructor how to prepare treatment for an individual patient, set up equipment including rationale; collect pre-dialysis data, prepare and evaluate patient's access, initiate Dialysis proper monitoring during treatment; discontinue treatment; collect post-dialysis data collection and discharge; disassemble and clean equipment; respond appropriately to emergencies; taking vital signs; weight evaluation; evaluate the need for supplemental oxygen. Prerequisites: None

DT126 – HEMODIALYSIS CLINICAL SIMULATION

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

During this course, students complete clinical simulations for the skills needed for dialysis. The clinical simulation includes priming the dialyzer (artificial kidney); preparation and set up of dialysis machines; cannulation techniques; infection control techniques and practices; dialysis patient assessment and observations, dialysis treatment required documentation; responding to dialysis complications; cleaning and disinfection of dialysis equipment. Prerequisites: None

DT127 – CAREER DEVELOPMENT SKILLS

TOTAL COURSE HOURS: 8 (8 THEORY, 0 LAB, 0 EXTERNSHIP)

This course prepares students for the interview and job application process. During this course, students learn about the interview process, expectations when starting a new job, how to prepare for a job interview, practice interview skills during mock interviews, understand the difference between legal and illegal interview questions, how to follow up after an interview and create a thank-you note for an interview. Prerequisites: None

DT128 – DIALYSIS CLINICAL INTERNSHIP

TOTAL COURSE HOURS: 50 (0 THEORY, 0 LAB, 50 EXTERNSHIP)

This course prepares students for the interview and job application process. During this course, students learn about the interview process, expectations when starting a new job, how to prepare for a job interview, practice interview skills during mock interviews, understand the difference between legal and illegal interview questions, how to follow up after an interview and create a thank-you note for an interview. Prerequisites: None

DT129 - BONENT - EXAMINATION PREPARATION

TOTAL COURSE HOURS: 15 (15 THEORY, 0 LAB, 0 EXTERNSHIP)

This course prepares students for the Certified Hemodialysis Technician (CHT), Certified Clinical Hemodialysis Technician (CCHT), and Certified Clinical Nephrology Technician (CCNT) exams. Prerequisites: None

EKG AND PHLEBOTOMY PROGRAMS

Program Title	Hours	Delivery Mode	Morning Classes Duration (weeks)	Evening Classes Duration (weeks)	Weekend Classes Duration (weeks)
Phlebotomy	80	Residential	7	7	7
EKG	80	Residential	7	7	7
EKG/Phlebotomy Technician	120	Residential	10	10	10

PHLEBOTOMY Certificate Program /80 hours

PROGRAM DESCRIPTION

MTI of New York's Medical Phlebotomy Technician Certificate Program prepares students for employment in healthcare facilities performing phlebotomy functions. This course introduces THEORY, techniques, and roles of a phlebotomist. Students learn phlebotomy skills, including skin puncture, venipuncture, blood collection, and quality assurance. Added topics include infection control, medical terminology, quality assurance, principles of venipuncture, specimen handling, basic hematology, and basic anatomy of the venous system.

DELIVERY MODALITY – RESIDENTIAL ONLY

Students enrolled in this program attend classes at MTI's campus (onsite).

LEARNING GOALS

- To prepare competent phlebotomist technicians for employment in all types of health care facilities.
- To prepare students to meet the needs of the industry, which has a workforce shortage in this area of expertise.
- To educate students in the content areas essential for reaching the credential of Certified Phlebotomy Technician (CPT) examination with the National Health career Association (NHA).

LEARNING OUTCOMES

Graduates of this program will be able to:

- Identify the health care delivery system and medical terminology.
- Discuss infection control and safety.
- Understand the anatomy of the venous and cardiovascular systems.
- Associate the major areas/departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathologic condition or illness.
- Demonstrate understanding of the importance of specimen collection in the overall patient care system.
- Discuss the collection equipment, several types of additives used, special precautions necessary, and substances that can interfere in the clinical analysis of blood constituents.

- Review proper techniques to perform venipuncture and capillary puncture.
- Demonstrate knowledge of errors that can significantly alter results.
- Demonstrate understanding of quality assurance in phlebotomy.
- Demonstrate understanding of the basic concepts of communications, personal and patient interaction, stress management, professional behavior, and legal implications of the work environment.

PROGRAM OUTLINE

Course Code	Course Title	Hours
PHL101	Introduction to Phlebotomy	16
PHL102	Infection Control and Blood Collections	15
PHL103	Venipuncture Procedures	11
PHL104	Capillary Procedures, Arterial Procedures	18
PHL105	Non-Blood Specimens, Handling and Processing	5
PHL106	Career Development Skills	5
PHL107	Phlebotomy Technician Certification Exam Preparation	10
Total Program	Hours	80

PROGRAM DURATION AND SCHEDULE

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 7 weeks long. Students attend classes 12 hours a week attending classes Monday through Wednesday.

Evening Schedule

The afternoon program is 7 weeks long. Students complete 12 hours a week attending classes Monday through Wednesday.

Weekend Schedule

The weekend program is 7 weeks long, where students complete 12 hours a week attending classes on Saturday and Sunday.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. According to the Bureau of Labor Statistics, <u>Phlebotomists</u> median annual wage was \$41,810 in May 20233. Employment of phlebotomists is projected to grow 8 percent from 2022 to 2032, faster than the average for all occupations. About 19,500 openings for phlebotomists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Phlebotomists are employed in various settings, including hospitals, medical and diagnostic laboratories, blood donor centers, and doctors' offices.

EKG Certificate Program /80 hours

PROGRAM DESCRIPTION

MTI of New York's EKG Certificate Program prepares students for employment in healthcare facilities performing EKG. Electrocardiograph (EKG) Technicians operate and maintain EKG machines. Students learn the nature and purpose of the electrocardiograph (EKG), equipment maintenance, materials needed, patient preparation, the set up and administration of EKG procedures and stress tests, Holter and ambulatory monitoring, providing physicians EKG records, and monitoring for abnormal or erratic tracings.

DELIVERY MODALITY - RESIDENTIAL ONLY

Students enrolled in this program attend classes at MTI's campus (onsite).

LEARNING GOALS

- To prepare competent medical assistant professionals for employment in all types of health care facilities.
- To prepare students to meet the needs of industry given a workforce shortage in this area of expertise.
- To educate students in the content areas essential for achieving the credential of Certified Electrocardiography Technician with the National Healthcareer Association (NHA).

LEARNING OUTCOMES

Graduates of this program will be ableto:

- Describe stress test and find its other names.
- Name uses of stress tests.
- Describe variations of stress tests.
- Prepare a patient for a stress test.
- Summarize safety measures that are used before, during, and after stress tests.
- Explain the responsibilities of healthcare professional during a stress test.
- Compare common protocols followed in stress testing.
- Explain the responsibilities of a healthcare professional after a stress test.
- Identify the types of ambulatory monitors and their functions.

PROGRAM OUTLINE

Course Code	Course Title	Hours
EKG101	Medical Terminology	5
EKG102	Introduction to EKG	5
EKG103	Anatomy & Physiology	10
EKG104	Safety and Health	10
EKG105	EKG Practice on Mannequin	20
EKG106	EKG Live Practice	15

EKG107	Career Development Skills	5
EKG108	NHA Certification Exam Preparation	10
Program Total hours		80

PROGRAM DURATION AND SCHEDULE

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 7 weeks long. Students attend classes 12 hours a week, Monday through Wednesday.

Afternoon/Evening Schedule

The afternoon/evening program is 7 weeks long. Students complete 12 hours a week attending classes Monday through Wednesday.

Weekend Schedule

The weekend program is 7 weeks long. Students complete 12 hours a week attending classes on Saturday and Sunday.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. The demand for skilled EKG technicians is high in the healthcare industry. The employment opportunities for EKG professionals are projected to grow by 22% by 2024.

WORKING ENVIRONMENT

EKG technicians are employed in various settings, including hospitals, long-term care facilities, medical clinics and doctor's offices.

EKG/PHLEBOTOMY TECHNICIAN Certificate Program /120 hours

PROGRAM DESCRIPTION

MTI of New York's Medical EKG/Phlebotomy Certificate Program prepares students for employment in healthcare facilities performing EKG and Phlebotomy functions. Students learn phlebotomy skills, including skin puncture, venipuncture, blood collection, and quality assurance. More topics include medical terminology, principles of venipuncture, infection control, specimen handling, basic hematology, and basic anatomy of the venous system. Students also learn about the cardiovascular system as it is related to the performance of an EKG. Students gain knowledge in basic EKG administration including the use and function of the EKG machine, patient preparation, tracing, heart rate and rhythm, and common heart abnormalities.

DELIVERY MODALITY - RESIDENTIAL ONLY

Students enrolled in this program attend classes at MTI's campus (onsite).

LEARNING GOALS

- To prepare competent EKG/Phlebotomy Technicians for employment in all types of health care facilities.
- To prepare students to meet the needs of industry and a workforce shortage in this area of expertise.
- To educate students in the content areas essential for achieving the credential of Certified Electrocardiography Technician with the National Healthcareer Association (NHA).

LEARNING OUTCOMES

Graduates of this program will be able to:

- Name the health care delivery system and be familiar with medical terminology.
- Perform functions aware of infection control and safety considerations.
- Understand the anatomy of the venous and cardiovascular systems.
- Associate the major areas/departments of the clinical laboratory with the relevant tests ordered to evaluate a patient's pathologic condition/illness.
- Demonstrate understanding of the importance of specimen collection in the overall patient care system.
- Identify the specimen collection equipment, several types of additives used, special precautions necessary and substances that can interfere in the clinical analysis of blood constituents.
- Review proper techniques to perform venipuncture and capillary puncture.
- Demonstrate knowledge of errors that can significantly alter results.
- Demonstrate understanding of quality assurance in phlebotomy.
- Find all pertinent anatomic and two-dimensional cardiac structures in the normal heart, including the coronary arteries and wall segments, and define the function of each structure.
- Discuss normal hemodynamic parameters, including intracardiac pressure and oxygen saturation.
- Name the electrophysiological pathways, their functions, and the normal QRS complex and its relation to mechanical systole and diastole.
- Demonstrate understanding of the basic concepts of personal and patient interaction, stress management, communications, professional behavior, and legal liability within the work environment.

Course Code	Course Title	Hours
EPH101	Fundamentals and Medical Terminology	9
EPH102	Introduction to EKG	3
EPH103	Anatomy & Physiology	15
EPH104	Safety and Health	10
EPH105	EKG Practice on Mannequin	12
EPH106	EKG Live Practice	15
EPH107	Infection Control and Universal Precautions	3
EPH108	Blood Collection Equipment, Additives, and Order of Law	9
EPH109	Venipuncture Procedures	8
EPH110	Capillary Puncture Equipment and Procedures	10
EPH111	Arterial Puncture Procedures	8
EPH112	Non-Blood Specimens	3

PROGRAM OUTLINE

EPH113	Career Development Skills	5
EPH114	EKG/Phlebotomy Technician Certification Exam Preparation	10
Program Total Hours		120

PROGRAM DURATION AND SCHEDULE

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 10 weeks long. Students attend classes 12 hours a week, Monday through Wednesday.

Afternoon/Evening Schedule

The afternoon/evening program is 10 weeks long. Students complete 12 hours a week attending classes Monday through Wednesday.

Weekend Schedule

The weekend program is 10 weeks long. Students complete 12 hours a week attending classes on Saturday and Sunday.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment.

According to the Bureau of Labor Statistics, <u>Phlebotomists</u> median annual wage was \$41,810 in May 2023. Employment of phlebotomists is projected to grow 8 percent from 2022 to 2032, faster than the average for many other related occupations. About 19,500 openings for phlebotomists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

For EKG, see the description above under the EKG course descriptions. Phlebotomists are employed in various settings, including hospitals, medical and diagnostic laboratories, blood donor centers, and doctors' offices.

COURSE DESCRIPTIONS

EKG COURSES

EKG101 – MEDICAL TERMINOLOGY TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

This course instructs students on the medical terminology necessary for the EKG profession. Students learn about the heart, its functions, the pericardium, the myocardium, the endocardium, the epicardium, the conduction system of the heart, how does the conduction system work, myocardial infarction, and myocardial ischemia. Prerequisites: None.

EKG102 – INTRODUCTION TO EKG

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces the student to the role of the Electrocardiography and Pulmonary Function Testing, the equipment used by the EKG Technician, the scope of the EKG practice, and the legal issues and concerns of the medical (EKG) technician. Prerequisites: None

EKG103 – ANATOMY & PHYSIOLOGY

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course, students learn about the anatomy and physiology of the heart, the conduction system of the heart, and the structure and function of the cardiovascular system. Prerequisites: None

EKG104 – SAFETY AND HEALTH

TOTAL COURSE HOURS: 10 (0 THEORY, 10LAB, 0 EXTERNSHIP)

This course instructs students on the safety considerations during the cardiovascular examination, the importance of infection control, OSHA (Occupational Safety and Health Administration), universal precautions, cleaning, and maintenance of the equipment. Prerequisites: None

EKG105 - EKG PRACTICE ON MANNEQUIN

TOTAL COURSE HOURS: 20 (0 THEORY, 20 LAB, 0 EXTERNSHIP)

This course introduces students to the use of the EKG Machine, the EKG Leads, performing an EKG procedure, preparation for the EKG procedure, naming anatomical landmarks, applying the electrodes and leads, safety and infection control, working the EKG machine, checking the EKG tracing, troubleshooting artifacts and other problems. Prerequisites: None

EKG106 - EKG LIVE PRACTICE

DURATION: 15 HOURS (15 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course, students practice conducting EKG procedures as volunteers. At its conclusion, students should be able to read a Lead II EKG Strip, evaluate Sinus Rhythms, Ectopic Beats, Atrial Dysrhythmias, Junctional Rhythms, Ventricular Dysarthria, and Asystole. Prerequisites: None

EKG107 - CAREER DEVELOPMENT SKILLS

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

This course prepares students for the interview and job application process. During this course, students learn about the interview process, expectations when starting a new job, how to prepare for a job interview, practice interview skills during mock interviews, understand the difference between legal and illegal interview questions, and how to follow up after an interview and create a thank-you note for an interview. Prerequisites: None

EKG108 - NHA CERTIFICATION EXAM PREPARATION

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

After completion of this course, students will have learned the test taking strategies and content areas essential for passing the Electrocardiography Technician certification test from the National Healthcareer Association (NHA). Prerequisites: None

EKG/PHLEBOTOMY TECHNICIAN COURSES

EPH101 – FUNDAMENTALS AND MEDICAL TERMINOLOGY

TOTAL COURSE HOURS: 9 (9 THEORY, 0 LAB, 0 EXTERNSHIP)

This course instructs students on the fundamentals and medical terminology necessary for the EKG profession. Students learn about the heart, its functions, the pericardium, the myocardium, the endocardium, the epicardium, the conduction system of the heart, how does the conduction system work, myocardial infarction, and myocardial ischemia. Prerequisites: None

EPH102 - INTRODUCTION TO EKG

TOTAL COURSE HOURS: 3 (3 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces the student to the role of the Electrocardiography and Pulmonary Function Testing, the equipment used by the EKG Technician, the scope of the EKG practice, and the legal issues and concerns of the medical (EKG) technician. Prerequisites:None

EPH103 - ANATOMY & PHYSIOLOGY

TOTAL COURSE HOURS: 15 (15 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course, students learn about the anatomy and physiology of the heart, the conduction system of the heart, and the structure and function of the cardiovascular system. Prerequisites: None

EPH104 – SAFETY AND HEALTH

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

This course instructs students on the safety considerations during the cardiovascular examination, the importance of infection control, OSHA (Occupational Safety and Health Administration), universal precautions, cleaning, and maintenance of the equipment. Prerequisites: None

EPH105 - EKG PRACTICE ON MANNEQUIN

TOTAL COURSE HOURS: 12 (0 THEORY, 12LAB, 0 EXTERNSHIP)

This course introduces students to the use of the EKG Machine, the EKG Leads, performing an EKG procedure, preparation for the EKG procedure, naming anatomical landmarks, applying the electrodes and leads, safety and infection control, using the EKG machine, checking the EKG tracing, troubleshooting artifacts and other problems. Prerequisites: None

EPH106 - EKG LIVE PRACTICE

TOTAL COURSE HOURS: 15 (0 THEORY, 15 LAB, 0 EXTERNSHIP)

During this course, students practice conducting EKG procedures as volunteers. At its conclusion, students should be able to read a Lead II EKG Strip, evaluate Sinus Rhythms, Ectopic Beats, Atrial Dysrhythmias, Junctional Rhythms, Ventricular Dysarthria, and Asystole. Prerequisites: None

EPH107 - INFECTION CONTROL AND UNIVERSAL PRECAUTIONS

TOTAL COURSE HOURS: 3 (3 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces phlebotomy. It instructs students about the importance of phlebotomy. Importance and responsibility for specimen collection, skills needed for specimen collection, accuracy, and teamwork, proving proper patient interaction, adherence to policy and procedures, order processing, specimen labeling, transport, and charting. Prerequisites: None

EPH108 - BLOOD COLLECTION EQUIPMENT, ADDITIVES, AND ORDER OF LAW

TOTAL COURSE HOURS: 9 (0 THEORY, 9 LAB, 0 EXTERNSHIP)

During this course students learn about the importance of adherence to identification protocol, the process of receiving and finding a patient before procedures are started, infection and prevention, organization of equipment and performing specimen collection using equipment safely and accurately. Prerequisites:none

EPH109 – VENIPUNCTURE PROCEDURES

TOTAL COURSE HOURS: 8 (0 THEORY, 8 LAB, 0 EXTERNSHIP)

During this course, students learn to draw blood with a venipuncture procedure. Students learn about the characteristics and use of proper blood collection equipment, the proper specimen collection sites for venipuncture, and recognize and implement corrective action when experiencing venipuncture obstacles. Prerequisites: None

EPH110 - CAPILLARY PUNCTURE EQUIPMENT AND PROCEDURES

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

During this course, students learn to draw blood using capillary procedures. Students learn about the characteristics and proper specimen collection using micro sampling, performing a micro sampling process following Laboratory policies and procedures, and how to recognize and implement corrective action when experiencing micro sampling obstacles. Prerequisites: None

EPH111 – ARTERIAL PUNCTURE PROCEDURES

TOTAL COURSE HOURS: 8 (0 THEORY, 8 LAB, 0 EXTERNSHIP)

This course provides a comprehensive overview of arterial puncture techniques used for diagnostic purposes, such as collecting arterial blood gas (ABG) samples. It emphasizes safety, anatomy, patient care, and procedural accuracy. Prerequisites: None

EPH112 - NON-BLOOD SPECIMENS

TOTAL COURSE HOURS: 3 (3 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces students to the handling and procedures for non-blood specimens. Students learn about the precautions to be followed when drawing samples from patients in isolation, practice standard/universal precautions, how to find variances (cause and effect) when collecting specimens, how common lab tests are used to assess body functions and disease, and common non-blood laboratory tests. Prerequisites: None

EPH113 - CAREER DEVELOPMENT SKILLS

TOTAL COURSE HOURS: 5 (0 THEORY, 5 LAB, 0 EXTERNSHIP)

This course prepares students for the interview and job application process. During this course, students learn about the interview process, expectations when starting a new job, how to prepare for a job interview, practice interview skills during mock interviews, understand the difference between legal and illegal interview questions, and how to follow up after an interview and create a thank-you note for an interview. Prerequisites: None

EPH114 – EKG/PHLEBOTOMY TECHNICIAN CERTIFICATION EXAM PREPARATION TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

After completing this course, students will have learned the test taking strategies and content areas essential for passing the Electrocardiography/Phlebotomy Technician certification test from the National Healthcareer Association (NHA). Prerequisites: None

<u>PHLEBOTOMY COURSES</u>

PHL101 – INTRODUCTION TO PHLEBOTOMY

TOTAL COURSE HOURS: 16 (16 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces phlebotomy. It instructs students about the importance of phlebotomy. Importance and responsibility for specimen collection, skills needed for specimen collection, accuracy, and teamwork, proving proper patient interaction, adherence to policy and procedures, order processing, specimen labeling, transport, and charting. Prerequisites: None.

PHL102 - INFECTION CONTROL AND BLOOD COLLECTIONS

TOTAL COURSE HOURS: 15 (6 THEORY, 9 LAB, 0 EXTERNSHIP)

During this course students learn about the importance of adherence to identification protocol, the process of receiving and finding a patient before procedures are started, infection and prevention, organization of equipment and performing specimen collection using equipment safely and accurately. Prerequisites: None

PHL103 – VENIPUNCTURE PROCEDURES

TOTAL COURSE HOURS: 11 (3 THEORY, 8 LAB, 0 EXTERNSHIP)

During this course, students learn to draw blood with a venipuncture procedure. Students learn about the characteristics and use of proper blood collection equipment, the proper specimen collection sites for venipuncture, perform venipuncture process following Laboratory policies and procedures, as well as recognize and implement corrective action when experiencing venipunctures obstacles. Prerequisites: None

PHL104 - CAPILLARY PROCEDURES, ARTERIAL PROCEDURES

TOTAL COURSE HOURS: 18 (0 THEORY, 18 LAB, 0 EXTERNSHIP)

During this course, students learn to draw blood using capillary and arterial procedures. Students learn about the characteristics and proper specimen collection using micro sampling, performing a micro sampling process following Laboratory policies and procedures, and how to recognize and implement corrective action when experiencing micro sampling obstacles. Prerequisites: None

PHL105 - NON-BLOOD SPECIMENS, HANDLING AND PROCESSING TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces students to the handling and procedures for non-blood specimens. Students learn about the precautions to be followed when drawing samples from patients in isolation, practice standard/universal precautions, how to find variances (cause and effect) when collecting specimens, how common lab tests are used to assess body functions and disease, and common non-blood laboratory tests. Prerequisites: None

PHL106 - CAREER DEVELOPMENT SKILLS

TOTAL COURSE HOURS: 5 (0 THEORY,5 LAB, 0 EXTERNSHIP)

This course prepares students for the interview and job application process. During this course, students learn about the interview process, expectations when starting a new job, how to prepare for a job interview, practice interview skills during mock interviews, understand the difference between legal and illegal interview questions, and how to follow up after an interview and create a thank-you note for an interview. Prerequisites: None

PHL108 – PHLEBOTOMY TECHNICIAN CERTIFICATION EXAM PREPARATION

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

After passing this course, students will have learned the test taking strategies and content areas essential for passing the Phlebotomy Technician certification test from the National Healthcareer Association (NHA). Prerequisites: None

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Program Title	Hours	Delivery Mode	Morning Classes Duration (weeks)	Evening Classes Duration (weeks)	Weekend Classes Duration (weeks)
Clinical Medical Assistant	450	Residential or Hybrid (Blended)	18	23	28
Medical Assistant (MA)	720	Residential or Hybrid (Blended)	29	36	45

MEDICAL ASSISTANT PROGRAMS

CLINICAL ASSISTANT Certificate Program / 450 hours

PROGRAM DESCRIPTION

MTI of New York's Clinical Assistant Certificate Program prepares students to handle clinical duties in various healthcare settings such as a doctor's office or medical center. The program provides 450 hours of training to students in relevant areas of medical education and practice needed for a Clinical Assistant professional. The curriculum includes education in health science fundamentals; anatomy and physiology; medical terminology; legal and ethical responsibilities; medical office management and procedures; administrative and clinical duties; safety and security procedures; emergency preparedness; records management; informatics; basic math skills; fundamentals of medical insurance billing; preparing patients for physical examinations; HIV/AIDS; blood borne pathogens; OSHA; phlebotomy; EKG; pharmacology principles for the medical assistant; communication in healthcare; interpersonal and employability skills. The program provides 80 hours of laboratory practice where the students gain the required skills necessary for this profession. Students prove their medical assisting skills in a 120-hour clinical externship at a medical office or health facility. Graduates of this program are prepared to sit for the Certified Clinical Medical Assistant exam of the National Healthcareer Association (NHA), however, they do not meet the eligibility requirements for a Medical Assisting National Certification. Students interested in obtaining a Medical Assisting National Certification after graduation, may choose to enroll in our Medical Assistant (MA) Program instead.

DELIVERY MODALITY

This program is offered in both residential and hybrid (blended) modes of delivery.

LEARNING GOALS

- To prepare competent clinical medical assistant professionals for employment in all types of health care facilities.
- To prepare students to meet the needs of the industry which has a workforce shortage in this area of expertise.
- To educate students in the content areas essential for passing the Certified Clinical Medical Assistant (CCMA) examination of the National Healthcareer Association (NHA).

LEARNING OUTCOMES

Graduates of this program will be able to:

- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Demonstrate legal and ethical responsibilities.
- Recognize and practice safety and security procedures, recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Demonstrate an understanding of information technology applications in healthcare.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Demonstrate accepted professional, communication, and interpersonal skills related to phlebotomy.
- Demonstrate skills and knowledge necessary to perform phlebotomy.
- Practice infection control following standard precautions.
- Practice accepted procedures of transporting, accessioning, and processing specimens.
- Practice quality assurance and safety.
- Describe the role of a medical assistant with intravenous therapy in oncology and dialysis.
- Find legal and ethical responsibilities of an EKG aide.
- Perform certain patient care techniques in a health care facility.
- Demonstrate basic office examination procedures.
- Apply principles of microbial control and aseptic technique to minimize the risk of infection while performing minor medical procedures.
- Demonstrate basic radiology procedures.
- Demonstrate knowledge of pharmaceutical principles and administer medications.
- Perform CLIA-waived diagnostic clinical laboratory procedures.
- Demonstrate knowledge of emergency preparedness and protective practices.
- Display professional work habits integral to medical assisting.

Course Code	Course Title	Hours
CMA101	Introduction to Medical Assisting	20
CMA102	Fundamentals of Clinical Medical Assisting	95
CMA103	Assisting with Medications	35
CMA104	Assisting with Medical Specialties	110
CMA105	Assisting with Clinical Laboratory Procedures	50
CMA106	Clinical Medical Assistant Internship-Clinical Rotation	120
CMA107	Career Development Skills	5
CMA108	Clinical Medical Assistant Certification Exam Preparation	15
Total Program	Hours	450

PROGRAM OUTLINE

PROGRAM DURATION AND SCHEDULE RESIDENTIAL

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 18 weeks long. Students attend classes 25 hours a week attending classes Monday through Friday.

Afternoon/Evening Schedule

The afternoon/evening program is 23 weeks long. Students complete 20 hours a week attending classes Monday through Friday.

Weekend Schedule

The weekend program is 28 weeks long, where students complete 16 hours a week attending classes on Saturday and Sunday.

PROGRAM DURATION AND SCHEDULE HYBRID

Day Schedule

The day program is 18 weeks long. Students attend classes 25 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Afternoon/Evening Schedule The afternoon/evening program is 23 weeks long. Students complete 20 hours a week attending classes Monday to Friday.

Onsite classes at MTI's campus: Three days a week

Online classes: Two times a week connecting to the live classes along with instructor and classmates

Weekend Schedule

The weekend program is 28 weeks long, and students complete 16 hours a week. Onsite classes at MTI's campus: Saturdays Online classes: Sundays connecting to the live classes along with instructor and classmates.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. Clinical Assistants support medical professionals in the clinical environment. According to the Bureau of Labor Statistics, <u>Medical Assistants</u> (a higher level) median annual wage was \$42,000 in May 2023. Employment of medical assistants is projected to grow 14 percent from 2022 to 2032, much faster than the average for all occupations. About 114,600 openings for medical assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Most clinical assistants work full-time. They are employed in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities.

CLINICAL REQUIREMENTS

Students are required to perform 120 hours of clinical rotations. I understand that as part of the clinical rotation(s) I will be required to intern at one or more partner clinical affiliates. I understand that they may include hospitals and clinics located throughout the New York metropolitan area including, but not limited to, the five boroughs of New York City. I further understand that I will be responsible for my own transportation to and from my assigned clinical site.

MEDICAL ASSISTANT (MA) Certificate Program / 720 hours

PROGRAM DESCRIPTION

The Medical Assistant Program at the Medical Training Institute of New York is designed to prepare students to assist medical providers by performing administrative duties and basic clinical duties in a doctor's office and/or medical center. The core curriculum covers a variety of subjects, including medical- practice, law, ethics, communications, records and insurance, patient preparation, and basic laboratory procedures and tests. The courses are grouped around knowledge and skills required for administrative and clinical medical assisting; however, courses are not necessarily offered in the sequences in which they appear in the catalog. Also, students will be typically, but not always, taught by more than one instructor during their program of study. Further, students must complete a supervised clinical externship at a medical facility that includes practicing medical assisting skills and competencies, and logs and evaluations completed by the student. At the completion of the program, graduates who have diligently attended class and their externship program, studied, and practiced their skills should have the necessary knowledge and experience to seek entry-level employment as medical assistants in medical clinics, doctor's offices and various in-patient and outpatient healthcare facilities.

DELIVERY MODALITY

This program is offered in both residential and hybrid (blended) modes of delivery.

LEARNING GOALS

- To prepare competent medical assistant professionals for employment in all types of healthcare facilities.
- To prepare students to meet the needs of the industry which has a workforce shortage in this area of expertise.
- The Medical Assistant Program prepares students to sit for the Certified Medical Assistant examination administered by the American Association of Medical Assistants or the Registered Medical Assistant examination administered by the American Medical Technologists. However, certification is **not** required for employment.
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American Association of Medical Assistants 20 N. Wacker Drive, Suite 1575 Chicago, IL 60606 312-899-1500 www.aama-ntl.org

> American Medical Technologists 10700 W Higgins Rd STE 150 Rosemont, IL 60018 847-823-5169 www.americanmedtech.org

LEARNING OUTCOMES

Graduates of this program will be able to:

- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Demonstrate legal and ethical responsibilities.
- Recognize and practice safety and security procedures, recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Demonstrate an understanding of information technology applications in healthcare.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Demonstrate proper use of medical terminology.
- Demonstrate basic clerical/medical office duties.
- Demonstrate accepted professional, communication, and interpersonal skills related to phlebotomy.
- Demonstrate skills and knowledge necessary to perform phlebotomy.
- Practice infection control following standard precautions.
- Practice accepted procedures of transporting, accessioning, and processing specimens.
- Practice quality assurance and safety.
- Describe the role of a medical assistant with intravenous therapy in oncology and dialysis.
- Identify legal and ethical responsibilities of an EKG aide.
- Perform patient care techniques in the health care facility.
- Demonstrate knowledge of the fundamentals of microbial control and use aseptic techniques, demonstrate minor treatments.
- Demonstrate basic radiology procedures.
- Demonstrate knowledge of pharmaceutical principles and administer medications.
- Perform CLIA-waived diagnostic clinical laboratory procedures.
- Demonstrate knowledge of emergency preparedness and protective practices.
- Perform administrative office duties, administrative and general skills, clinical and general skills.
- Perform billing and coding functions.
- Display professional work habits integral to medical assisting.

PROGRAM OUTLINE

Course Code	Course Title	Hours
MET200	Medical Terminology	40
MEL	Medical Ethics and Law	10
ENC125	Effective Communication Skills	10
RMA101	Medical Office Applications	20
RMA101L	Medical Office Applications Lab	10
BIO202	Anatomy and Physiology I	45
BIO203	Anatomy and Physiology II	45
RMA102	Electronic Health Records	20
RMA102L	Electronic Health Records Lab	10
RMA103	Clinical Procedures	30
RMA103L	Clinical Procedures Lab	20
RMA104	Pharmacology	10

RMA104L	Pharmacology Lab	10
RMA105	Electrocardiography	40
RMA105L	Electrocardiography Lab	20
RMA106	Phlebotomy	30
RMA106L	Phlebotomy Lab	30
RMA107	Medical Billing and Coding	20
RMA107L	Medical Billing and Coding Lab	20
RMA108	Career Development	10
RMA109	Clinical Internship	260
RMA110	Certification Exam Review	10
Total Program	Hours	720

PROGRAM DURATION AND SCHEDULE RESIDENTIAL

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program (720 clock hours) consists of classes that typically meet four days each week for six hours daily. In the program's final phase, students complete an externship part for 260 hours, at least 32 hours per week or a maximum of 40 hours per week, to be completed within eight weeks. Normal completion time for the entire day program is 29 weeks excluding vacation periods and holidays.

Evening Schedule

The on-campus evening program (720 clock hours) consists of classes that typically meet four evenings each week for four hours each evening. In the program's final phase, students complete an externship part for 260 hours, at least 32 hours per week or a maximum of 40 hours per week, to be completed within eight weeks. The normal completion time for the entire evening program is 45 weeks excluding vacation periods and holidays.

Weekend Schedule

The on-campus weekend program (720 clock hours) consists of classes that typically meet Saturday and Sunday for eight hours each day. In the program's final phase, students complete an externship part for 260 hours, at least 32 hours per week or a maximum of 40 hours per week, to be completed within eight weeks. Normal completion time for the entire weekend program is 45 weeks excluding vacation periods and holidays

PROGRAM DURATION AND SCHEDULE HYBRID (BLENDED)

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 29 weeks long. Students attend classes 25 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week

Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Afternoon/Evening Schedule

The afternoon/evening program is 36 weeks long. Students complete 20 hours a week attending classes Monday to Friday.

Onsite classes at MTI's campus: Three days a week

Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Weekend Schedule

The weekend program is 45 weeks long, and students complete 16 hours a week. Onsite classes at MTI's campus: Saturdays Online classes: Sundays connecting to the live classes along with instructor and classmates.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. According to the Bureau of Labor Statistics, <u>Medical</u> Assistants median annual wage was \$42,000 in May 2023. Employment of medical assistants is projected to grow 14 percent from 2022 to 2032, much faster than the average for all occupations. About 114,600 openings for medical assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Most medical assistants work full-time. They are employed in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities.

CLINICAL REQUIREMENTS

Students are required to perform 260 hours of clinical rotations. I understand that as part of the clinical rotation(s) I will be required to intern at one or more partner clinical affiliates. I understand that they may include hospitals and clinics located throughout the New York metropolitan area including, but not limited to, the five boroughs of New York City. I further understand that I will be responsible for my own transportation to and from my assigned clinical site.

COURSE DESCRIPTIONS

CLINICAL ASSISTANT COURSES

CMA101 – INTRODUCTION TO MEDICAL ASSISTING

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces students to the medical assisting profession. Topics include type of responsibilities, scope of practice and standards, definition of a patient-centered medical outcomes core functions and attributes, patient records and the electronic health record, using electronic records, how to document information, filing equipment and systems, introduction to anatomy, physiology, and medical terminology. Prerequisites: None.

CMA102 - FUNDAMENTALS OF CLINICAL MEDICAL ASSISTING

TOTAL COURSE HOURS: 95 (57 THEORY, 38 LAB, 0 EXTERNSHIP)

This course instructs students on the clinical fundamentals. It includes infectious disease process and types of infections, vital signs, physical examinations, patient coaching, nutrition and health promotion, surgical supplies, and instruments, aiding with surgical procedures, principles of electrocardiography, dealing with medical emergencies. Prerequisites: None

CMA103 - ASSISTING WITH MEDICATIONS

TOTAL COURSE HOURS: 35 (30 THEORY, 5 LAB, 0 EXTERNSHIP)

During this course students learn to aid patients with medications. It includes principles of pharmacology, pharmacology math, and aiding with medication and routes of administration. Prerequisites: None

CMA104 - ASSISTING WITH MEDICAL SPECIALTIES

TOTAL COURSE HOURS: 110 (110 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course, student learn how to assist with Ophthalmology and Otolaryngology, Dermatology, the Musculoskeletal System, the Nervous System, Behavioral Health Professionals and Common Behavioral Health Disorders, Endocrine System Anatomy and Physiology and Disorders, Cardiology, Pulmonary, Anatomy and Physiology of Urinary and Male Reproductive Systems, Anatomy, Infections, and Disorders of the Female Reproductive System, Pediatrics, Geriatrics. Prerequisites: None

CMA105 - ASSISTING WITH CLINICAL LABORATORY PROCEDURES

TOTAL COURSE HOURS: 50 (15 THEORY, 35 LAB, 0 EXTERNSHIP)

This course introduces students to the fundamental clinical laboratory procedures. It includes instruction on urinalysis, blood collections, analysis of blood, microbiology, and immunology. Prerequisites: None

CMA106 - CLINICAL MEDICAL ASSISTANT INTERNSHIP-CLINICAL ROTATION

TOTAL COURSE HOURS: 120 (0 THEORY, 0 LAB, 120 EXTERNSHIP)

Each student completes a clinical internship of 120 hours at a designated site, allowing students to practice the learned knowledge and skills in a real work environment under the supervision of a qualified professional. During this course, students obtain practical experience, learn the employer expectations of a clinical medical assistant, and develop work ethics. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule. Prerequisites: None

CMA107 - CAREER DEVELOPMENT SKILLS

TOTAL COURSE HOURS: 5 (0 THEORY, 5 LAB, 0 EXTERNSHIP)

This course prepares students for the interview and job application process. During this course, students learn about the interview process, expectations when starting a new job, how to prepare for a job interview, practice interview skills during mock interviews, understand the difference between legal and illegal interview questions, how to follow up after an interview and create a thank-you note for an interview. Prerequisites: None

CMA108 – CLINICAL MEDICAL ASSISTANT CERTIFICATION EXAM PREPARATION TOTAL COURSE HOURS: 15 (15 THEORY, 0 LAB, 0 EXTERNSHIP)

After this course completion, students will have learned the test taking strategies and content areas essential for passing the Certified Clinical Medical Assistant (CCMA) exam from the National Healthcareer Association (NHA).. Prerequisites: None

MEDICAL ASSISTANT COURSES

MET200 - MEDICAL TERMINOLOGY

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces the major body structures and functions by studying medical terminology. Terminology related to diagnosis and treatment is also presented. Prerequisites: None

MEL204 - MEDICAL ETHICS AND LAW

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

This course explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, and confidentiality. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, and appropriate communication based on context. Concepts relating to patient safety, therapeutic communication, and evidence-based care are introduced. Prerequisites: None

ENC125 - EFFECTIVE COMMUNICATION SKILLS

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is an introductory study of the dimensions of speech communications. The course examines the oral communication process in interpersonal contexts such as one-to-one relationships and small-group interactions. Prerequisites: None

RMA101 – MEDICAL OFFICE APPLICATIONS RMA101L – MEDICAL OFFICE APPLICATIONS LAB TOTAL COURSE HOURS: 30 (20 THEORY, 10 LAB, 0 EXTERNSHIP)

This course examines principles of financial and practice management and administrative medical assisting common to healthcare settings. Topics include communication and interpersonal relations; patient reception, education, and processing, supervision and training of personnel, equipment and supply inventory, accounts payable and receivable, and liability and risk management. Prerequisites: None

BIO 202 – ANATOMY AND PHYSIOLOGY I

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the cardiovascular and lymphatic systems, including a focus on blood, immunity, musculoskeletal, nervous, and integumentary systems, and the special senses. Prerequisites: None

BIO 203 - ANATOMY AND PHYSIOLOGY II

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the respiratory, digestive, urinary, endocrine, and reproductive systems, including principles of nutrition, metabolism, growth, and genetics. Prerequisites: None

RMA 102 – ELECTRONIC HEALTH RECORDS RMA 102L – ELECTRONIC HEALTH RECORDS LAB

TOTAL COURSE HOURS: 30 (20 THEORY, 10 LAB, 0 EXTERNSHIP)

This course examines computer software and business procedures common to healthcare settings. Topics include patient billing, itemized statements, data entry, scheduling, electronic claims, professional fees and credit arrangements, and collections procedures. Prerequisites: None

RMA 103 – CLINICAL PROCEDURES

RMA 103L – CLINICAL PROCEDURES LAB

TOTAL COURSE HOURS: 50 (30 THEORY, 20 LAB, 0 EXTERNSHIP)

This course examines clinical procedures common to the medical office, including preparing and positioning patients, determining height and weight, documenting patient histories, setting up and using equipment, and assisting with general and specialty examinations. Focus will be on practical skill development and adherence to OSHA and PPE guidelines—the laboratory assisting skills, emphasizing microbiology and urinalysis. Students will practice techniques

used to collect and analyze bacterial specimens and urine samples, including the physical, chemical, and microscopic examination of urine and streptococci testing and plating. Other points of care testing are included. Prerequisites: None

RMA 104 – PHARMACOLOGY

RMA 104L – PHARMACOLOGY LAB

TOTAL COURSE HOURS: 20 (10 THEORY, 10 LAB, 0 EXTERNSHIP)

A study of the classification and administration of medications, with a focus on safety, accuracy, and skill development. Topics include pharmacology mathematics, dosage calculations, medication preparation, patient education, common medications and side effects, and proper documentation and inventory. Prerequisites: None

RMA 105 – ELECTROCARDIOGRAPHY

RMA 105L – ELECTROCARDIOGRAPHY LAB

TOTAL COURSE HOURS: 60 (40 THEORY, 20 LAB, 0 EXTERNSHIP)

This course covers various cardiopulmonary diagnostic testing methods, including 12-lead EKG procedures, rhythm interpretation, and respiratory testing. Students will also practice taking patient vital signs, including temperature, pulse, respiration, and blood pressure. Prerequisites: None

RMA106 - PHLEBOTOMY

RMA106L – PHLEBOTOMY LAB

TOTAL COURSE HOURS: 60 (30 THEORY, 30 LAB, 0 EXTERNSHIP)

This course examines the principles and procedures involved in blood specimen collection and laboratory testing. Topics include blood structure and components, blood grouping, the analysis of venous and capillary blood specimens, vacutainer systems and syringe methods, hematocrit, hemoglobin, RBC morphology, WBC differential and platelet estimation, CBC, and other point-of-care testing. Prerequisites: None

RMA107 – MEDICAL BILLING AND CODING

RMA107L – MEDICAL BILLING AND CODING LAB

TOTAL COURSE HOURS: 40 (20 THEORY, 20 LAB, 0 EXTERNSHIP)

This course focuses on skills related to health information management, billing, coding, and health insurance reimbursement. Topics include medical records management, patient scheduling and charting, procedural and diagnostic coding, applying managed care policies and procedures, calculating deductibles, completing insurance claim forms, and billing and collecting for healthcare services. Prerequisites: None

RMA108 - CAREER DEVELOPMENT

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

This course examines professional requirements, certification opportunities, and successful career traits for assisting medical healthcare professionals. Topics include resume preparation, interviewing techniques, job expectations, professional skill-building and career planning, professional organizations and resources, certification preparation and review, and licensure opportunities. Prerequisites: None

RMA109 - CLINICAL INTERNSHIP

TOTAL COURSE HOURS: 260 (0 THEORY, 0 LAB, 260 EXTERNSHIP)

This course allows students to gain practical experience in a selected healthcare setting. Students will be evaluated by both qualified medical personnel from the site and program faculty and will document observed and performed procedures. Prerequisites: None

RMA110 – CERTIFICATION EXAM REVIEW TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP) This course reviews the material covered in the medical assisting program and the clinical skills necessary to prepare students for successfully passing certification/registration for employment opportunities as medical assistants. Prerequisites: None

MEDICAL BILLING AND CODING PROGRAMS

Program Title	Hours	Delivery Mode	Morning	Evening	Weekend
			Classes	Classes	Classes
			Duration	Duration	Duration
			(weeks)	(weeks)	(weeks)
Medical Billing and Coding	600	Residential or	25	30	38
		Hybrid			
		(Blended)			
Medical Coding Specialist - Hybrid (Blended)	650	Hybrid	26	33	41
		(Blended)			

MEDICAL BILLING AND CODING Certificate Program / 600 hours

PROGRAM DESCRIPTION

MTI of New York's Medical Billing and Coding Certificate Program prepares students for careers in various health care settings, such as medical offices, hospitals, clinics, and skilled-care facilities. Upon completion of the program, graduates would have acquired the necessary skills to secure employment in the field of medical billing and coding. Students will learn the coding rules for the CPT, ICD-10-CM, and Level II (HCPCS) coding systems, applying the rules to code patient services. In addition, a variety of payment systems are presented as part of this program. The medical topics of Medicare fraud, HMOs, and QIOs are also reviewed.

DELIVERY MODALITY

This program is offered in both residential and hybrid (blended) modes of delivery.

LEARNING GOALS

- To prepare competent coding professionals for employment in all types of healthcare facilities.
- To prepare students to meet the needs of the industry which has a workforce shortage in this area of expertise.
- To educate students in the content areas essential for reaching the credential of Certified Coding Specialist or Certified Coding Associate offered by AHIMA.

LEARNING OUTCOMES

Graduates of this program will be able to:

- Evaluate medical documentation to determine codable diagnoses and procedures in accordance with established coding guidelines.
- Apply appropriate codes from ICD-10-CM, ICD- 10-PCS, ICD-9-CM, and CPT-4 coding schemes to various health scenarios in medical documents using coding manuals and encoder software.
- Evaluate reimbursement methodologies for correctness of assignment.
- Perform analysis of reimbursement methodologies through case mix analysis.
- Audit coded data to determine accuracy and correct deficiencies.

PROGRAM OUTLINE

Course Code		
	Course Title	Hours
MBC101	Basics of Writing	2
MBC102	Basic Math	2
MBC103	Comprehension Building/Study Skills	2
MBC104	Introduction to Computers	2
MBC104	Introduction to Computers Lab	4
MBC105	Medical Terminology	10
MBC106	Role of an Insurance Billing Specialist	5
MBC107	Privacy, Security, and HIPAA	2
MBC108	Compliance, Fraud, and Abuse	3
MBC109	Basics of Health Insurance	4
MBC110	The Blue Plans, Private Insurance, and Managed Care Plans	4
MBC111	Medicare	4
MBC111	Medicare Lab	2
MBC112	Medicaid and Other State Programs	2
MBC112	Medicaid and Other State Programs Lab	2
MBC113	TRICARE and Veterans Health Care	4
MBC113	TRICARE and Veterans Health Care Lab	2
MBC114	Workers Compensation	4
MBC114	Workers Compensation Lab	2
MBC115	Disability Income Insurance and Disability Benefit Programs	4
MBC131	Medical Insurance Internship	150
MBC116	Medical Documentation and the Electronic Health Record	4
MBC117	Diagnostic Coding	5
MBC117	Diagnostic Coding Lab	5
MBC118	Procedural Coding	5
MBC118	Procedural Coding Lab	5
MBC119	The Paper Claim CMS-1500	4
MBC119	The Paper Claim CMS-1500 Lab	2
MBC120	The Electronic Claim	4

MBC121	Receiving Payments and Insurance Problem Solving	4
MBC121	Receiving Payments and Insurance Problem Solving Lab	2
MBC122	Collection Strategies	4
MBC132	Medical Billing Internship	150
MBC123	Ambulatory Surgery Centers	4
MBC123	Ambulatory Surgery Centers Lab	2
MBC124	Hospital Outpatient and Inpatient Billing	5
MBC124	Hospital Outpatient and Inpatient Billing Lab	5
MBC125	Simulated Medical Billing and Coding Internship	10
MBC126	Medical Coding Internship	150
MBC127	Seeking a Job and Attaining Professional Advancement	4
MBC128	Certification Exam Review and Prep	10
Total Program Hours		600

PROGRAM DURATION AND SCHEDULE RESIDENTIAL

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 25 weeks long. Students attend classes 25 hours a week attending classes Monday through Wednesday.

Evening Schedule

The afternoon program is 30 weeks long. Students complete 20 hours a week attending classes Monday through Wednesday.

Weekend Schedule

The weekend program is 38 weeks long, where students complete 16 hours a week attending classes on Saturday and Sunday.

PROGRAM DURATION AND SCHEDULE HYBRID (BLENDED)

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 25 weeks long. Students attend classes 25 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Evening Schedule

The afternoon program is 30weeks long. Students complete 20 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

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Weekend Schedule

The weekend program is 38 weeks long, and students complete 16 hours a week. Onsite classes at MTI's campus: Saturdays Online classes: Sundays connecting to the live classes along with instructor and classmates.

EMPLOYMENT OUTLOOK

Graduates of this program are not required to obtain a license or certification for employment. According to the Bureau of Labor Statistics, <u>Medical Records Specialists</u> median annual wage was \$48,780 in May 2023. Employment of medical records specialists is projected to grow 8 percent from 2022 to 2032, faster than the average for all occupations. About 15,000 openings for medical records specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Medical records specialists typically spend many hours at a computer. Most work full time.

CLINICAL REQUIREMENTS

Students are required to perform 460 hours of clinical rotations. I understand that as part of the clinical rotation(s) I will be required to intern at one or more partner clinical affiliates. I understand that they may include hospitals and clinics located throughout the New York metropolitan area including, but not limited to, the five boroughs of New York City. I further understand that I will be responsible for my own transportation to and from my assigned clinical site.

MEDICAL CODING SPECIALIST - HYBRID (BLENDED) Certificate Program / 650 hours

PROGRAM DESCRIPTION

MTI of New York's Medical Coding Specialist Hybrid (Blended) Certificate Program prepares students for careers in various health care settings, such as medical offices, hospitals, clinics, and skilled-care facilities. Upon completion of the program, graduates would have acquired the necessary skills to secure employment in the field of medical billing and coding. Students will learn the coding rules for the CPT, ICD-10-CM, and Level II (HCPCS) coding systems, applying the rules to code patient services. In addition, a variety of payment systems are presented as part of this program. The medical topics of Medicare fraud, HMOs, and QIOs are also reviewed.

DELIVERY MODALITY -HYBRID (BLENDED) ONLY

Students enrolled in this program attend classes on a Hybrid (Blended) synchronous modality. A part of the weekly classes are attended on campus, and another part connects to the live classes along with instructor and classmates. The internship is completed at the designated externship site after completion of the theory and lab part of program. Students enrolled in this program attend classes at MTI's campus (onsite). The internship is completed at the assigned site after the theory and practical part of the program.

LEARNING GOALS

- To prepare competent coding professionals for employment in all types of health care facilities.
- To prepare students to meet the needs of the industry which has a workforce shortage in this area of expertise.
- To educate students in the content areas essential for reaching the credential of Certified Coding Specialist or Certified Coding Associate offered by AHIMA.

LEARNING OUTCOMES

Graduates of this program will be able to:

- Evaluate medical documentation to determine codable diagnoses and procedures in accordance with established coding guidelines.
- Apply appropriate codes from ICD-10-CM, ICD- 10-PCS, ICD-9-CM, and CPT-4 coding schemes to various health scenarios in medical documents using coding manuals and encoder software.
- Evaluate reimbursement methodologies for correctness of assignment.
- Perform analysis of reimbursement methodologies through case mix analysis.

Audit coded data to determine accuracy and correct deficiencies.

PROGRAM OUTLINE

Course Code	Course Title	Hours
MCS101	Basics of Writing	8
MCS102	Basic Math	8
MCS103	Comprehension Building/Study Skills	8
MCS104	Role of an Insurance Billing Specialist	16
MCS105	Privacy, Security, and HIPAA	16
MCS106	Anatomy and Physiology – All Body Systems	32
MCS107	Introduction to Computers	64
MCS108	Medical terminology – All Body Systems	16
MCS109	ICD Coding/ICD-10-CM Coding Principle	48
MCS110	CPT/HCPCS Coding	64
MCS111	Medical Billing Insurance	85
MCS112	Pathophysiology	64
MCS113	Simulated Medical Coding	50
MCS114	Medical Coding Internship	150
MCS115	Seeking a Job and Attaining Professional Advancement	6
MCS116	Certification Exam Review and Prep	15
Program Total Hours		650

PROGRAM DURATION AND SCHEDULE

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 26 weeks long. Students attend classes 25 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Evening Schedule

The afternoon program is 33 weeks long. Students complete 20 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Weekend Schedule

The weekend program is 41 weeks long, and students complete 16 hours a week. Onsite classes at MTI's campus: Saturdays Online classes: Sundays connecting to the live classes along with instructor and classmates.

EMPLOYMENT OUTLOOK

Graduates of this program are not required to obtain a license or certification for employment. According to the Bureau of Labor Statistics, <u>Medical Records Specialists</u> median annual wage was \$48,780 in May 2023. Employment of medical records specialists is projected to grow 8 percent from 2022 to 2032, faster than the average for all occupations. About 15,000 openings for medical records specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Medical records specialists typically spend many hours at a computer. Most work full time.

CLINICAL REQUIREMENTS

Students are required to perform 200 hours of clinical rotations. I understand that as part of the clinical rotation(s) I will be required to intern at one or more partner clinical affiliates. I understand that they may include hospitals and clinics located throughout the New York metropolitan area including, but not limited to, the five boroughs of New York City. I further understand that I will be responsible for my own transportation to and from my assigned clinical site.

COURSE DESCRIPTIONS MEDICAL BILLING AND CODING COURSES

MBC101-BASICS OF WRITING TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP) Students learn and improve basic writing skills through presented writing styles, writing concepts and practice. The course includes the presentation of types of written documents, effective communication concepts, proper sentence construction, proofreading and editing skills. Prerequisites: None

MBC102- BASIC MATH

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course, students receive a mathematics review with calculations necessary for the medical billing and coding practice. Prerequisites: None

MBC103- COMPREHENSION BUILDING/STUDY SKILLS

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course, students are presented with tools and exercises to strengthen their comprehension skills and receive instruction on key study skills and methods to help them complete their program of study and achieve their learning goals. Prerequisites: None

MBC104- INTRODUCTION TO COMPUTERS

TOTAL COURSE HOURS: 6 (2 THEORY, 4 LAB, 0 EXTERNSHIP)

This course is an overview of operating systems, word processing, spreadsheets, presentation, e-mail, scheduling, internet, and database management software. Students learn about common office applications and receive an introduction to healthcare information technology applications. Prerequisites: None

MBC105- MEDICAL TERMINOLOGY

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is a comprehensive introduction to the complex language of medicine. It emphasizes spelling, analyzing, and understanding medical terms by learning their parts. Medical abbreviations are also included. By the end of this course, students will be able to describe where medical terminology comes from and discuss the difference between decodable and non-decodable terms, describe how to decode terms using the check, assign, reverse, and define (CARD) method, use the rules given to build, spell, and pronounce healthcare terms. Prerequisites: None

MBC106 - ROLE OF INSURANCE BILLING SPECIALIST

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn the importance of correct insurance claims submission, coding, and billing, responsibilities assigned to insurance billing and coding specialists and electronic claims processors. Prerequisites: None

MBC107 - PRIVACY, SECURITY, AND HIPAA

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

Suring this course students learn about the Health Insurance Portability and Accountability Act (HIPAA), differences between Title I: Health Insurance Reform and Title II: Administrative Simplification, protected health information (PHI, patient rights under HIPAA, consequences of noncompliance with HIPAA and the HITECH Act. Prerequisites: None

MBC108 - COMPLIANCE, FRAUD, AND ABUSE

TOTAL COURSE HOURS: 3 (3 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn about compliance, differences between fraud and abuse, abuse cases in the health care setting, federal and state laws that regulate health care fraud and abuse, penalties for fraud and abuse, fraud and abuse audit programs, components of an effective compliance program, potential risk areas for physician groups, hospitals, and billing companies. Prerequisites: None

MBC109 - BASICS OF HEALTH INSURANCE

TOTAL COURSE HOURS: 4 (4 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn the history of insurance in the United States, reasons for the rising cost of health care, the Affordable Care Act reforms health care, legal principles of insurance, difference between an implied and an expressed health care organization-patient contract, types of health insurance coverage, including federal, state, and private health insurance plans, life cycle of an insurance claim from date of service to third-party payer processing and payment, proper information to post to the patient's financial account after claims submission and payment received. Prerequisites: None

MBC110- -THE BLUE PLANS, PRIVATE INSURANCE, AND MANAGED CARE PLANS TOTAL COURSE HOURS: 4 (4 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn the difference between a traditional indemnity insurance plan and a managed care plan, provisions of the Health Maintenance Organization Act of 1973, distinct types of managed care plans, provider organization. Independent practice associations, preferred provider organizations, physician provider groups, point-of-service plans, triple-option health plans, Quality Improvement System for Managed Care, referrals for medical services, tests, and procedures, and types of payment mechanisms used for managed care plans. Prerequisites: None

MBC111 - MEDICARE

TOTAL COURSE HOURS: 6 (4 THEORY, 2 LAB, 0 EXTERNSHIP)

During this course students learn about the history of Medicare, eligibility criteria for Medicare, essential information from a patient's Medicare card, benefits of Medicare, federal laws adopted to increase health benefits for employed elderly individuals. Medicare programs and other insurance coverage combinations, federal program that relates to utilization and quality control of health services, benefits for a participating versus nonparticipating provider, types of Medicare coverage policies that must be adhered to, noncovered Medicare services, Medicare prepayment screen, Medicare payment methodologies, resource-based relative value scale system that Medicare uses to establish fees, Medicare Access and CHIP Reauthorization Act of 2015 will affect Medicare reimbursement in the future, Medicare mandatory claim submission guideline, Medicare Administrative Contactor responsibilities, time limit requirements for transmitting a Medicare claim, components of a Medicare remittance advice, importance of identifying Medicare overpayments. Prerequisites: None

MBC112 - MEDICAID AND OTHER STATE PROGRAMS

TOTAL COURSE HOURS: 4 (2 THEORY, 2 LAB, 0 EXTERNSHIP)

During this course students learn about the Medicaid program, history of Medicaid, benefits for Medicaid recipients afforded by the Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act of 2010, different types of Medicaid programs, Medicaid eligibility classifications, health care organization's responsibility as a participant in the Medicaid program, Medicaid basic benefits, basic operations of a Medicaid-managed care system, basic Medicaid claim procedure guidelines, file claims for patients who have Medicaid and other coverage, interpret and post a remittance advice

filing an appeal for a Medicaid case, purpose of the Medicaid Fraud Control Unit. Prerequisites: None

MBC113 - TRICARE AND VETERAN'S HEALTH CARE

TOTAL COURSE HOURS: 6 (4 THEORY, 2 LAB, 0 EXTERNSHIP)

During this course students learn the history of TRICARE, who is eligible for TRICARE, circumstances when a nonavailability statement is necessary, benefits of the TRICARE Select government program, managed care features of TRICARE Prime and discuss enrollment, Primary Care Managers, preauthorization, and payments, individuals who enroll in the TRICARE Prime Remote program and discuss enrollment, preauthorization, and payments, TRICARE Reserve Select, TRICARE Retired Reserve, and TRICARE Young Adult programs, TRICARE for Life benefits and those

who are eligible individuals, how to process a claim for an individual who is covered by various types of TRICARE programs, components of a TRICARE Summary Payment Voucher, components of a Veterans Health Administration (CHAMPVA) Explanation of Benefits document. Prerequisites: None

MBC114 - WORKER'S COMPENSATION

TOTAL COURSE HOURS: 6 (4 THEORY, 2 LAB, 0 EXTERNSHIP)

During this course students learn the history of workers' compensation, including statutes and reform, purposes of workers' compensation laws, workers' compensation program funding and the ways that premiums may be purchased by an employer second-injury fund, who is eligible for insurance coverage under federal workers' compensation laws, persons entitled to be insured under state workers' compensation laws, waiting period in each state before benefits begin, types of compensation benefits, signs of fraud and abuse involving employees, employers, insurers, medical providers, and lawyers, when to report fraud or abuse involving a workers' compensation health and financial record keeping in medical practice, procedure of completing the doctor's first report, contents of a progress or supplemental medical report, workers' compensation forms properly and discuss fee schedules, electronic claims submission and explain how to handle out-of-state claims, actions to take in following up on delinquent workers' compensation claims. Prerequisites: None

MBC115 - DISABILITY INCOME INSURANCE AND DISABILITY BENEFIT PROGRAMS TOTAL COURSE HOURS: 4 (4 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn the history of disability income insurance, benefits and exclusions contained in individual and group disability income insurance, federal disability benefit programs, eligibility requirements, benefits, and limitations of SSDI and SSI, disability benefit programs for disabled active military personnel, veterans, and their dependents, states that have state disability insurance plans, eligibility requirements, benefits, and limitations of state disability insurance plans, guidelines for federal disability claims, procedures for state disability claims, forms used for processing state disability plans. Prerequisites: None

MBC116-MEDICAL DOCUMENTATION AND THE ELECTRONIC HEALTH RECORD TOTAL COURSE HOURS: 4 (4 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course, students learn most common documents found in the health record, health record systems and list the advantages and disadvantages of an electronic health record system, various titles of physicians as they relate to health record documentation, reasons that legible documentation is required, common billing errors found in health records and define medical necessity, various billing patterns that could cause possible audit, common terminology related to medical, diagnostic, and surgical services, information from the health record to complete a life or health insurance application, difference between prospective and retrospective review of records, appropriately to the subpoena of a witness and records, principles for retention of health records, procedure for termination of a case, documentation requirements for evaluation and management services, including documentation guidelines for medical services, as well as the documentation of history, examinations, and medical decision making. Prerequisites: None

MBC117 - DIAGNOSTIC CODING

TOTAL COURSE HOURS: 10 (5 THEORY, 5 LAB, 0 EXTERNSHIP)

During this course students learn the reasons for and importance of coding diagnose, importance of matching the correct diagnostic code to the appropriate procedural code, how medical necessity is supported by the diagnosis code, history of diagnostic coding, benefits of the ICD-10 coding system and differentiate between ICD-10-CM and ICD-10-PCS, Alphabetic and Tabular Index of the ICD-10-CM coding manual, diagnostic code conventions, symbols, and terminology, coding guidelines to translate written descriptions of conditions into diagnostic codes, chapter-specific

coding guidelines to reporting of specific illnesses and conditions coding guidelines specific to reporting of outpatient services, methods of becoming more familiar with codes commonly encountered in a specific health care organization and discuss computer-assisted coding. Prerequisites: none

MBC118 PROCEDURAL CODING

TOTAL COURSE HOURS: 10 (5 THEORY, 5 LAB, 0 EXTERNSHIP)

During this course students learn the purpose and importance of coding for professional services, terminology used in Current Procedural Terminology (CPT), CPT code conventions, HCPCS and CPT code books, including category I, II, and III codes CPT code book symbols, evaluation and management (E/M) services codes, how to choose accurate procedure codes for descriptions of services and procedures documented in a patient's health record, including discussions on bundled codes, unbundling, down coding, upcoding, and code monitoring, methods of payment by insurance companies and state and federal programs. Prerequisites: None

MBC119-THE PAPER CLAIM CMS-1500

TOTAL COURSE HOURS: 6 (4 THEORY, 2 LAB, 0 EXTERNSHIP)

During this course students learn to identify the circumstances in which paper claims continue to be used, history of the Health Insurance Claim Form (CMS-1500), types of claims submission, difference between clean, pending, rejected, incomplete, and invalid claims and discuss specific terms used to describe Medicare claims, guidelines for submitting insurance claims how the diagnostic fields of the CMS-1500 claim form would be completed, NPI numbers, claim signatures, the importance of proofreading every paper claim, and supporting documentation for claims, reasons why claims are rejected claim submission errors and discuss the solutions to correct the errors, techniques required for submission of claims. Prerequisites:None

MBC120 - THE ELECTRONIC CLAIM

TOTAL COURSE HOURS: 4 (4 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn about the electronic data interchange, advantages of electronic claim submission, the clearinghouse process that follows after a claim is electronically received, transactions and code set to use for insurance claims transmission, which insurance claim data elements are required or situational for the 837P standard transaction format claim attachment and discuss claim attachments standards, standard unique provider identifiers, health plan identifiers, and patient identifiers, the use of patient encounter forms and scannable encounter forms in electronic claim submission,

methods of interactive computer transactions for transmitting insurance claims, interactive transactions and relate the electronic funds transfer process and mandated requirements under the Affordable Care Act (ACA), electronic remittance advice and identify the ACS X12 Health Care Claim Payment/Advice (835), procedures of transmission of an electronic claim and discuss methods for sending claims, difference between carrier-direct and clearinghouse electronically transmitted insurance claims computer transmission problems that can occur. Prerequisites: None

MBC121 - RECEIVING PAYMENTS AND INSURANCE PROBLEM SOLVING TOTAL COURSE HOURS: 6 (4 THEORY, 2 LAB, 0 EXTERNSHIP)

During this course students learn about the health insurance payment policy guidelines, reimbursement payment time frames for all submitted claims, components of an explanation of benefits document and interpret and post an explanation of benefits document to a patient's account, secondary insurance and guidelines to billing secondary insurance, health insurance claim management techniques, terminology pertinent to problem claims filing and discuss types of problems as well as find solutions specific reasons for rebilling a claim, situations for filing appeals and discussing the review and appeals process, Medicare's five levels in the redetermination (appeal) process and determining which forms to use for each level, TRICARE review and appeal process, including expedited and non-expedited appeals, as well as reconsideration, objectives of state insurance commissioners

problems to give to insurance commissioners, type of information necessary to include in an insurance commission request importance of claim denial management. Prerequisites: none

MBC122 - COLLECTION STRATEGIES

TOTAL COURSE HOURS: 4 (4 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn about, the cash flow cycle in a health care organization, accounts receivable and explain how it is handled, procedures for collecting complete and accurate patient information, State policies for managing patient accounts and collecting in a health care organization, guidelines for missed appointments, types of fee adjustments available to patients fees with patients, payment options available to patients, how to use the aging account receivable report effectively in collections, federal credit laws applicable to the health care setting, statutes of limitations of three kinds of financial accounts insurance collection from the patient and from third-party payers, role of a collection agency in the collection process. purpose of small claims court in the collection process, actions in tracing a debtor who has moved and left no forwarding address, special collection issues. Prerequisites: None

MBC123 - AMBULATORY SURGERY CENTERS

TOTAL COURSE HOURS: 6 (4 THEORY, 2 LAB, 0 EXTERNSHIP)

During this course students learn about the revenue cycle of reimbursement systems for ambulatory surgical center claims ambulatory surgery center billing process using by ambulatory surgical centers, importance of medical coder and biller roles in reimbursement, components of the outpatient prospective payment and ambulatory surgical payment systems features of the relative value unit and factors of the resource-based relative value scale payment system with the emphasis on the ambulatory surgery center (ASC) rate, the role of the International Classification of Diseases, Tenth Revision, Clinical Modifier, Coding System, (ICD-10-CM) role of Common Procedural Terminology, Fourth Revision, Procedure Coding System (CPT-4) in ambulatory surgical billing, role of Healthcare Common Procedural Coding System (HCPCS), significance of assigning modifiers, payment status indicators and their use in the Medicare ASC reimbursement process, impact of local coverage determinations and national coverage determinations in the ASC reimbursement cycle, reimbursement methods used when determining various payers for ambulatory surgical services, Ambulatory Quality Reporting (ASCQR) measures and the effect on the ASC payment rates. Prerequisites: None

MBC124 - HOSPITAL OUTPATIENT AND INPATIENT BILLING

TOTAL COURSE HOURS: 10 (5 THEORY, 5 LAB, 0 EXTERNSHIP)

During this course students learn about the revenue cycle of hospital claims, Discharge Not Final Billed report. the 72hour rule, utilization management and its role in the hospital reimbursement system, the chargemaster, International Classification of Diseases, Tenth Revision, Procedure Coding System (ICD-10-PCS), the role of the ICD-10-PCS in hospital billing, the role of Current Procedural Terminology in hospital billing, the role of Healthcare Common Procedural Coding System, reimbursement methods used when receiving reimbursement for Medicare hospital services. Prerequisites: None

MBC125 - SIMULATED MEDICAL BILLING AND CODING TOTAL COURSE HOURS: 10 (0 THEORY, 0 LAB, 10 EXTERNSHIP)

The simulated Medical Billing and Coding Internship prepares students to code accurately and efficiently in a professional setting. More than 600 cases in 18 medical specialties offer a realistic simulation of the workload in a multispecialty medical clinic. This simulated coding internship complements and provides application for the concepts learned in Medical Coding. Prerequisites: None

MBC126 - MEDICAL CODING INTERNSHIP TOTAL COURSE HOURS: 150 (0 THEORY, 0 LAB, 150 EXTERNSHIP)
Students complete a clinical internship of 150 hours at a designated site. The internship allows students to practice the learned knowledge and skills in a real work environment supervised by a qualified professional. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule. Prerequisites: None

MBC127 - SEEKING A JOB AND ATTAINING PROFESSIONAL ADVANCEMENT TOTAL COURSE HOURS: 4 (4 THEORY, 0 LAB, 0 EXTERNSHIP)

This course prepares students for the interview and job application process. During this course, students learn about the interview process, expectations when starting a new job, how to prepare for a job interview, practice interview skills during mock interviews, understand the difference between legal and illegal interview questions, how to follow up after an interview and create a thank-you note for an interview. Prerequisites: None

MBC128 - CERTIFICATION EXAM REVIEW AND PREP

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP) Students learn the test taking strategies and content areas essential for reaching national certification. Prerequisites: None

MBC131 – MEDICAL INSURANCE INTERNSHIP

TOTAL COURSE HOURS: 150 (0 THEORY, 0 LAB, 150 EXTERNSHIP)

Each student completes a clinical internship of 150 hours at a designated site, which allows students the practice of the learned knowledge and skills in a real work environment under the supervision of a qualified professional. During this course, students get practical experience, learn the employer expectations of medical insurance, and develop work ethic skills. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule. Prerequisites: None

MBC132 – MEDICAL BILLING INTERNSHIP

TOTAL COURSE HOURS: 150 (0 THEORY, 0 LAB, 150 EXTERNSHIP)

Each student completes a clinical internship of 150 hours at a designated site, which allows students the practice of the learned knowledge and skills in a real work environment under the supervision of a qualified professional. During this course, students get practical experience, learn the employer expectations of medical insurance, and develop work ethic skills. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule. Prerequisites: None

MEDICAL CODING SCPECIALIST COURSES

MCS101 - BASICS OF WRITING

TOTAL COURSE HOURS: 8 (8THEORY, 0 LAB, 0 EXTERNSHIP)

Students learn and improve basic writing skills through presented writing styles, writing concepts and practice. The course includes the presentation of types of written documents, effective communication concepts, proper sentence construction, proofreading and editing skills. Prerequisites: None.

MCS102 - BASIC MATH

TOTAL COURSE HOURS: 8 (8 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is a mathematics review with an introduction to calculations encountered in Billing and Coding practice. Prerequisites: None

MCS103 - COMPREHENSION BUILDING, AND STUDY SKILLS

TOTAL COURSE HOURS: 8 (8 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course, students are presented with tools and exercises to strengthen their comprehension skills. Furthermore, students receive instruction on key study skills and methods to help them complete their program of study and achieve their learning goals. Prerequisites: None

MCS104 - ROLE OF AN INSURANCE BILLING SPECIALIST

TOTAL COURSE HOURS: 16 (16 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course, students learn the importance of correct insurance claims submission, coding, and billing, responsibilities assigned to insurance billing and coding specialists and electronic claims processors. Prerequisites: None

MCS105 - PRIVACY, SECURITY, AND HIPAA

TOTAL COURSE HOURS: 16 (16 THEORY, 0 LAB, 0 EXTERNSHIP)

Suring this course students learn about the Health Insurance Portability and Accountability Act (HIPAA), differences between Title I: Health Insurance Reform and Title II: Administrative Simplification, protected health information (PHI, patient rights under HIPAA, consequences of noncompliance with HIPAA and the HITECH Act. Prerequisites: None

MCS106 - ANATOMY AND PHYSIOLOGY

TOTAL COURSE HOURS: 32 (32 THEORY, 0 LAB, 0 EXTERNSHIP)

This course presents the basic elements of human anatomy, such as musculoskeletal system, cardiovascular system, respiratory system, and integumentary system. Students learn about the levels of organization cells and tissues, urinary system, and digestive system, function and common diseases associated with them, cardiovascular system, respiratory system, blood system, and nervous system, function and common diseases associated with them. Prerequisites: None

MCS107: INTRODUCTION TO COMPUTERS

TOTAL COURSE HOURS: 64 (32 THEORY, 32 LAB, 0 EXTERNSHIP)

This course is an overview of operating systems, word processing, spreadsheets, presentation, e-mail, scheduling, internet, and database management software. Students learn about common office applications and receive an introduction to healthcare information technology applications. Prerequisites: None

MCS108 - MEDICAL TERMINOLOGY

TOTAL COURSE HOURS: 16 (16 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is a comprehensive introduction to the complex language of medicine. It emphasizes spelling, analyzing, and understanding medical terms by learning their parts. Medical abbreviations are also included. By the end of this course, students will be able to describe where medical terminology comes from and discuss the difference between decodable and non-decodable terms, describe how to decode terms using the check, assign, reverse, and define (CARD) method, use the rules given to build, spell, and pronounce healthcare terms. Prerequisites: None

MCS109 - ICD/ICD-10 CM CODING AND PRACTICES and MCS110 - CPT/HCPCS CODING TOTAL COURSE HOURS: 112 (64 THEORY, 48 LAB, 0 EXTERNSHIP)

This course provides students with the theory and practice of the coding rules for the CPT, ICD-10-CM, and HCPCS coding systems. Students are presented with practical examples where they apply the rules to code patient services and diagnoses. In addition, a variety of payment systems are presented, such as MS-DRG, APC, and RUGSIII. The medical topics of Medicare fraud/abuse, HMOs, and PROs are also reviewed. Prerequisites: None

MCS111 - MEDICAL BILLING/INSURANCE TOTAL COURSE HOURS: 85 (30 THEORY, 55 LAB, 0 EXTERNSHIP) During this course, students learn about the process of medical billing, the submission of the medical insurance claim, and the reimbursement of physician services. Topics covered include billing and statements preparation in the medical setting, health insurance coverage, the insurance claim processes, as well as the ethical and legal issues of claims processing. By the end of this course, students will be able to process Physician Medical Billing, Hospital Medical Billing, Medicare, Medicaid and Tricare, Account Receivable and Injury Claims, and refunds. Prerequisites: None

MCS112 - PATHOPHYSIOLOGY

TOTAL COURSE HOURS: 64 (32 THEORY, 32 LAB, 0 EXTERNSHIP)

This course presents students with information related to the pathophysiology of all systems of the body. The cause, diagnosis, nature, and treatment of the most common disease conditions are presented. Concepts such as immunity, deficiencies, and hereditary diseases are described. Prerequisites: none

MCS113 - SIMULATED MEDICAL CODING INTERNSHIP

TOTAL COURSE HOURS: 50 (0THEORY, 0 LAB, 50 EXTERNSHIP)

The simulated Medical Coding Internship prepares students to code accurately and efficiently in a professional setting. More than 600 cases in 18 medical specialties offer a realistic simulation of the workload in a multi-specialty medical clinic. This simulated coding internship complements and provides application for the concepts learned in Medical Coding. Prerequisites: None

MCS114 - MEDICAL CODING INTERNSHIP

TOTAL COURSE HOURS: 150 (0THEORY, 0 LAB, 150 EXTERNSHIP)

Each student completes a clinical internship of 150 hours at a designated site, which allows students the practice of the learned knowledge and skills in a real work environment under the supervision of a qualified professional. During this course, students get practical experience, learn the employer expectations of a medical coder, and develop work ethic skills. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule. Prerequisites: None

MCS115 – SEEKING A JOB AND ATTAINING PROFESSIONAL ADVANCEMENT TOTAL COURSE HOURS: 6 (6 THEORY, 0 LAB, 0 EXTERNSHIP)

This course prepares students for the interview and job application process. During this course, students learn about the interview process, expectations when starting a new job, how to prepare for a job interview, practice interview skills during mock interviews, understand the difference between legal and illegal interview questions, how to follow up after an interview and create a thank-you note for an interview. Prerequisites: None

MCS116 - CERTIFICATION EXAM REVIEW

TOTAL COURSE HOURS: 15 (15 THEORY, 0 LAB, 0 EXTERNSHIP)

After this course completion, students will have learned the test taking strategies and content areas essential for attaining one of the following national certifications: Certified Billing and Coding Specialist (CBCS) exam from the National Health career Association (NHA); Certified Professional Coder (CPC®) exam from the American Academy of Professional Coders (AAPC); or Certified Coding Associate (CCA®) exam from the American Health Information Management Association (AHIMA). Prerequisites: None

PHARMACY PROGRAMS

Program Title	Hours	Delivery Mode	Morning	Evening	Weekend
			Classes	Classes	Classes
			Duration	Duration	Duration
			(weeks)	(weeks)	(weeks)
Pharmacy Sterile Compounding	350	Residential	18	18	22
Pharmacy Technician I (Entry Level)	400	Residential or Hybrid	ł 16	20	25
		(Blended)			
Certified Pharmacy Technician II	750	Residential or Hybrid	1 30	38	47
		(Blended)			

PHARMACY STERILE COMPOUNDING Certificate Program / 350 hours

PROGRAM DESCRIPTION

MTINY Sterile Compounding Provide students with a complete introduction to institutional pharmacy practice and practicing Pharmacy Technicians II with preparation for the new sterile compounding certification exam. Comprehensively covering sterile products, aseptic technique, and the workings of the sterile compounding facility, MTINY Sterile Compounding focuses on safe and effective practice. Our Certified Compounded Sterile Preparation Technician program has expanded and updated coverage to address preparation, processing, medications, technique, and documentation, with a review, analysis, applications, waste management, workflow, safety and compliance, billing and reimbursement, and emergency management.

The Pharmacy Technician program at MTINY prepares students with the technical and practical training necessary to work as a certified sterile compounding technician assistant to a licensed pharmacist.

Students will study pharmacy computing, medication preparation, inventory and billing, and quarterly customer service care. The program looks to prepare students to work under a licensed pharmacist's supervision in the preparation and dispensing of medications, supporting patient records, setting up, packaging, and labeling routine orders from stock supplies and mixing drugs with parenteral fluids.

The core curriculum is structured to include a lecture part, a laboratory part, and an internship part. The final externship part of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student.

At the conclusion of the program, graduates who have diligently attended class and their externship and studied and practiced their Sterile Compounding skills should have the skills to seek employment as Certified Compounded Sterile Preparation Technician (CSPT).

DELIVERY MODALITY RESIDENTIAL

Students enrolled in this program attend classes at MTI's campus (onsite). The internship is completed at the assigned site after the theory and practical part of the program.

LEARNING GOALS

- Introduce the rationale and development of TPN, chemotherapy, and intermittent infusion administration policies.
- Demonstrate proper techniques for mixing and labeling thrombolytic drugs.
- Demonstrate proper techniques for mixing and labeling cardiac drips.
- Understand the fundamental indications, mechanism of action, and specific drugs in the cardiac class.
- Calculate for specific drug concentrations, drip rates, and volume of cardiac medications needed for mixing.
- Demonstrate proper techniques for mixing and labeling chemotherapy.
- Understand the primary indications, mechanism of action, and specific drugs in the chemotherapy class.
- Demonstrate proper techniques for mixing and labeling TPNs.
- Understand the primary indications, mechanism of action, and specific drugs used for TPNs.
- Calculate for specific drug concentrations and fluid volumes of drugs needed to mix a TPN.
- Understand basic mixing and labeling requirements for compounded items.
- Prepare medications requiring compounding of chemotherapy/hazardous products.
- Compound cytotoxic and other hazardous medication products using appropriate techniques.
- (Applying) Follow safety policies and procedures when disposing of hazardous and non-hazardous wastes.
- Follow policies and procedures for sanitation management, hazardous waste handling (e.g., needles), and infection control (e.g., protective clothing).
- Demonstrate skill in cleaning up a cytotoxic or other hazardous medication product spill using the accepted procedure.

LEARNING OUTCOMES

Graduates of this program will be able to:

- Prepare medications requiring compounding of sterile products.
- Define and explain key elements of USP 797.
- Collect the correct ingredients for sterile products requiring compounding.
- Accurately decide the correct amounts of ingredients for a compounded product.
- Compound sterile products using proper techniques, equipment, and devices.
- Prepare medications requiring compounding of non-sterile products.
- Compound non-sterile products using proper techniques.

CREDENTIALING AND CERTIFICATION INFORMATION

State Licensure/Registration Information

New York requires pharmacy technicians to be registered with the New York State Board of Pharmacy to practice in the New York State. Additionally, PTCB certification and/or state licensure/registration may be needed to practice in other states.

Pharmacy Technician Board

New York State Board of Pharmacy

89 Washington Avenue

Albany, New York 12234-1000

This program prepares students to sit for the Pharmacy Technician examination administered by the Pharmacy Technician Certification Board (PTCB):

Pharmacy Technician Certification Board (PTCB) 2215 Constitution Avenue NW Suite 101 Washington DC 20037

PROGRAM OUTLINE

Course Code	Course Title	Hours
PSC101	Introduction to Sterile Compounding	5
PSC102	Math Calculations for Pharmacy	15
PSC103	Medications and Disease Management	5
PSC104	Infection Control and Waste Management	5
PSC105	Calculations Used in Intravenous Preparations	20
PSC106	Medication Administration	5
PSC107	Pharmaceutical Compound-Sterile Preparations	30
PSC108	The Sterile Environment	5
PSC109	Equipment and Supplies	5
PSC110	Sterile Practice	10
PSC111	Packaging, Labeling, and Documentation of CSPs	10
PSC112	Total Parenteral Nutrition	20
PSC113	Hazardous Pharmaceuticals	10
PSC114	Hazardous Drug Preparation	30
PSC115	Radiopharmaceutical-Preparation, Compounding, Dispensing, and Repackaging	5
PS116	Quality Management, Safety, and Patient Compliance	10
PCS117	Third-Party Billing, Reimbursement, and Inventory Management	5
PSC118	Operations and Emergency Preparedness	10
PSC119	Career Development	5
PSC120	Pharmacy Internship: Institutional Care	130
PSC121	PTCB/ASHP Exam Preparations	10
Program Total	Hours	350

PROGRAM DURATION AND SCHEDULE

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 18 weeks long. Students attend classes 20 hours a week attending classes Monday through Wednesday.

Evening Schedule

The afternoon program is 18 weeks long. Students complete 20 hours a week attending classes Monday through Wednesday.

Weekend Schedule

The weekend program is 22 weeks long, where students complete 16 hours a week attending classes on Saturday and Sunday.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. According to the Bureau of Labor Statistics, <u>Pharmacy Technicians</u> median annual wage was \$40,300 in May 2023. Employment of pharmacy technicians is projected to grow 6 percent from 2022 to 2032, faster than the average for all occupations. About 44,900 openings for pharmacy technicians are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Pharmacy technicians work in pharmacies, including those found in drug, general merchandise, and grocery stores, and in hospitals. Most work full time, but many work part time.

CLINICAL REQUIREMENTS

Students are required to perform 130 hours of clinical rotations. I understand that as part of the clinical rotation(s) I will be required to intern at one or more partner clinical affiliates. I understand that they may include hospitals and clinics located throughout the New York metropolitan area including, but not limited to, the five boroughs of New York City. I further understand that I will be responsible for my own transportation to and from my assigned clinical site.

PHARMACY TECHNICIAN I Certificate Program / 400 hours

PROGRAM DESCRIPTION

MTI of New York Pharmacy Technician Certificate Program provides the student with technical and practical training needed for employment as an entry-level pharmacist assistant. Topics covered include pharmacy computing systems, preparing medications, billing and inventory, and customer service. The goal is to prepare students to work under the supervision of a licensed pharmacist in keeping patient records; preparing and dispensing medications; mixing drugs with parenteral fluids; and setting up, packaging, and labeling orders from stock. The core curriculum includes lectures, labs, and a clinical part. The externship part of the curriculum includes supervised experiences in clinical environments, requiring the student to complete competencies, logs, and evaluations. At the program's end, graduates who have attended class and externships, studied diligently, and practiced their skills will have the requisite skills to secure entry-level employment as pharmacy technicians.

DELIVERY MODALITY

This program is offered in both residential and hybrid (blended) modes of delivery.

LEARNING GOALS

- To prepare competent entry level Pharmacy Technicians for employment in all types of health care facilities.
- To prepare students to meet the needs of the industry, which has a workforce shortage in this area of expertise.
- To educate students in the content areas essential for reaching the credential of Certified Pharmacy Technician examination with the Pharmacy Technician Certification Board (PTCB).

LEARNING OUTCOMES

Graduates of this program will be able to:

- Aid the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and departmental management.
- Receive and screen prescription/medication orders for completeness and authenticity.
- Prepare medications for distribution.
- Verify the measurements, preparation, and/or packaging of medications produced by other technicians.
- Distribute medications.

CREDENTIALING AND CERTIFICATION INFORMATION

State Licensure/Registration Information

New York requires pharmacy technicians to be registered with the New York State Board of Pharmacy to practice in the New York State. Additionally, PTCB certification and/or state licensure/registration may be needed to practice in other states.

Pharmacy Technician Board New York State Board of Pharmacy 89 Washington Avenue Albany, New York 12234-1000

This program prepares students to sit for the Pharmacy Technician examination administered by the Pharmacy Technician Certification Board (PTCB) Pharmacy Technician Certification Board (PTCB) 2215 Constitution Avenue NW Suite 101 Washington DC 20037

PROGRAM OUTLINE

Course Code	Course Title	Hours
PHT101	Orientation to Pharmacy Practice	3
PHT102	Medical Terminology/Vocabulary	3
PHT103	Pharmacy Calculations	45
PHT104	Communication Skills in Pharmacy	10
PHT105	Pharmacy Law	2

PHT106	Community Practice, Pharmacy Record and Inventory Management	32
PHT107	Anatomy and Physiology	20
PHT108	Pharmacology I	10
PHT109	Over-the-Counter Drugs	4
PHT110	Applied Pharmacy Technology I	3
PHT111	IV Admixture and Aseptic Technique I	32
PHT112	Pharmacy Ethics	2
PHT113	AIDS Education and CPR	2
PHT114	Pharmacology II	12
PHT115	Applied Pharmacy Technology II and Omnicell Training	2
PHT116	IV Admixture and Aseptic Technique II	32
PHT117	Career Development Skills	6
PHT118	Pharmacy Internship	150
PHT119	PTCB Exam Review and Prep	30
Total hours		400

PROGRAM DURATION AND SCHEDULE RESIDENTIAL

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 16 weeks long. Students attend classes 25 hours a week attending classes Monday through Friday.

Evening Schedule

The afternoon program is 20 weeks long. Students complete 20 hours a week attending classes Monday through Friday.

Weekend Schedule

The weekend program is 25 weeks (about 5 and a half months) long, where students complete 16 hours a week attending classes on Saturday and Sunday.

PROGRAM DURATION AND SCHEDULE HYRBID

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 16 weeks long. Students attend classes 25 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Evening Schedule

The afternoon program is 20 weeks long. Students complete 20 hours a week attending classes Monday to Friday.

Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Weekend Schedule

The weekend program is 25 weeks long, and students complete 16 hours a week. Onsite classes at MTI's campus: Saturdays Online classes: Sundays connecting to the live classes along with instructor and classmates

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. According to the Bureau of Labor Statistics, <u>Pharmacy Technicians</u> median annual wage was \$40,300 in May 2023. Employment of pharmacy technicians is projected to grow 6 percent from 2022 to 2032, faster than the average for all occupations. About 44,900 openings for pharmacy technicians are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Pharmacy technicians work in pharmacies, including those found in drug, general merchandise, and grocery stores, and in hospitals. Most work full time, but many work part time.

CLINICAL REQUIREMENTS

Students must perform 150 hours of clinical rotations. I understand that as part of the clinical rotation(s) I will have to intern at one or more partner clinical affiliates. I understand they may include hospitals and clinics found throughout the New York metropolitan area including the five boroughs of New York City. I further understand that I will handle my own transportation to and from my assigned clinical site.

PHARMACY TECHNICIAN II Certificate Program / 750 hours

PROGRAM DESCRIPTION

The Pharmacy Technician program at MTINY provides students with the technical and practical training necessary to work as Intermediate-level assistants to a licensed pharmacist.

Students will study pharmacy computing, medication preparation, inventory and billing, and quarterly customer service care. The program looks to prepare students to work under a licensed pharmacist's supervision in the preparation and dispensing of medications, maintaining patient records, setting up, packaging, and labeling routine orders from stock supplies and mixing drugs with parenteral fluids.

The core curriculum is structured to include a lecture part, a laboratory part, and an internship part. The final externship part of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student.

At the program's end, graduates who have diligently attended class and their externship and studied and practiced their Sterile Compounding skills should be able to seek employment as Pharmacy Technician II. MTI of New York Certified Pharmacy Technician II Certificate Program provides the student with technical and practical training needed for employment as Certified Pharmacy Technician II at Hospitals or Institutional Pharmacy.

DELIVERY MODALITY

This program is offered in both residential and hybrid (blended) modes of delivery.

LEARNING GOALS

- To prepare competent Intermediate-level Pharmacy Technicians for employment in all types of health care facilities.
- To prepare students to meet the needs of the industry, which has a workforce shortage in this area of expertise.
- To educate students in the content areas essential for reaching the credential of Certified Pharmacy Technician Examination with the Pharmacy Technician Certification Board (PTCB

LEARNING OUTCOMES

Graduates of this program will be able to:

- Aid the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and departmental management.
- Receive and screen prescription/medication orders for completeness and authenticity.
- Prepare medications for distribution.
- Verify the measurements, preparation, and/or packaging of medications produced by other technicians.
- Distribute medications.
- Prepare medications requiring compounding of sterile products.
- Define and explain key elements of USP 797.
- Collect the correct ingredients for sterile products requiring compounding.
- Accurately determine the correct amounts of ingredients for a compounded product.
- Compound sterile products using proper techniques, equipment, and devices.
- Prepare medications requiring compounding of non-sterile products.
- Compound non-sterile products using proper techniques.

CREDENTIALING AND CERTIFICATION INFORMATION

State Licensure/Registration Information

New York requires pharmacy technicians to be registered with the New York State Board of Pharmacy to practice in the New York State. Additionally, PTCB certification and/or state licensure/registration may be needed to practice in other states.

Pharmacy Technician Board New York State Board of Pharmacy 89 Washington Avenue Albany, New York 12234-1000 This program prepares students to sit for the Pharmacy Technician examination administered by the Pharmacy Technician Certification Board (PTCB)

Pharmacy Technician Certification Board (PTCB) 2215 Constitution Avenue NW Suite 101 Washington DC 20037

PROGRAM OUTLINE

Course Code	Course Title	Hours
CPT101	Personal/Interpersonal Knowledge and Skills	56
CPT102	Foundational Professional Knowledge and Skills	34
CPT103	Processing and Handling of Medications and Medication Orders	80
CPT104	Sterile and Non-Sterile Compounding	200
CPT105	Patient Care, Quality and Safety Knowledge and Skills	20
CPT106	Regulatory and Compliance Knowledge and Skills	10
CPT107	Pharmacy Internship I: Community Practice Settings	130
CPT108	Pharmacy Internship II: Institutional Care	200
CPT109	Career Development	5
CPT110	PTCB/ASHP Exam Preparation	15
Total hours		750

PROGRAM DURATION AND SCHEDULE RESIDENTIAL

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 30 weeks (about 7 months) long. Students attend classes 25 hours a week attending classes Monday through Friday.

Evening Schedule

The afternoon program is 38 weeks (about 8 and a half months) long. Students complete 20 hours a week attending classes Monday through Friday.

Weekend Schedule

The weekend program is 47 weeks (about 11 months) long, where students complete 16 hours a week attending classes on Saturday and Friday.

PROGRAM DURATION AND SCHEDULE HYBRID (BLENDED)

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

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Day Schedule

The day program is 30 weeks long. Students attend classes 25 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Evening Schedule

The afternoon program is 38 weeks long. Students complete 20 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Weekend Schedule

The weekend program is 47 weeks long, and students complete 16 hours a week. Onsite classes at MTI's campus: Saturdays Online classes: Sundays connecting to the live classes along with instructor and classmates.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. According to the Bureau of Labor Statistics, <u>Pharmacy Technicians</u> median annual wage was \$40,300 in May 2023. Employment of pharmacy technicians is projected to grow 6 percent from 2022 to 2032, faster than the average for all occupations. About 44,900 openings for pharmacy technicians are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Pharmacy technicians work in pharmacies, including those found in drug, general merchandise, and grocery stores, and in hospitals. Most work full time, but many work part time.

CLINICAL REQUIREMENTS

Students are required to perform 330 hours of clinical rotations. I understand that as part of the clinical rotation(s) I will be required to intern at one or more partner clinical affiliates. I understand that they may include hospitals, clinics and retail stores located throughout the New York metropolitan area including, but not limited to, the five boroughs of New York City. I further understand that I will be responsible for my own transportation to and from my assigned clinical site.

COURSE DESCRIPTIONS

PHARMACY STERILE COMPOUNDING COURSES

PSC101 INTRODUCTION TO STERILE COMPOUNDING

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn about why certain medications must be sterile, the history of aseptic preparations and the organizations that provide guidelines, aseptic technique, including handwashing, standard precautions, and

personal protective equipment (PPE), the training and responsibility of personnel when performing aseptic technique, common settings where aseptic technique is performed. Prerequisites: None.

PSC102 MATH CALCULATIONS FOR PHARMACY

TOTAL COURSE HOURS: 15 (15 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is a mathematics review with an introduction to calculations met in pharmacy practice. Students learn about the systems of weight, measure, and temperature used in pharmacy practice, accurately converting between apothecary, avoirdupois, metric, and household systems of measurement, identify common medication errors involving calculations. Prerequisites: None

PSC103 MEDICATIONS AND DISEASE MANAGEMENT

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn about the four steps of pharmacokinetics, special dosing considerations to consider when determining the correct dosages for parenteral medications, references that can be used to find the storage requirements for a parenteral medication, characteristics of different solutions used in intravenous therapy, factors that affect the compatibility of intravenous fluids, common situations associated with the intravenous (IV) medication therapy process, how to build a collaborative team, compounding technician's role in the IV medication therapy process, changing technology in healthcare and how it affects patient disease management and wellness. Prerequisites: None

PSC104 INFECTION CONTROL AND WASTE MANAGEMENT

TOTAL COURSE HOURS: 5 (0 THEORY, 5 LAB, 0 EXTERNSHIP)

During this course students learn about the links in the chain of infection, the importance of proper handwashing, as well as prove proper handwashing and garbing procedures needed for preparing sterile medications, environmental controls, and waste management as part of infection control measures. Prerequisites: None

PSC105 CALCULATIONS USED IN INTRAVENOUS PREPARATIONS

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn about how to calculate the volume of an injectable solution and the quantity of drug in an injectable solution, intravenous medications from a powder injectable, intravenous flow rates for intravenous solutions, a solution using the alligation method. Prerequisites: None

PSC106 MEDICATION ADMINISTRATION

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn about the types of parenteral medications and nutrition, and name at least three situations in which it would be beneficial to use a parenteral dose form, types of intravenous (IV) administration and give an example of each

advantages and two disadvantages of administering IV medications, types of parenteral medications and supplies used in both health-system IV administration and home infusion therapy, as well as explain the technician's integral role in preventing medication errors when considering administration of parenteral medications. Prerequisites: None

PSC107 PHARMACEUTICAL COMPOUND-STERILE PREPARATIONS

TOTAL COURSE HOURS: 30 (0 THEORY, 30 LAB, 0 EXTERNSHIP)

During this course students learn the history of USP 797, types of sterile compounds and who must adhere to USP 797 guidelines, risk categories, their beyond-use dates (BUDs), and characteristics associated with each, documentation and records management related to USP 797. Prerequisites: None

PSC108 THE STERILE ENVIRONMENT

TOTAL COURSE HOURS: 5 (0 THEORY, 5 LAB, 0 EXTERNSHIP)

During this course students learn about USP<797> standards related to building and facilities construction and design the ante room, or ISO Class 8, and buffer area, or ISO Class 7, environments, identify the various parts of an ISO Class 5 environment USP<797> specific guidelines for garbing, cleaning and disinfecting the environment, and testing and surface sampling in the compounding environment. Prerequisites: None

PSC109 EQUIPMENT AND SUPPLIES

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn about alcohol, vials, ampules, and filter needles and straws, various container types and sizes used for sterile compounding, requirements for keeping the critical sites of various supplies, as well as describe other supplies used in compounding. Prerequisites: None

PSC110 STERILE PRACTICE

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

During this course students will practice procedures for common aseptic manipulations, using the proper supplies and equipment. Demonstrate the following procedures: Proper procedures used to prepare user and enter materials into the buffer area, "Staging" or preparing the admixture for the pharmacist to check, transferring medication using a vial with powder, transferring medication from an ampule using a syringe and filter needle, adding medications to a plastic bag, Adding medications to a bottle. Prerequisites: None

PSC111 PACKAGING, LABELING, AND DOCUMENTATION OF CSPS

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn about the characteristics associated with a Master Formulation record (MFR), the characteristics associated with compounding records (CRs), the physical inspection, handling, storing, transporting, and documentation of compounded sterile preparations (CSPs). Prerequisites: None

PSC112 TOTAL PARENTERAL NUTRITION

TOTAL COURSE HOURS: 20 (10 THEORY, 10 LAB, 0 EXTERNSHIP)

During this course students learn about the conditions in which total parenteral nutrition (TPN) would be appropriate and list five goals of parenteral nutrition, the solution components of TPN and special considerations when preparing admixtures, the preparation of total parenteral nutrition, special considerations related to forming a TPN solution, and laboratory and other additional testing requirements. Prerequisites: None

PSC113 HAZARDOUS PHARMACEUTICALS

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

During this course students learn about ways that exposure to hazardous drugs (HDs) can occur, inventory management considerations related to HDs, the environment necessary when HDs are being handled, compounding personnel requirements related to HDs, the labeling, transport, and disposal of HDs. Prerequisites:None

PSC114 HAZARDOUS DRUG PREPARATION

TOTAL COURSE HOURS: 30 (0 THEORY, 30 LAB 0 EXTERNSHIP)

During this course students learn about the set criteria to identify drugs as being hazardous, cancer and common chemotherapy medications used in cancer treatment, preparation of chemotherapy agents, special considerations, techniques, equipment, and precautions related to hazardous intravenous (IV) drugs, how to clean up a spill and discuss the specific education and training requirements related to handling hazardous drugs. Prerequisites: None

PSC115 RADIOPHARMACEUTICAL – PREPARATION, COMPOUNDING, DISPENSING, AND REPACKAGING

TOTAL COURSE HOURS: 5 (0 THEORY, 5 LAB, 0 EXTERNSHIP)

During this course students learn about the practice and quality standards for handling radiopharmaceuticals, including radiation detection, and measuring devices, personnel training, and qualifications necessary for personnel who work with radioactive material. Also, discuss handwashing, garbing order, and the necessary environment, remote aseptic processing, quality controls and testing, added considerations, and transporting guidelines related to radiopharmaceuticals. Prerequisites: None

PSC116 QUALITY MANAGEMENT, SAFETY, AND PATIENT COMPLIANCE

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn to identify training and reevaluation programs for personnel who are compounding sterile reparations per USP guidelines, types of errors that can occur in preparation of compounded sterile preparations (CSPs) media fill testing, as well as when it is necessary to reevaluate and retrain personnel, possible sources of medication errors, as well as ways to prevent these errors from occurring, the patient rights of administration, quality assurance and quality control and list the major components of a quality assurance program, adverse event reporting and the responsibility of compounding personnel. Prerequisites: None

PCS117 THIRD-PARTY BILLING, REIMBURSEMENT, AND INVENTORY MANAGEMENT TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn to identify common aspects of billing for infusion therapy, including additional supplies and drugs that could be billed in addition to the infusion therapy itself, identify best practices for inventory control, purchasing processes, management of shortages, pharmacy and therapeutics (P&T) committees, and drug use reviews (DUR) or evaluations (DUE) continuous quality improvement (CQI). Prerequisites: None

PSC118 OPERATIONS AND EMERGENCY PREPAREDNESS

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

During this course students learn about common types of emergencies or disasters that require additional preplanning tasks related to sterile compounding, planning requirements for disasters, including the roles of organizations associated with emergency planning and how they relate to sterile compounding, special storage and delivery considerations for medications to be used in emergencies, including the Strategic National Stockpile (SNS), sections of the National Boards of Pharmacy's (NABP's) "Model Emergency Disaster Preparedness and Response Plan.", various roles of pharmacy personnel in the immediate response to an emergency. Prerequisites: None

PSC119 CAREER DEVELOPMENT

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn about advanced training opportunities and certifications for sterile preparation through the Society for the Education for Pharmacy Technicians, Critical Point, and the National Pharmacy Technician Association, as well as added training opportunities. Prerequisites: None

PSC120 PHARMACY INTERNSHIP: INSTITUTIONAL CARE

TOTAL COURSE HOURS: 130 (0 THEORY, 0 LAB, 130 EXTERNSHIP)

Students complete a clinical internship of 130 hours at a designated site. The internship allows students to practice the learned knowledge and skills in a real work environment supervised by a qualified professional. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule. Prerequisites: None

PSC121 PTCB/ASHP EXAM PREPARATIONS TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP) During this course students learn about advanced certifications and certificates available for pharmacy technicians review the outline and content of certified compounded sterile preparation technician (CSPT) certification and Certified Pharmacy Technician (CPhT, discuss the education and training required for technicians to advance their careers and serve in advanced technician roles, Certified Compounded Sterile Preparation Technician Certification (CSPT) Prerequisites: None

PHARMACY TECHNICIAN I COURSES

PHT101 – ORIENTATION TO PHARMACY PRACTICE

TOTAL COURSE HOURS: 3 (3 THEORY, 0 LAB, 0 EXTERNSHIP)

The course reviews the role of professional pharmacy organizations. Students learn about new drug development, drug distribution, and the role of the pharmacy technician in drug procurement. The course includes the types of sites that currently employ pharmacy technicians, analysis of the role of pharmacy technicians in various job settings, current trends that may affect the future direction for pharmacy technicians, and national certifications. Prerequisites: None.

PHT102 – MEDICAL TERMINOLOGY/VOCABULARY

TOTAL COURSE HOURS: 3 (3 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn about the history of medicine and pharmacy, evolution of pharmacies and the development of the roles of pharmacists and pharmacy technicians in the nineteenth and twentieth centuries, importance of the protocols that govern medical personnel, current trends in the field. Prerequisites: None

PHT103 – PHARMACY CALCULATIONS

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is a mathematics review with an introduction to calculations met in pharmacy practice. Students learn about the systems of weight, measure, and temperature used in pharmacy practice, accurately converting between apothecary, avoirdupois, metric, and household systems of measurement, find common medication errors involving calculations. Prerequisites: None

PHT104 – COMMUNICATION SKILLS IN PHARMACY

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

This course is designed to aid students in developing the necessary communication skills to function competently as a contributing member in a pharmacy work setting. Students take part in team-building exercises and are introduced to effective communication tools. Students learn skills to deal constructively with patients, information, ideas, and emotions associated with issues of diversity, culture, ethnicity, race, gender, religion, age, sexual orientation, and abilities. Prerequisites: None

PHT105 - PHARMACY LAW

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces students to federal and state laws governing the practice of pharmacy. Special emphasis is given to areas of state laws that regulate the activities of pharmacy technicians. Students learn about the different responsibilities of a pharmacy technician and pharmacist, penalties associated with failure to practice within scope, how to apply state and federal law to dispense medication and maintain prescription records in compliance with state laws, product substitution laws in determination of product selection, regulations pertaining to controlled substances to dispense medication and maintain prescription records in compliance with state laws, recognizing errors of omission on hard copies. Prerequisites: None

PHT106 - COMMUNITY PRACTICE, PHARMACY RECORD AND INVENTORY MANAGEMENT

TOTAL COURSE HOURS: 32 (0 THEORY, 32 LAB, 0 EXTERNSHIP)

This course provides instruction on the skills necessary to effectively, practice in an ambulatory care setting. Students learn to interpret prescription contents, the top 100 drugs, inventory control procedures, tasks associated with procurement of pharmaceuticals, completing, and filing records for third-party reimbursement, and requirements for completing and filing prescription records. Students are introduced to nonsterile compounding. Prerequisites: None

PHT107 – ANATOMY AND PHYSIOLOGY

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

This course introduces anatomy, physiology, and medical terminology related to the pharmacy technician scope of employment. Prerequisites: None

PHT108 – PHARMACOLOGY I

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

This course reviews the principles of drug action including introduction to pharmacokinetics and pharmacodynamics. Students study anatomy and physiology of the nervous system and discuss drugs used in the treatment of disorders of the nervous system, of-warning label application for drugs used in treatment of disorders of the nervous system, drug interactions that should be reported to the pharmacist, common strengths, dosage forms, and directions for use of medications used in the treatment, of disorders of the nervous system. Prerequisites: None

PHT109 – OVER-THE-COUNTER DRUGS

TOTAL COURSE HOURS:4 (4 THEORY, 0 LAB, 0 EXTERNSHIP)

This course reviews the use of nonprescription drugs for common disorders in which consumers seek advice for self-treatment. Students learn what questions to ask consumers, self-treatment, referral to medical care, non-legend drug definition, use and availability of non-legend drugs and legend drugs, common disorders in which consumers seek self-treatment. Prerequisites: None

PHT110 - APPLIED PHARMACY TECHNOLOGY I

TOTAL COURSE HOURS: 3 (3 THEORY, 0 LAB, 0 EXTERNSHIP)

This course reviews the history of computers in pharmacy, current practice applications, and future trends. Legal and ethical issues surrounding information collection and retrieval are also addressed. The laboratory component of this course is designed to provide students with skills and knowledge needed to process prescriptions using pharmacy software. Students will gain ability using ambulatory care prescription processing software. Prerequisites: None

PHT111 – IV ADMIXTURE AND ASEPTIC TECHNIQUE I

TOTAL COURSE HOURS: 32 (0 THEORY, 32 LAB, 0 EXTERNSHIP)

This course is an introduction to aseptic techniques and sterile product preparation in institutional care settings. The devices and manipulation techniques necessary to support sterility and mechanics of a hospital pharmacy are discussed and practiced in laboratory exercises. Students learn how to apply correct terminology and pharmacy calculations, IV systems, solutions and medications, reconstitution of IV medications and end dates, data entry, labeling, profiling of pharmacy medications., aseptic techniques and procedures in the laboratory setting, use of laminar air flow (LAF) hood production of parenteral products. Prerequisites: None

PHT112 – PHARMACY ETHICS

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB, 0 EXTERNSHIP)

This course explores commonly met ethical dilemmas from pharmacy practice. On completion of this course, students will have attained skills that will enable them to identify ethical behaviors, identify workable solutions, and analyze solutions for appropriateness using ethical decision-making models. Students learn evaluation skills that enable them to determine the best possible solution" for a given ethical dilemma. Prerequisites: None

PHT113 – AIDS EDUCATION AND CPR

TOTAL COURSE HOURS: 2 (2 THEORY, 0 LAB,0 EXTERNSHIP)

This course satisfies the requirements for AIDS education for pharmacy technicians. Covered in the course is etiology of HIV/AIDS, universal precautions, and legal and ethical issues associated with HIV/AIDS. Students are exposed to psychosocial issues, and the global impact of the disease is presented. The role of the pharmacy technician, including Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, is presented. American Heart Association guidelines for CPR are described, with opportunity for students to prove an ability to perform according to standards. Prerequisites: none

PHT114 – PHARMACOLOGY II

TOTAL COURSE HOURS: 12 (0 THEORY, 12 LAB, 0 EXTERNSHIP)

This course is a continuation of Pharmacology I. Students will briefly study the anatomy and physiology of the cardiovascular, gastrointestinal, endocrine, integumentary, respiratory, and reproductive systems. Students discuss treatment of bacterial and viral infections, and the pharmacy technician role in the management of diabetes and hypertension. Prerequisites: None

PHT115 – APPLIED PHARMACY TECHNOLOGY II

TOTAL COURSE HOURS: 2 (0 THEORY, 2 LAB, 0 EXTERNSHIP)

This course reinforces what was learned in Pharmacy Technology I specifically, prescription entry and billing to the third party. Students will gain a better understanding of insurance billing for prescriptions such as how to get correct information to avoid unnecessary problems. Additionally, students analyze rejected insurance claims to learn how to problem-solve billing issues and get the prescription "paid" by the insurance carrier. Students review patient profiling, prescription filling and refilling. Students will learn the use of dispense as written (DAW) codes, pneumonic direction (SIG) codes, prior authorization, denial overrides, and drug use review (DUR) codes. Additionally covered is merging and removing files. Students in this course increase their knowledge of pharmaceuticals, learning approximately 100 additional drugs. Prerequisites: None

PHT116 – ADMIXTURE AND ASEPTIC TECHNIQUE II

TOTAL COURSE HOURS: 32 (0 THEORY, 32 LAB, 0 EXTERNSHIP)

A continuation of IV Admixture and Aseptic Technique I, IV Admixture and Aseptic Technique II focuses on the preparation of cardiac and other titerable drips, IV antibiotics, chemotherapy, large volume parenterals (LVP), and total parenteral nutrition (TPN). Students learn the basic indications and mechanism of actions of specific cardiac drugs, as well as calculations for selected drug concentrations. Proper technique for mixing and labeling thrombolytic, cardiac drips, and chemotherapeutic drugs is introduced. Laboratory sessions give the opportunity for students to practice technique. Prerequisites: None

PHT117 - CAREER DEVELOPMENT SKILLS

TOTAL COURSE HOURS: 6 (6 THEORY, 0 LAB, 0 EXTERNSHIP)

This course prepares students for the interview and job application process. During this course, students learn about the interview process, expectations when starting a new job, how to prepare for a job interview, practice interview skills during mock interviews, understand the difference between legal and illegal interview questions, how to follow up after an interview and create a thank-you note for an interview. Prerequisites: None

PHT119 – PHARMACY INTERNSHIP

TOTAL COURSE HOURS: 150 (0 THEORY, 0 LAB, 150 EXTERNSHIP)

Each student completes an internship of 130 hours at a designated site, allowing students the practice of the learned knowledge and skills in a real work environment under the supervision of a qualified professional. During this course,

students obtain practical experience, learn the employer expectations of a clinical medical assistant, and develop work ethic skills. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule. Prerequisites: None

PHT120 – PTCB EXAM REVIEW AND PREPARATION

TOTAL COURSE HOURS: 30 (30 THEORY, 0 LAB, 0 EXTERNSHIP)

After this course completion, students will have learned the test taking strategies and content areas essential for reaching the certification. Prerequisites: None

PHARMACY TECHNICIAN II COURSES

CPT101 PERSONAL/INTERPERSONAL KNOWLEDGE AND SKILLS

TOTAL COURSE HOURS: 56 (40 THEORY, 16 LAB, 0 EXTERNSHIP)

During this course students demonstrate capability to manage or supervise pharmacy technicians in matters such as conflict resolution, teamwork, and customer service, apply critical thinking skills, creativity, and innovation, apply supervisory skills related to human resource policies and procedures, demonstrate the ability to effectively and professionally communicate with other healthcare professionals, payors and other individuals necessary to serve the needs of patients and practice. Course prerequisites: None.

CPT102 FOUNDATIONAL PROFESSIONAL KNOWLEDGE AND SKILLS

TOTAL COURSE HOURS: 34 (34 THEORY, 0 LAB, 0 EXTERNSHIP)

During this course students learn about investigational drug process, medications being used in off-label indications, and emerging drug therapies, further knowledge and skills required for achieving advanced competencies wellness promotion and disease prevention programs. Course prerequisites: None

CPT103 PROCESSING AND HANDLING OF MEDICATIONS AND MEDICATION ORDERS

TOTAL COURSE HOURS: 80 (30 THEORY, 50 LAB, 0 EXTERNSHIP) During this course students prepare compounded sterile preparations per applicable, current USP Chapters prepare medications requiring moderate and high level non-sterile compounding as defined by USP (e.g., suppositories, tablets, complex creams), prepare or simulate chemotherapy/hazardous drug preparations per applicable, current USP

Chapters initiate, verify, and manage the adjudication of billing for complex and/or specialized pharmacy services and goods apply accepted procedures in purchasing pharmaceuticals, devices, and supplies, apply accepted procedures in inventory control of medications, equipment, and devices. Course prerequisites: None

CPT104 STERILE AND NON-STERILE COMPOUNDING

TOTAL COURSE HOURS: 200 (40 THEORY, 160 LAB, 0 EXTERNSHIP)

During this course students are introduced to the rationale and development of TPN, chemotherapy, and intermittent infusion administration policies. Course Prerequisites: None

CPT105 PATIENT CARE, QUALITY AND SAFETY KNOWLEDGE AND SKILLS

TOTAL COURSE HOURS: 20 (10 THEORY, 10 LAB, 0 EXTERNSHIP)

During this course students verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals, perform point-of-care testing to assist pharmacist in assessing patient's clinical status participate in the operations of medication management services, participate in technical and operational activities to support the Pharmacists' Patient Care Process as assigned, obtain certification as a Basic Life Support Healthcare Provider. Course prerequisites: None

CPT106 REGULATORY AND COMPLIANCE KNOWLEDGE AND SKILLS

TOTAL COURSE HOURS: 10 (5 THEORY, 5 LAB, 0 EXTERNSHIP)

During this course students take part in pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements. Course prerequisites: None

CPT107 PHARMACY INTERNSHIP I: COMMUNITY PRACTICE SETTINGS

TOTAL COURSE HOURS: 130 (0 THEORY, 0 LAB, 130 EXTERNSHIP)

Each student completes an internship of 130 hours at a designated site, allowing students the practice of the learned knowledge and skills in a real work environment under the supervision of a qualified professional. During this course, students obtain practical experience, learn the employer expectations of a clinical medical assistant, and develop work ethic skills. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule. Course prerequisites: None

CPT108 PHARMACY INTERNSHIP II: INSTITUTIONAL CARE

TOTAL COURSE HOURS: 200 (0 THEORY, 0 LAB, 200 EXTERNSHIP)

Each student completes an internship of 200 hours (about 1 week 3 days) at a designated site, allowing students the practice of the learned knowledge and skills in a real work environment under the supervision of a qualified professional. During this course, students obtain practical experience, learn the employer expectations of a clinical medical assistant, and develop work ethic skills. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule. Course prerequisites: None

CPT109 CAREER DEVELOPMENT

TOTAL COURSE HOURS: 5 (5 THEORY, 0 LAB, 0 EXTERNSHIP)

This course prepares students for the interview and job application process. During this course, students learn about the interview process, expectations when starting a new job, how to prepare for a job interview, practice interview skills during mock interviews, understand the difference between legal and illegal interview questions, how to follow up after an interview and create a thank-you note for an interview. Course prerequisites: None

CPT110 PTCB/ASHP EXAM PREPARATION

TOTAL COURSE HOURS: 15 (15 THEORY, 0 LAB, 0 EXTERNSHIP)

After this course completion, students will have learned the test-taking strategies and content areas essential for reaching the following credentials: Certified Pharmacy Technician (CPhT) and Certified Compounded Sterile Preparation Technician (CSPT). Course prerequisites: None

SURGICAL TECHNOLOGY PROGRAMS

Program Title	Hours	Delivery Mode	Morning	Evening	Weekend
			Classes	Classes	Classes
			Duration	Duration	Duration
			(weeks)	(weeks)	(weeks)
Surgical Technology	1240	Residential or	52	78	78
		Hybrid (Blended)			

Central Sterile Processing Technician	800	Residential or	36	45	45
		Hybrid (Blended)			
SUDCICAL TECHNOLOCY					

SURGICAL TECHNOLOGY Certificate Program / 1240 hours

PROGRAM DESCRIPTION

The Surgical Technology Program at the Medical Training Institute of New York is designed to provide students with the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains necessary for employment as an entry-level surgical technologist. The AST Core Curriculum 8th Edition was used as a guideline to ease the formation of the surgical technology program curriculum, which includes an on-campus lecture part, an on-campus laboratory part, and an off-campus integrated clinical part. The curriculum is designed to provide instruction in anatomy and physiology, medical terminology, surgical pharmacology and microbiology, surgical procedures, aseptic technique, surgical instrumentation, and medical-legal components of the practice of surgical technology. Students are also taught necessary skill sets, such as critical thinking under pressure, case preparation and management, and anticipation of patient needs and safety. The final externship part of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the program's end, graduates who have diligently attended class and their externship studied and practiced their skills should be able to seek entry-level employment as surgical technologists.

DELIVERY MODALITY

This program is offered in both residential and hybrid (blended) modes of delivery.

LEARNING OBJECTIVES

After successfully completing this program, the student will be able to perform the following:

- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Demonstrate legal and ethical responsibilities.
- Demonstrate an understanding of and apply wellness and disease concepts.
- Recognize and practice safety and security procedures.
- Recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Demonstrate an understanding of information technology applications in healthcare.
- Demonstrate employability skills.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Apply basic math and science skills.
- Demonstrate central supply skills.
- Use communication and interpersonal skills related to surgical technology.
- Demonstrate an understanding of the basic sciences related to surgical technology.
- Demonstrate knowledge of pharmacology and math calculation principles related to the surgical environment.
- Describe and practice safety measures in the surgical environment.
- Assist the RN circulator with patient care procedures related to the surgical environment and describe methods for meeting patient's needs.

- Demonstrate knowledge of the skills necessary to function safely and effectively.
- Demonstrate knowledge of and aid with surgical procedures.
- Demonstrate an understanding of legal and ethical responsibilities specific to surgical technology.

ASSOCIATE OR HIGHER DEGREE ADMISSION REQUIREMENT

The National Board of Surgical Technology and Surgical Assisting requires that graduates have an associate or a higher degree to be eligible to sit for the NBSTSA Certification Examination. To enroll in the MTI's Surgical Technology Program and be eligible to sit for the NBSTSA Examination, students must have an associate or more advanced degree from an accredited institution recognized by the United Stated Federal Department of Education. Students with foreign degrees must provide an accepted translation and evaluation as specified in the admissions section of this catalog.

CREDENTIALING AND CERTIFICATION INFORMATION

The Surgical Technology Program prepares students to sit for the examination administered by the National Board of Surgical Technology and Surgical Assisting.

National Board of Surgical Technology and Surgical Assisting 6 West Dry Creek Circle, Suite 100 Littleton, Colorado 80120 800-707-0057 www.nbstsa.org

Course Code	Course Title	Hours
AHM 122	Medical Terminology-All Body Systems	10
BIO 101	Anatomy and Physiology I	45
BIO 102	Anatomy and Physiology II	45
ECM 100	Effective Communication	10
AHE 130	Medical Law and Ethics	10
COM 101	Computer Concepts and Applications	10
SGT 101	Introduction to Surgical Technology	10
SGTL 101	Introduction to Surgical Technology Lab	10
SGT 110	Sterile Technique & Infection Control	20
SGTL 110	Sterile Technique & Infection Control Lab	20
SGT 111	Microbes & The Process of Infection	10
SGT 115	Pharmacology and Anesthesiology	20
SGTL 115	Pharmacology and Anesthesiology Lab	40
SGT 120	Surgical Patient Care	20
SGT 220	Surgical Instruments	10
SGTL 220	Surgical Instruments Lab	20
SGT 130	Principles and Practices of Surgical Technology I	20
SGTL 130	Principles and Practices of Surgical Technology I Lab	30
SGT 140	Surgical Procedures I	40

PROGRAM OUTLINE

SGTL 140	Surgical Procedures I Lab	60
SGT 201	Introduction to Central Sterile Processing	20
SGTL 201	Introduction to Central Sterile Processing Lab	30
SGT 202	Clinical Externship I	100
SGT 150	Surgical Procedures II	40
SGTL 150	Surgical Procedures II Lab	40
SGT 104	Clinical Externship II	100
SGT 100	Career Development	10
SGT 203	Clinical Externship III	200
SGT 204	Clinical Externship IV	200
SGT 205	Surgical Technology Exam Review	40
TOTAL HOURS		1240

PROGRAM DURATION AND SCHEDULE RESIDENTIAL

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 50 weeks long. Students attend classes 25 hours a week attending classes Monday through Friday.

Evening Schedule

The afternoon program is 62 weeks long. Students complete 20 hours a week attending classes Monday through Friday.

Weekend Schedule

The weekend program is 62 weeks long, where students complete 16 hours a week attending classes on Saturday and Sunday.

PROGRAM DURATION AND SCHEDULE HYRBID

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 50 weeks long. Students attend classes 25 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Evening Schedule

The afternoon program is 62 weeks long. Students complete 20 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

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Weekend Schedule

The weekend program is 62 weeks long, and students complete 16 hours a week. Onsite classes at MTI's campus: Saturdays Online classes: Sundays connecting to the live classes along with instructor and classmates.

EMPLOYMENT OUTLOOK

Graduates of this program must obtain CST certification/license prior to seeking employment.

According to the Bureau of Labor Statistics, <u>Surgical Assistants and Technologist</u> the median annual wage for surgical assistants was \$59,160 in May 2023. The median annual wage for surgical technologists was \$60,610 in May 2023. Overall employment of surgical assistants and technologists is projected to grow 5 percent from 2022 to 2032, faster than the average for all occupations.

About 8,600 openings for surgical assistants and technologists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Most surgical assistants and technologists work in hospitals. They spend much of their time on their feet.

CLINICAL REQUIREMENTS

Students are required to perform 600 hours of clinical rotations. I understand that as part of the clinical rotation(s) I will be required to intern at one or more partner clinical affiliates. I understand that they may include hospitals and clinics located throughout the New York metropolitan area including, but not limited to, the five boroughs of New York City. I further understand that I will be responsible for my own transportation to and from my assigned clinical site.

CENTRAL STERILE PROCESSING TECHNICIAN

Certificate Program /800 hours

PROGRAM DESCRIPTION

The Sterile Processing Technician program at Medical Training Institute is designed to provide students with entrylevel training that will prepare them to function in the sterile processing and distribution areas of health care facilities. The program gives students knowledge of surgical instruments, microbiology, medical equipment, surgical terminology, storage and distribution, and the skills needed for sterilization and decontamination. Students are also taught necessary skill sets, such as critical thinking under pressure, case preparation and management, and safety. The final externship part of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship studied and practiced their skills should have the skills to seek entry-level employment as Central Sterile Processing Technician

DELIVERY MODALITY

This program is offered in both residential and hybrid (blended) modes of delivery.

LEARNING OBJECTIVES

- Graduates of this program will be able to:
- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Demonstrate legal and ethical responsibilities.
- Demonstrate an understanding of and apply wellness and disease concepts.
- Recognize and practice safety and security procedures.
- Recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Demonstrate an understanding of information technology applications in healthcare.
- Demonstrate employability skills.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Apply basic math and science skills.
- Describe supply distribution systems and the principles of inventory control.
- Demonstrate the ability to recall and dispose of or reprocess sterile supplies.
- Identify fundamentals of the supply chain.
- Demonstrate language arts knowledge and skills.
- Solve problems using critical thinking skills, creativity, and innovation.
- Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- Demonstrate leadership and teamwork skills needed to carry out team goals and aims.
- Demonstrate the roles and responsibilities of the central supply worker.
- Recognize basic principles of microbiology.
- Interpret and apply medical terminology and anatomical terms as they relate to equipment and supplies issued by central service personnel.
- Describe how central service is involved in controlling infections in hospitals.
- Explain the purpose of the Occupational Safety and Health Act.
- Receive, decontaminate, clean, prepare, disinfect, and sterilize reusable items.
- Demonstrate the use of sterilization process monitors, including temperature and frequency of appropriate chemical indicators and bacterial spore tests for all sterilizers.
- Show the ability to identify and select proper instrumentation or equipment that meets the surgical specialty's needs.

PROGRAM OUTLINE

Course Code	Course Title	Hours
MET100	Medical Terminology	10
BIO101	Anatomy and Physiology I	20
BIO102	Anatomy and Physiology II	20
ENC103	English & Communication Skills	10
AHE104	Medical Law and Ethics	10
COM110	Computer Concepts and Applications	10
MTH101	Mathematics	10
CSP105	Surgical Instruments	40

CSP110	Microbiology and Infection Control	20
CSP 115	Principles and Practices of Sterile Processing	10
CSPL 115	Principles and Practices of Sterile Processing Lab	10
CSP 120	Sterilization Techniques and Sterile Processing	20
CSPL 120	Sterilization Techniques and Sterile Processing Lab	20
CSP 125	Surgical Terminology	10
CSP 121	Sterilization Procedures and Practice	20
CSPL 121	Sterilization Procedures and Practice. Lab	20
CSP 130	Storage and Distribution	10
CSPL 130	Storage and Distribution Lab	20
CSP 140	Decontamination Procedures and Practice	20
CSPL 140	Decontamination Procedures and Practice Lab	20
CSP 150	Medical Equipment	10
CSPl 150	Medical Equipment Lab	10
CSP 200	Career Development	10
CSP 202	Sterile Processing Technician Externship	400
CSP 203	Certification Review	40
TOTAL PROG	RAM HOURS	800

PROGRAM DURATION AND SCHEDULE RESIDENTIAL

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 32 weeks long. Students attend classes 25 hours a week attending classes Monday through Friday.

Evening Schedule

The afternoon program is 40 weeks long. Students complete 20 hours a week attending classes Monday through Friday.

Weekend Schedule

The weekend program is 40 weeks long, during which time students complete 20 hours a week attending classes on Saturday and Sunday.

PROGRAM DURATION AND SCHEDULE HYRBID

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 32 weeks long. Students attend classes 25 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week

Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Evening Schedule

The afternoon program is 40 weeks long. Students complete 20 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Weekend Schedule

The weekend program is 40 weeks long, and students complete 20 hours a week. Onsite classes at MTI's campus: Saturdays Online classes: Sundays connecting to the live classes along with instructor and classmates.

EMPLOYMENT OUTLOOK

Graduates of this program must obtain the CRCST certification/license prior to seeking employment.

According to the Bureau of Labor Statistics, <u>Surgical Assistants and Technologist</u> the median annual wage for surgical assistants was \$59,160 in May 2023. The median annual wage for surgical technologists was \$60,610 in May 2023. Overall employment of surgical assistants and technologists is projected to grow 5 percent from 2022 to 2032, faster than the average for all occupations.

About 8,600 openings for surgical assistants and technologists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Most surgical assistants and technologists work in hospitals. They spend much of their time on their feet.

This program includes clinical internships for 400 hours completed at a designated site. The internship allows students to practice the learned knowledge and skills in a real work environment supervised by a qualified professional. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule.

CLINICAL REQUIREMENTS

Students are required to perform 400 hours of clinical rotations. I understand that as part of the clinical rotation(s) I will be required to intern at one or more partner clinical affiliates. I understand that they may include hospitals and clinics located throughout the New York metropolitan area including, but not limited to, the five boroughs of New York City. I further understand that I will be responsible for my own transportation to and from my assigned clinical site.

COURSE DESCRIPTIONS SURGICAL TECHNOLOGY COURSES

AHM 122: MEDICAL TERMINOLOGY-ALL BODY SYSTEMS

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course, students will be able to describe where medical terminology comes from and discuss the difference between decodable and non-decodable terms; describe how to decode terms using the check, assign, reverse, and define (CARD) method; use the rules given to build, spell, and pronounce healthcare terms. Prerequisites: None

BIO 101: ANATOMY AND PHYSIOLOGY I

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course, students will be able to describe the structural organization of the human body, use surface anatomy, positional, and directional terminology, describe body cavities, abdominopelvic quadrants, and body planes, discuss the acid-base balance in the human body, discuss pathology basics, including pathology terminology, protection mechanisms, predisposing factors, and the causes of disease. Prerequisites: None

BIO1 02: ANATOMY AND PHYSIOLOGY II

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course, students will be able to define anatomy and physiology and explain how they are related, describe the general functions of each organ system, list the different systems in the human body; understand how anatomy and physiology relate to the work performed in CS/SPD. Medical terms are learned within the context of the structures and functions of the body systems. Content also addresses pathology, procedures, and medications involved in treatment. Prerequisites: None

ECM 100: EFFECTIVE COMMUNICATION

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to describe the elements of good communication, demonstrate body language and describe its meaning, list the qualities of good communication, discuss barriers to communication, discuss different types of verbal abuse and why it is so destructive, discuss problem behavior in the workplace, define sexual harassment, and discuss how to manage it in the workplace, and describe the characteristics of good teamwork. Prerequisites: None

AHE 130: MEDICAL LAW AND ETHICS

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to define the key terms and key abbreviations in this chapter, describe ethical conduct, describe the rules of conduct for Central Sterile Processing, explain how to maintain professional boundaries, explain how to prevent negligent acts, give examples of false imprisonment, defamation, assault, battery, and fraud; describe how to protect the right to privacy, explain the correct use of electronic communications, and explain the purpose of informed consent. Prerequisites: None

COM 101: COMPUTER CONCEPTS AND APPLICATIONS

TOTAL COURSE HOURS: 10 (0 THEORY, 10 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to discuss how computers are used in the perioperative environment, identify the physical components of the computer, discuss how computer networks and the Internet are used in a professional medical setting. Prerequisites: None

SGT 101: INTRODUCTION TO SURGICAL TECHNOLOGY

SGT 101L: INTRODUCTION TO SURGICAL TECHNOLOGY LAB

TOTAL COURSE HOURS: 20 (10 THEORY, 10 LAB, 0 EXTERNSHIP)

By the end of this course, students will be able to describe how the profession of surgical technology originated, describe the process of training the surgical technologist, discuss the services provided by the Association of Surgical Technologists and its support agencies, discuss the role of the surgical technologist, discuss career opportunities available to the surgical technologist, discuss professional ethics and behaviors that define it. Prerequisites: None

SGT 110: STERILE TECHNIQUE & INFECTION CONTROL

SGTL 110: STERILE TECHNIQUE & INFECTION CONTROL LAB

TOTAL COURSE HOURS: 40 (20 THEORY, 20 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to explain the Aseptic Techniques, Proper Attire, and Hygiene, review guidelines related to sterile technique, clearly define terms related to sterile technique, explain the concepts of barriers and containment, demonstrate sterile techniques, describe surgical attire, and demonstrate methods of hand hygiene using the correct technique. Students will also learn about the aseptic techniques in the operating room, and they will be able to demonstrate correct gowning and gloving techniques, demonstrate how to introduce sterile items onto the sterile field, demonstrate and describe methods used to maintain the sterile field, demonstrate the principles of Standard Precautions, describe important components of the OSHA Bloodborne Pathogens Standard, and discuss the purpose and procedures used in transmission-based precautions. Prerequisites: None

SGT 111: MICROBES & THE PROCESS OF INFECTION

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

This course teaches students microbiology and infection, as well as microorganisms and the diseases they cause. After completing the introduction to Microbiology and Infection course portion, students will be able to explain different classifications of organisms and the binomial system, describe components of the cell and cell transport, discuss methods of identifying microbes, identify the basic components of a biological microscope and describe their function, relate the study of microbiology and the process of infection to surgical practice, list and describe types of fungi and the diseases they cause, list and describe types of protozoa and the diseases they cause, describe the body's defense mechanisms against infection, list the ways a person acquires immunity to pathogenic organisms, and relate a good surgical outcome to the patient's immune response. Prerequisites: None

SGT 115: PHARMACOLOGY AND ANESTHESIOLOGY

SGTL 115: PHARMACOLOGY AND ANESTHESIOLOGY LAB

TOTAL COURSE HOURS: 60 (20 THEORY, 40 LAB, 0 EXTERNSHIP)

This course introduces students to pharmacology drug regulations and protocols, sources of drugs, drug delivery and administration, drug principles and categories, anesthesiology, anesthesia in the OR, and post anesthesia recovery. Prerequisites: None

SGT120: SURGICAL PATIENT CARE

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

This course instructs students in safely transporting and transferring patients and patient positioning and safety in the operating room. By the end of the course, students will be able to list and discuss the principles of safe patient transport and transfer, demonstrate professional communication skills with families of patients being transported to surgery, use safe body mechanics during patient transportation, transferring, and positioning, discuss common methods of patient transport and lateral moving devices used in the perioperative environment, describe guidelines for transporting special patient populations, describe the responsibilities of the surgical technologist in patient positioning, demonstrate the use of common operating table accessories and positioning devices, describe how to prevent patient injury during

positioning, discuss the principles of safe positioning, demonstrate basic positions used in surgical procedures, and discuss the safety precautions for each position. Prerequisites: None

SGT 220: SURGICAL INSTRUMENTS

SGTL 220: SURGICAL INSTRUMENTS LAB

TOTAL COURSE HOURS: 30 (10 Didactic, 20 LAB, 0 EXTERNSHIP)

This course includes instruction on surgical instrument design and surgical instrument functions. By the end of this course students will be able to review information on instrument manufacturing, identify the different types of finishes on surgical instruments, differentiate types of instruments by their design, differentiate types of instruments by their function, classify instruments by tissue type, demonstrate how to pass basic instruments to the surgeon, describe how to inspect instruments for defects. Prerequisites: None

SGT 130: PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY I

SGTL 130: PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY I LAB

TOTAL COURSE HOURS: 50 (20 THEORY, 30 LAB, 0 EXTERNSHIP)

This course instructs students in the surgical preparation process, guidelines of skin preparation, and surgical draping. By the end of the course, students will be able to review the standards of practice for surgical prep and draping, review the guidelines for patient hygiene before surgery, discuss the guidelines for hair removal and skin marking in the surgical prep, and list the FDA's approved antiseptics for the surgical prep. List the supplies needed for skin prep, demonstrate the different procedures for skin prep, the rationale and techniques for surgical draping, how to maintain asepsis during draping, demonstrate draping techniques of the surgical site, and how to remove drapes at the end of a procedure. Prerequisites: None

SGT 140: SURGICAL PROCEDURES I

SGTL 140: SURGICAL PROCEDURES I LAB

TOTAL COURSE HOURS: 100 (40 THEORY, 60 LAB, 0 EXTERNSHIP)

This course instructs students in surgical case planning and surgical field management. By the end of this course, students will be able to list and define common terms used in surgical technique, discuss the elements of a case plan, explain surgical objectives and how they can be grouped into types, discuss the purpose of preoperative case preparation, describe the correct procedure for performing a count, discuss the guidelines for preventing lost and retained items. Prerequisites: None

SGT 201: INTRODUCTION TO CENTRAL STERILE PROCESSING

SGTL 201: INTRODUCTION TO CENTRAL STERILE PROCESSING LAB

TOTAL COURSE HOURS: 50 (20 THEORY, 30 LAB, 0 EXTERNSHIP)

Students learn the importance of the central service and sterile processing departments. Topics include job duties, career growth, and professional development, along with federal regulations, professional and safety standards are required for the successful management of the central sterile processing department. Students also explore communication and human relations skills as they relate to the central service and sterile processing departments. Prerequisites: None

SGT 202: CLINICAL EXTERNSHIP I

TOTAL COURSE HOURS: 100 (0 THEORY, 0 LAB, 100 EXTERNSHIP)

This phase of externship is designed as a transitional and observational period for the student. The student will primarily be expected to acclimate to the surgical environment and learn the routines/duties of the surgical team(s). While under the supervision of the surgical team the student will have the opportunity to see and assist when directed. The student will be required to keep a daily journal of all cases/procedures observed, assisted with, or performed.

These cases/ procedures will count toward the 125 required documented cases/ procedures (in at least five different areas) while on externship. Prerequisites: None

At the end of this term, the student will return to campus and discuss experiences and observations with the externship group. The student will also be required to meet with the clinical coordinator to discuss the results of this term's clinical evaluations. Prerequisites: None

SGT 150: SURGICAL PROCEDURES II

SGTL 150: SURGICAL PROCEDURES II LAB

TOTAL COURSE HOURS: 80 (40 THEORY, 40 LAB, 0 EXTERNSHIP)

This course instructs students regarding surgical principles and sutures. By the end of this course students will be able to define the role of the surgical technologist during the intraoperative period, discuss Halstead's principles of surgery, discuss different methods of hemostasis used during surgery, demonstrate how surgical sponges are managed during surgery, discuss the use of absorbable and nonabsorbable sutures, demonstrate suture-handling techniques, wound Cleansing and Healing, different types of wound drains, identify commonly used wound dressing material, and discuss postoperative wound complications. Prerequisites: None

SGT 104: CLINICAL EXTERNSHIP II

TOTAL COURSE HOURS: 100 (0 THEORY, 0 LAB, 100 EXTERNSHIP)

In this term, the student is expected to take on a more involved role under the surgical team's supervision. The student must assist with the surgical team's preoperative and postoperative duties. The student will still have to keep a daily journal of all cases/procedures observed, aided with, or performed during this time. These cases/procedures will count toward the 125 documented cases/procedures (in at least five different areas) needed while on externship. Near the end of this term, the student must meet on campus for an 8-hour Program Assessment Examination Review and discuss observations and experiences with the externship group. The student will also be required to meet with the clinical coordinator to discuss the results of this term's clinical evaluation. Prerequisites: None

SGT100: CAREER DEVELOPMENT

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course, students will be able to demonstrate communication skills with staff members, promote a teamwork approach by offering information, advice, and assistance; contribute to constructive working relationships; participate in self-and/or peer evaluations as directed; ensure the confidentiality of patient and employee information; assist in the orientation of new staff members, preparing resumes and developing job interviewing skills; identifying job position openings and following up with employers after interviews; negotiating wages and benefits, maintaining employment and securing opportunities for advancement once hired; developing and utilizing a network of professional contacts who can aid the job search effort; prepare a resume for employment; identify resources for locating job opportunities, interview. Prerequisites: None

SGT 203: CLINICAL EXTERNSHIP III

TOTAL COURSE HOURS: 200 (0 THEORY, 0 LAB, 200 EXTERNSHIP)

In this final phase, the student is expected, while still under the surgical team's supervision, to take on a more independent role. The student is expected to actively take part in the peri-operative stage of surgery, while still performing supervised preoperative and postoperative duties. The student will still have to keep a daily journal of all cases/ procedures observed, assisted with, or performed to count toward the 125 documented cases/procedures (in at least five different areas) needed as part of the externship process. Nearing this term's completion, the student must meet on campus for a second 8-hour review for the Program Assessment Examination. The student will also have to meet with the externship group to discuss observations, experiences and prepare for the final case presentation. The Program Assessment Examination is also administered during this term. The student must also meet with the clinical coordinator to discuss the final clinical evaluation. Prerequisites: None

SGT 204: CLINICAL EXTERNSHIP IV

TOTAL COURSE HOURS: 200 (0 THEORY, 0 LAB, 200 EXTERNSHIP)

In this phase of the externship students continue to build up on the concepts learned in clinical externship III. Students are more involved with, while under the supervision and mentorship of the surgical team, assisting with preoperative and postoperative duties. Students will keep a daily journal of all cases/procedures seen, assisted with, or performed during this time. These cases/procedures will count toward the 125 documented cases/procedures (in at least five different areas) needed while on externship. At the end of this phase, students must meet on campus for an eight-hour Program Assessment Examination Review and discuss observations and experiences with the externship group. Students will also have to meet with the clinical coordinator to discuss observations and experiences, to prepare for the final case presentation, and complete the Self -Assessment Examination. The Self-Assessment Examination will be administered at the end of the externship, and students must meet with the clinical coordinator for their final clinical evaluation. Prerequisites: None

SGT 205: EXAM REVIEW

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is designed to prepare the student for the NBSTSA certification examination. A comprehensive review of the technical coursework, mock examinations, and test-taking strategies are covered. Prerequisites: None

CENTRAL STERILE PROCESSING TECHNICIAN COURSES

MET100: MEDICAL TERMINOLOGY

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course, students are able to describe where medical terminology comes from and discuss the difference between decodable and non-decodable terms; describe how to decode terms using the check, assign, reverse, and define (CARD) method; and use the rules given to build, spell, and pronounce healthcare terms. Prerequisites: None.

BIO101: ANATOMY AND PHYSIOLOGY I

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to describe the structural organization of the human body; use surface anatomy, positional, and directional terminology; describe body cavities, abdominopelvic quadrants, and body planes; Discuss the acid-base balance in the human body; discuss pathology basics, including pathology terminology, protection mechanisms, predisposing factors, and the causes of disease. Prerequisites: None

BIO102: ANATOMY AND PHYSIOLOGY II

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to define anatomy and physiology and explain how they are related; describe the general functions of each organ system, List the different systems in the human body; understand how anatomy and physiology relate to the work performed in CS/SPD. Medical terms are learned within the context of the structures and functions of the body systems. Content also addresses pathology, procedures, and medications involved in treatment. Prerequisites: None

ENC103: ENGLISH & COMMUNICATION SKILLS TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP) By the end of this course students will be able to describe the elements of good communication, demonstrate body language and describe its meaning, list the qualities of good communication, discuss barriers to communication, discuss different types of verbal abuse and why it is so destructive, discuss problem behavior in the workplace, define sexual harassment, and discuss how to manage it in the workplace, and describe the characteristics of good teamwork. Prerequisites: None

AHE104: MEDICAL LAW AND ETHICS

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of the course students will be able to define the key terms and key abbreviations in this chapter, describe ethical conduct, describe the rules of conduct for Central Sterile Processing, explain how to maintain professional boundaries, explain how to prevent negligent acts, give examples of false imprisonment, defamation, assault, battery, and fraud, describe how to protect the right to privacy, explain the correct use of electronic communications, and explain the purpose of informed consent. Prerequisites: None

COM110 COMPUTER CONCEPTS AND APPLICATIONS

TOTAL COURSE HOURS: 10 (5 THEORY, 5 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to discuss how computers are used in the perioperative environment, identify the physical components of the computer, and discuss how computer networks and the Internet are used in a professional medical setting. Prerequisites: None

MTH 101: MATHEMATICS

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

Students review the basic mathematical skills, whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, measurement systems. Prerequisites: None

CSP 105: SURGICAL INSTRUMENTS

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to discuss the material used to manufacture surgical instruments, describe the classes and categories of surgical instrument, understand the structure and grades of surgical instruments, describe the various inspections needed to ensure the proper working order of surgical instruments, discuss special considerations associated with powered instruments, endoscopic equipment, and other specialty items, understand the organization of instrument sets and the preparation of basins and textile packs, list principles of packaging, describe the various types of packaging materials, describe the structure, use, and testing of rigid sterilization container systems. Students learn to show instrument damage and malfunction and care and maintenance of complex surgical instruments, including powered and endoscopic instrumentation. Lab emphasizes the review and identification of surgical instruments. Prerequisites: None

CSP 110: MICROBIOLOGY AND INFECTION CONTROL

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP) Microbiology

By the end of this course students will be able to list ways in which microorganisms affect our lives, differentiate the major groups of organisms, define pathology, etiology, infection, host, and disease, understand the basic factors in disease transmission, describe the body's defenses against infection and the factors that affect the body's susceptibility to disease, understand microbiology terminology as it relates to CS/SPD Infection Control, define healthcare-acquired (nosocomial) infection, describe the modes of disease transmission, describe important work principles and practices related to Standard Precautions, learn the importance of handwashing, explain bloodborne pathogens and the safety precautions necessary in CS/SPD, discuss Transmission-Based Precautions. Prerequisites: None

CSP 115: PRINCIPLES AND PRACTICES OF STERILE PROCESSING

CSPL 115: PRINCIPLES AND PRACTICES OF STERILE PROCESSING LAB

TOTAL COURSE HOURS: 20 (10 THEORY, 10 LAB, 0 EXTERNSHIP)

Students learn the importance of the central service and sterile processing departments. Topics include job duties, career growth, and professional development, along with federal regulations. Professional safety standards are needed for the successful management of the central sterile processing department. Students also explore communication and human relations skills as they relate to the central service and sterile processing departments. Prerequisites: None

CSP 120: STERILIZATION TECHNIQUES AND STERILE PROCESSING

CSPL 120: STERILIZATION TECHNIQUES AND STERILE PROCESSING LAB

TOTAL COURSE HOURS: 40 (20 THEORY, 20 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to understand microbial inactivation in the sterilization process, identify the various categories of medical devices for which each sterilization method is suitable, know the parameters of the various sterilization processes used in healthcare facilities, understand physical, chemical, and biological monitoring systems, understand the reasons for the occurrence of wet packs in the steam sterilization process, understand the steps in an acceptable recall protocol, know the documentation needed for sterilization, describe the safety precautions associated with each sterilization method, identify quality control and product testing procedures. Prerequisites: None

CSP 125 SURGICAL TERMINOLOGY

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to

Students learn Medical Terminology, vocabulary, and abbreviations used in central sterile processing and surgical settings.

Students build on the knowledge they acquired in MET 100 to learn and identify surgical terms and abbreviations. Prerequisites: None

CSP 120: STERILIZATION PROCEDURES AND PRACTICE CSP 120L: STERILIZATION PROCEDURES AND PRACTICE LAB

TOTAL COURSE HOURS: 40 (20 THEORY, 20 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to

Students learn sterile packaging and storage, high and low-temperature sterilization methods, and point-of-use processing.

Topics include preparation of pack contents, packaging procedures, storage, and transport, as well as steam, dry heat, and chemical sterilization. Students review the parameters involved with each form of sterilization and practice of these techniques in the lab setting. Prerequisites: None

CSP 130: STORAGE AND DISTRIBUTION

CSPL 130: STORAGE AND DISTRIBUTION LAB

TOTAL COURSE HOURS: 30 (10 THEORY, 20 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to define the "shelf life" of a sterile product and to identify the factors that affect shelf life and sterility maintenance, describe proper stock rotation mechanisms, describe the environmental controls and cleaning protocols used in sterile storage areas, describe the various inventory control, stock distribution, and patient charge mechanisms used in healthcare facilities. describe the various inventory control, stock distribution, and patient charge mechanisms used in healthcare facilities, understand the responsibilities of the receiving department, understand the importance of proper selection, handling, and transport of supplies, understand cost containment and the importance of a well-managed inventory system. Prerequisites: None

CSP 140: DECONTAMINATION PROCEDURES AND PRACTICE CSPL 140: DECONTAMINATION PROCEDURES AND PRACTICE LAB TOTAL COURSE HOURS: 40 (20 THEORY, 20 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to describe the functions performed within the decontamination area, outline the standards required for a quality decontamination process, identify employee health and safety considerations associated with this decontamination process, understand the appropriate dress code and the role of personal protective equipment (PPE) as it relates to OSHA regulations and employee safety and health, describe the procedures that must be followed and the precautions that must be observed during the preparation and use of the variety of cleaning and disinfecting agents used in the decontamination process, identify the various types of patient care equipment in use in healthcare facilities, describe the processes needed to effectively clean, disinfect, store, and distribute patient care equipment. Prerequisites: None

CSP 150: MEDICAL EQUIPMENT

CSPL 150: MEDICAL EQUIPMENT LAB

TOTAL COURSE HOURS: 20 (10 THEORY, 10 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to identify the diverse types of patient care equipment in use in healthcare facilities, describe the processes needed to effectively clean, disinfect, store, and distribute patient care equipment, procuring new and additional equipment and the importance of monitoring and recordkeeping. Prerequisites: None

CSP 200: CAREER DEVELOPMENT

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, EXTERNSHIP)

By the end of this course students will be able to demonstrate communication skills with staff members, promote a teamwork approach by offering information, advice, and assistance, contribute to constructive working relationships, participate in self-and/or peer evaluations as directed, ensure the confidentiality of patient and employee information, assist in the orientation of new staff members, preparing resumes and developing job interviewing skills, identifying job position openings and following up with employers after interviews, negotiating wages and benefits, maintaining employment and securing opportunities for advancement once hired, developing and utilizing a network of professional contacts who can aid the job search effort, prepare a resume for employment, identify resources for locating job opportunities, describe the interview process. Prerequisites: None

CSP 202: STERILE PROCESSING TECHNICIAN EXTERNSHIP

TOTAL COURSE HOURS: 400 (0 THEORY, 0 LAB, 400 EXTERNSHIP)

This course provides hands-on clinical experience in a hospital and/or surgery center. Students apply the knowledge they acquired in the didactic part of the program to the workplace and hone their skills in patient care equipment, general cleaning, wrapping/packaging, assembling instrument sets, sterilization, storage and cleaning, case carts, distribution, and miscellaneous duties. This externship meets the clinical hour requirements to sit for the International Association of Healthcare Central Service Materiel Management certification exam. Prerequisites: None

CSP 203: CERTIFICATION REVIEW

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course, students can prepare them for the International Association of Healthcare Central Service Materiel Management certification exam. Students who pass the exam obtain the CRCST (Certified Registered Central Service Technician) credentials. Prerequisites: None
IMAGING PROGRAMS

Program Title	Hours	Delivery Mode	Morning Classes Duration (weeks)	Evening Classes Duration (weeks)	Weekend Classes Duration (weeks)
Diagnostic Medical Sonography	1800	Residential or Hybrid (Blended)	72	72	86
Cardiovascular Sonography	1800	Residential or Hybrid (Blended)	72	72	86
Radiography Technology	2220	Residential or Hybrid (Blended)	74	89	-
Radiation Therapy	2280	Residential or Hybrid (Blended)	76	91	-

DIAGNOSTIC MEDICAL SONOGRAPHY Certificate Program / 1800 hours

PROGRAM DESCRIPTION

The Diagnostic Medical Sonography at the Medical Training Institute of New York is designed to prepare students to perform Diagnostic Sonography examinations under the direction of a physician.

The student will have the opportunity to study the anatomy, physiology, and pathophysiology of scanned organ systems, recognize the sonographic patterns of the organs, learn the protocols for a logical and thorough survey of the organs, and provide accurate and technical impressions of the interpreting physician. Our goal is to prepare competent entry-level adult general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. We are dedicated to training sonographers who exemplify this standard and degree of excellence. Upon completion of the program, graduates can sit for the ARDMS and/or ARRT Registry Exams.

DELIVERY MODALITY

This program is offered in both residential and hybrid (blended) modes of delivery.

LEARNING GOALS

Graduates of this program will be able to:

- Demonstrate knowledge of the health care delivery system and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Demonstrate legal and ethical responsibilities.
- Demonstrate an understanding of and apply wellness and disease concepts.
- Recognize and practice safety and security procedures.
- Recognize and respond to emergency situations.

- Recognize and practice infection control procedures.
- Demonstrate an understanding of information technology applications in healthcare.
- Demonstrate employability skills.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Apply basic math and science skills.
- Show an understanding of the role and responsibilities of the sonographer on ultrasound imaging and patient care.
- Demonstrate an awareness of the basic principles of ultrasound physics, emphasizing practical relationships of physics to optimizing images for more exact diagnosis.
- Demonstrate knowledge of the basic principles of instrumentation common to the field of ultrasound.
- Demonstrate knowledge of the principles of Doppler.
- Apply knowledge gained in instrumentation lecture as it applied to various ultrasound systems in the clinical setting.
- Apply knowledge of the anatomy and scanning techniques related to retroperitoneal structures and upper abdominal organs and systems.
- Apply knowledge of anatomy and scanning techniques related to superficial structures.
- Apply knowledge of anatomy, pathology, and scanning techniques to the urinary system and adrenal glands.
- Apply knowledge of anatomy, pathology, and scanning techniques used in Sonography of the female pelvis.
- Apply knowledge of anatomy, pathology and scanning techniques related to obstetrics.
- Develop a continuous awareness of the disease processes.
- Apply accumulated knowledge to the process of creating diagnostic sonograms.
- Apply skills needed to complete diagnostic images of high quality from various scanning units.

ASSOCIATE OR HIGHER DEGREE ADMISSION REQUIREMENT

In addition to the general admission requirements, students wishing to enroll in this program are required to present an official transcript demonstrating that the student has graduated from an Associate, Bachelor, or advanced Degree from an institution accredited by an agency recognized by the US Department of Education. Foreign earned credentials must be evaluated for US equivalency by a member of NACES (www.naces.org) or AICE.

CREDENTIALING AND CERTIFICATION INFORMATION

The Diagnostic Medical Sonography program prepares students to sit for the examination administered by The American Registry for Diagnostic Medical Sonography.

The American Registry for Diagnostic Medical Sonography 1401 Rockville Pike Suite 600 Rockville, Maryland 20852-1402 Phone: 301-738-8401 www.ardms.org

PROGRAM OUTLINE

Course Code	Course Title	Hours
MET200	Medical Terminology	40
BIO202	Anatomy and Physiology I	45
BIO203	Anatomy and Physiology II	45

ENC125	Effective Communication Skills	40
MLE204	Medical Law and Ethics	40
ALG100	Algebra	45
MTH101	Mathematics	40
PHY100	Physics	45
DMS101	Basic Ultrasound Scan Techniques	45
DMSL101	Basic Ultrasound Scan Techniques Lab	60
DMS250	Abdomen Ultrasound I	55
DMSL250	Abdomen Ultrasound I Lab	70
DMS260	Scanning of the Small (Superficial) Parts	40
DMSL260	Scanning of the Small (Superficial) Parts Lab	45
DMS163	Obstetric and Gynecologic Ultrasound I	75
DMSL163	Obstetric and Gynecologic Ultrasound I Lab	90
DMS120	Ultrasound Physics I	45
DMS301	Clinical Ultrasound Externship I	100
DMS121	Ultrasound Physics II	45
DMS164	Obstetric and Gynecologic Ultrasound II	75
DMSL164	Obstetric and Gynecologic Ultrasound II Lab	90
DMS130	Pediatrics	45
DMS302	Clinical Ultrasound Externship II	100
DMS303	Clinical Ultrasound Externship III	200
DMS304	Clinical Ultrasound Externship IV	200
DMS220	Career Development	40
DMS222	Diagnostic Medical Sonography Exam Review I	20
DMS223	Diagnostic Medical Sonography Exam Review II	20
TOTAL PROGRAM HOURS		1800

PROGRAM DURATION AND SCHEDULE RESIDENTIAL

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

During the program's first 20 weeks, students typically attend class four days per week for about 6 hours a day. During the next 30 weeks of the program, students typically attend class three days per week for 6 to 6.5 hours per day and attend a clinical training site one day per week for 8 hours per day. During the program's final 20 weeks, students attend a clinical training site four days per week for an average of 7 hours per day. Normal completion time of the program is 70 weeks excluding vacation periods and holidays.

The day program is 72 weeks long. Students attend classes 25 hours a week attending classes Monday through Wednesday.

Evening Schedule

The afternoon program is 72 weeks long. Students complete 25 hours a week attending classes Monday through Wednesday.

Weekend Schedule

The weekend program is 86 weeks long, where students complete 21 hours a week attending classes on Saturday and Sunday.

PROGRAM DURATION AND SCHEDULE HYBRID (BLENDED)

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 72 weeks long. Students attend classes 25 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Evening Schedule

The afternoon program is 72 weeks long. Students complete 25 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Weekend Schedule

The weekend program is 86 weeks long, and students complete 21 hours a week. Onsite classes at MTI's campus: Saturdays Online classes: Sundays connecting to the live classes along with instructor and classmates.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. According to the Bureau of Labor Statistics regarding <u>Diagnostic Medical Sonographers and Cardiovascular Technologists and Technicians</u>, the median annual wage for cardiovascular technologists and technicians was \$66,170 in May 2023, and the median annual wage for diagnostic medical sonographers was \$84,470 in May 2023. Overall employment of diagnostic medical sonographers and cardiovascular technologists and technicians is projected to grow 10 percent from 2022 to 2032, much faster than the average for all occupations. About 9,600 openings for diagnostic medical sonographers and cardiovascular technologists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Most diagnostic medical sonographers and cardiovascular technologists and technicians work in healthcare settings, such as hospitals and offices of physicians. Although most are full time, part-time work is common.

CLINICAL REQUIREMENTS

Students are required to perform 600 hours of clinical rotations. I understand that as part of the clinical rotation(s) I will be required to intern at one or more partner clinical affiliates. I understand that they may include hospitals and clinics located throughout the New York metropolitan area including, but not limited to, the five boroughs of New York City. I further understand that I will be responsible for my own transportation to and from my assigned clinical site

CARDIOVASCULAR SONOGRAPHY Certificate Program / 1800 hours

PROGRAM DESCRIPTION

The Cardiovascular Sonography program at the Medical Training Institute of New York is designed to prepare students to perform echocardiographic examinations under the direction of a physician/ cardiologist. Students can gain didactic knowledge and practical experience in cardiovascular science, EKG, Holter monitoring, telemetry, and echocardiography. Our goal is to prepare competent entry-level adult general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. We are dedicated to training sonographers who exemplify this standard and degree of excellence. Upon completion of the program, graduates can sit for the ARDMS and/or ARRT Registry Exams.

The students will have the opportunity to study the anatomy, physiology, and pathophysiology of the organ systems, recognize the EKG patterns of infarction, and arrhythmia recognition, appreciate emergency protocols and perform echocardiography. The core curriculum is structured to include an on-campus lecture part, an on-campus imaging laboratory part, and an off-campus integrated clinical part.

DELIVERY MODALITY

This program is offered in both residential and hybrid (blended) modes of delivery.

LEARNING GOALS

Graduates of this program will be able to:

- Demonstrate knowledge of the health care delivery system and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Demonstrate legal and ethical responsibilities.
- Demonstrate an understanding of and apply wellness and disease concepts.
- Recognize and practice safety and security procedures.
- Recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Demonstrate an understanding of information technology applications in healthcare.
- Demonstrate employability skills.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Apply basic math and science skills.

- Show an understanding of the role and responsibilities of the sonographer regarding ultrasound imaging and patient care.
- Demonstrate an awareness of the basic principles of ultrasound physics, emphasizing practical relationships of physics to optimizing images for more accurate diagnosis.
- Demonstrate knowledge of the basic principles of instrumentation common to the field of ultrasound.
- Demonstrate knowledge of the principles of Doppler.
- Apply knowledge gained in instrumentation lecture as it applied to various ultrasound systems in the clinical setting.
- Apply knowledge of the anatomy and scanning techniques related to retroperitoneal structures and upper abdominal organs and systems.
- Apply knowledge of anatomy and scanning techniques related to superficial structures.
- Apply knowledge of anatomy, pathology, and scanning techniques to the urinary system and adrenal glands.
- Apply knowledge of anatomy, pathology, and scanning techniques used in Sonography of the female pelvis.
- Apply knowledge of anatomy, pathology and scanning techniques related to obstetrics.
- Develop a continuous awareness of the disease processes.
- Apply accumulated knowledge to the process of creating diagnostic sonograms.
- Apply skills needed to complete diagnostic images of high quality from various scanning units.

ASSOCIATE OR HIGHER DEGREE ADMISSION REQUIREMENT

In addition to the general admission requirements, students wishing to enroll in this program are required to present an official transcript demonstrating that the student has graduated from an institution accredited by an agency recognized by the US Department of Education. Foreign earned credentials must be evaluated for US equivalency by a member of NACES (www.naces.org) or AICE.

CREDENTIALING AND CERTIFICATION INFORMATION

This program prepares students to sit for the American Registry for Diagnostic Medical Sonography examination administered by the ARDMS (The American Registry for Diagnostic Medical Sonography

The American Registry for Diagnostic Medical Sonography 1401 Rockville Pike, Suite 600 Rockville, Maryland 20852-1402 Website: www.ardms.org

Course Code Course Title Hours MET 200 Medical Terminology 40 BIO 202 Anatomy and Physiology I 45 BIO 203 Anatomy and Physiology II 45 ENC 125 Effective Communication Skills 40 AHE 130 Medical Law and Ethics 40 ALG 100 Algebra 40 MTH 101 Mathematics 40 PHY 100 Physics 45 CVS 101 Basic Ultrasound Scan Techniques 45

PROGRAM OUTLINE

CVSL 101	Basic Ultrasound Scan Techniques Lab	60
CVS 131	Electrocardiography	20
CVSL 131	Electrocardiography Lab	30
CVS 134	Cardiovascular Pathology	20
CVS 138	Cardiovascular Pharmacology	20
CVS 140	Vascular I	40
CVSL 140	Vascular I Lab	60
CVS 141	Vascular II	40
CVSL 141	Vascular II Lab	60
CVS 121	Ultrasound Physics I	45
CVS 301	Cardiovascular Sonography Internship I	100
CVS 210	Echocardiography I	40
CVSL 210	Echocardiography I Lab	60
PHY 150	Ultrasound Physics II	45
CVS 212	Echocardiography II	40
CVSL 212	Echocardiography II Lab	60
CVS 214	Echocardiography III	40
CVSL 214	Echocardiography III Lab	60
CVS 302	Cardiovascular Sonography Externship II	100
CVS 303	Cardiovascular Sonography Externship III	200
CVS 304	Cardiovascular Sonography Externship IV	200
CVS 220	Career Development	40
CVS 223	Cardiovascular Sonography Exam Review I	20
CVS 223	Cardiovascular Sonography Exam Review II	20
	TOTAL PROGRAM HOURS	1800

PROGRAM DURATION AND SCHEDULE RESIDENTIAL

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Day Schedule

The day program is 72 weeks long. Students attend classes 25 hours a week attending classes Monday through Wednesday.

Evening Schedule

The afternoon program is 72 weeks long. Students complete 25 hours a week attending classes Monday through Wednesday.

Weekend Schedule

The weekend program is 86 weeks long, where students complete 21 hours a week attending classes on Saturday and Sunday.

PROGRAM DURATION AND SCHEDULE HYBRID (BLENDED)

Academic Calendar

Visit the last section of this catalog for this program's upcoming start dates.

Ver. 2

Day Schedule

The day program is 72 weeks long. Students attend classes 25 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Evening Schedule

The afternoon program is 72 weeks long. Students complete 25 hours a week attending classes Monday to Friday. Onsite classes at MTI's campus: Three days a week Online classes: Two times a week connecting to the live classes along with instructor and classmates.

Weekend Schedule

The weekend program is 86 weeks long, and students complete 21 hours a week. Onsite classes at MTI's campus: Saturdays Online classes: Sundays connecting to the live classes along with instructor and classmates.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. According to the Bureau of Labor Statistics regarding <u>Diagnostic Medical Sonographers and Cardiovascular Technologists and Technicians</u>, the median annual wage for cardiovascular technologists and technicians was \$66,170 in May 2023, and the median annual wage for diagnostic medical sonographers was \$84,470 in May 2023. Overall employment of diagnostic medical sonographers and technicians is projected to grow 10 percent from 2022 to 2032, much faster than the average for all occupations. About 9,600 openings for diagnostic medical sonographers and cardiovascular technologists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Most diagnostic medical sonographers and cardiovascular technologists and technicians work in healthcare settings, such as hospitals and offices of physicians. Although most are full time, part-time work is common.

CLINICAL REQUIREMENTS

Students are required to perform 600 hours of clinical rotations. I understand that as part of the clinical rotation(s) I will be required to intern at one or more partner clinical affiliates. I understand that they may include hospitals and clinics located throughout the New York metropolitan area including, but not limited to, the five boroughs of New York City. I further understand that I will be responsible for my own transportation to and from my assigned clinical site.

RADIOGRAPHY TECHNOLOGY Certificate Program / 2220 hours

PROGRAM DESCRIPTION

The Radiography Program at Medical Training Institute of New York is designed to prepare students to perform various radiographic examinations and procedures under the supervision of professional radiographers, students perform various radiographic examinations and procedures.

Students have the chance to gain didactic knowledge and practical experience in routine radiography, trauma radiography, fluoroscopy, mammography, and tomography. In addition, elective rotations in nuclear medicine, ultrasound, angiography, computerized tomography (CT), cardiac catheterization, and MRI are also offered. The Radiography Program is designed to prepare competent entry-level Radiographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for Radiography.

The core curriculum is structured to include an on-campus lecture part, an on-campus imaging laboratory part, and an off campus integrated clinical part. The final externship part of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the program's end, graduates who have diligently attended class and their externship, studied, and practiced their skills should be able to seek entry-level Radiologic Technologists.

DELIVERY MODALITY

This program is offered in both residential and hybrid (blended) modes of delivery.

PROGRAM OBJECTIVES

Upon graduation, students will receive a certificate of completion and are prepared to meet the requirements to sit for the

written examination of the American Registry of Radiologic Technologists (ARRT) and to function as entry level. Radiologic Technologists. Specifically, the program's goals are to have our graduates perform effectively by:

- Applying knowledge of radiation protection for patients, self, and others
- Applying knowledge of anatomy, positioning, and radiographic technique to accurately demonstrate anatomical organs and body parts.
- structures on a radiograph.
- Deciding exposure factors to achieve optimum radiographic technique with a minimum of radiation.
- exposure to patients.
- Examining radiographs for the purpose of evaluating technique, positioning and other pertinent technical
- qualities
- Exercising discretion and judgment in the performance of medical imaging procedures
- Providing patient care essential to radiographic procedures
- Recognizing emergency patient conditions and starting life-saving treatment within their scope of practice

STUDENT LEARNING OUTCOMES

- Students will show the proper use of equipment.
- Students will practice radiation protection.
- Students will employ proper techniques.
- Students will use effective oral communication skills with healthcare professionals and patients.
- Students will show effective presentation skills and written communication skills.
- Students will adjust all necessary elements to perform non-routine exams.
- Students will appropriately evaluate images.
- Students will show professional behavior.
- Students will understand ethical decision making.
- Students will understand the importance of obtaining membership in professional organizations and obtaining certifications for advanced modalities.
- Students will complete the program.
- Students will pass the ARRT National Certification on the first attempt.
- Graduates will be satisfied with their education and training.
- Graduates will be gainfully employed within 6 months.
- Employers will be satisfied with graduates' training.

STUDENTS MUST BE ABLE TO

- Push a portable x-ray machine through the hospital, accessing elevators and narrow areas in patient rooms.
- Assist a patient of 150 pounds on and off an x-ray table.
- Carry heavy x-ray cassettes (25 lbs.) and accessories as needed.
- Visually examine and select x-ray techniques on the x- ray console.
- Orally communicate clearly to the patient being x-rayed and visually observe their clinical status.
- Clearly hear a patient calling for assistance from a minimum of 10 feet away.

ASSOCIATE OR MORE ADVANCED DEGREE ADMISSION REQUIREMENT

The American Registry for Radiologic Technology (ARRT) requires that graduates possess an associate or more advanced degree from an institution accredited by an agency recognized by the ARRT to be eligible to sit for the national radiography certification examination. Students must provide official transcripts of the earned credential at the time of admission.

CREDENTIALING AND CERTIFICATION INFORMATION

The Radiology Technology Program's curriculum is designed to prepare students to sit for, and successfully pass, the applicable required or recommended credentialing examination. Students who have successfully completed their program's entire course of study, fulfilled all the graduation requirements, and met all their financial obligations will be eligible to sit for the following certification examinations, if they meet all other applicable prerequisites.

ARRT (The American Registry of Radiologic Technologists) 1255 Northland Drive St. Paul MN, 55120-1155

PROGRAM OUTLINE

Course Code	Course Title	Hours
BIO 101	Anatomy and Physiology I	30
ENC 203	Effective Communication Skills	30
MET 100	Medical Terminology	30
MAT 100	Mathematics	45
PHY 110	Introduction to Physics	45
RAD 135	Positioning I	45
RAD 135L	Positioning I Lab	30
BIO 102	Anatomy and Physiology II	45
AHE 130	Medical Law and Ethics	30
RAD 120	Radiographic Physics	45
RAD 145	Positioning II	45
RAD 145L	Positioning II lab	30
RAD 155	Methods of Patient Care	45
RAD 155L	Methods of Patient Care Lab	15
RAD 201	Radiographic Procedures I	45
RAD 201L	Radiographic Procedures I Lab	45
RAD 301	Clinical Externship I	100
RAD 202	Principles of Exposure	45
RAD 202L	Principles of Exposure	45
RAD 203	Advanced Imaging	30
RAD 203L	Advanced Imaging Lab	30
RAD 205	Radiographic Biology	30
RAD 206	Radiographic Procedures II	45
RAD 206L	Radiographic Procedures II Lab	45
RAD 302	Clinical Externship II	200
RAD 208	Pathology I	15
RAD 303	Clinical Externship III	200
RAD 210	Pathology II	20
RAD 212	Image Quality and Analysis	45
RAD 212L	Image Quality and Analysis Lab	45
RAD 304	Clinical Externship IV	250
RAD 222	Registry Review	45
RAD 220	Career Development	30
RAD 305	Clinical Externship V	400
PROGRAM TO	OTAL HOURS	2220

PROGRAM SCHEDULE

The Radiography Program is a 74-week course of study divided into seven 10-week quarters. Students who enroll in the Radiography Program without an associate or more advanced degree will complete 2220 hours of coursework, inclusive of the required General Education courses taken at the program's educational affiliate.

DAY PROGRAM SCHEDULE

During the program's first 20 weeks, students typically attend class four days per week for about 6 hours a day. During the next 30 weeks of the program, students typically attend class three days per week for 6 to 6.5 hours per day and attend a clinical training site one day per week for 8 hours per day. During the program's final 20 weeks, students attend a clinical training site four days per week for an average of 7 hours per day. Normal completion time of the program is 74 weeks excluding vacation periods and holidays.

EVENING PROGRAM SCHEDULE

During the first 20 weeks of the program, students typically attend class four evenings per week for 4.5 hours per evening. Students may also attend class on Friday for 6 hours. During the next 30 weeks of the program, students typically attend class four evenings per week for 4.5 hours per evening and attend a clinical training site one day per week for 7 hours per day. Friday sessions may also be needed. During the program's final 20 weeks, students attend a clinical training site four days per week for an average of 8 hours per day. The normal completion time of the program is 89 weeks excluding vacation periods and holidays.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. According to the Bureau of Labor Statistics, <u>Radiologic and MRI Technologists</u> median annual wage was \$73,410 in May 2023. Overall employment of radiologic and MRI technologists is projected to grow 6 percent from 2022 to 2032, faster than the average for all occupations.

About 15,700 openings for radiologic and MRI technologists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Radiologic and MRI technologists work in healthcare facilities, and more than half work in hospitals. Most radiologic and MRI technologists work full time.

CLINICAL REQUIREMENTS

Students are required to perform 1,150 hours of clinical rotations. I understand that as part of the clinical rotation(s) I will be required to intern at one or more partner clinical affiliates. I understand that they may include hospitals and clinics located throughout the New York metropolitan area including, but not limited to, the five boroughs of New York City. I further understand that I will be responsible for my own transportation to and from my assigned clinical site.

CLINICAL EDUCATION ERQUIREMENTS

Clinical Education Requirements are designed to help the student learn to adjust to the requirements of the professional workforce.

Rules The student should:

• Maintain prompt attendance in all clinical assignments.

- Call the clinical coordinator if sick or cannot be at their clinical assignment one hour prior to the start of the
- schedule rotation. If she cannot be reached, the student may call the program director or (name & contact
- information Division Secretary).
- Pass the physical requirements of the program.
- Rotate through all clinical assignments and gain working knowledge of the instrumentation, equipment,
- techniques and procedures done.
- Complete all clinical competency objectives on or before the required deadlines set each semester.
- Complete all clinical assignments before the start of the next semester.
- Maintain satisfactory clinical evaluations completed by staff Radiography Program and clinical instructors.
- Demonstrate compassion and professional conduct while working with patients.
- Be able to communicate properly with patients.
- Be able to communicate and work with fellow students and Radiography Program
- Exhibit professional conduct and adhere to dress codes while assigned to the clinical area.
- Be able to cope and function during stressful situations.
- Complete the required competencies within the specified time and keep ability.
- Any infraction of the above rules will result in the necessary disciplinary actions.

CLINICAL ASSESSMENTS

During the student's clinical education, the staff Radiographer, Clinical Instructor, and Program Director ongoingly will evaluate his/her performance. The student is evaluated on specific duties Radiography Program and their overall performance. A student's overall performance is assessed by the clinical instructor and the staff Radiography Program, during each clinical rotation and at predetermined intervals.

Midterm conferences will be scheduled with the clinical instructor during each semester to review the student's progress and standing. Conferences will also be scheduled at the end of each semester by the clinical instructor and program director.

COMPLETION OF STAFF EVALUATIONS

The student must request a Radiographer, evaluation daily (unless told differently by the program director). Before giving the evaluation form to the Radiographer fill in the following:

Student Name
Facility
Date
Type of procedure(s) performed.

Give the Radiographer the filled in form at least one hour before scheduled to leave the department.

The Staff Radiographer will:

Score the student's performance by placing a check in the column appropriate to the task. If the student's performance is unacceptable a written comment is needed. The total number of points received on each staff evaluation will be added together and then averaged. This will count as 25% of your clinical grade. Professional evaluations given by the

clinical instructor and if your clinical grade, and an average of any tests given in the lab t as the other 25% of your final grade.

RADIATION THERAPY Certificate Program / 2280 hours

PROGRAM DESCRIPTION

The Radiation Therapy Program at the Medical Training Institute of New York is designed to prepare students to perform various radiographic examinations and procedures under the supervision of professional radiographers, students perform various radiographic examinations and procedures.

Students have the chance to gain didactic knowledge and practical experience in routine radiography, trauma radiography, fluoroscopy, mammography, and tomography. In addition, elective rotations in nuclear medicine, ultrasound, angiography, computerized tomography (CT), cardiac catheterization, and MRI are also offered.

The Radiation Therapy Program is designed to prepare competent entry-level Radiation Therapists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for Radiography. The core curriculum is structured to include an on-campus lecture part, an on-campus imaging laboratory part, and an off-campus integrated clinical part.

The final externship part of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. After the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level Radiation Therapists

DELIVERY MODALITY

This program is offered in both residential and hybrid (blended) modes of delivery.

ADMISSION REQUIREMENTS

Students wishing to enroll in this program must follow MTI's general admission requirements as said in this catalog under the general admissions' section.

PROGRAM OBJECTIVES

Upon graduation, students will receive a certificate of completion and are prepared to meet the requirements to sit for the written examination of the American Registry of Radiologic Technologists (ARRT) and to function as entrylevel Radiation Therapists. Specifically, the program's goals are to have our graduates perform effectively by:

- Applying knowledge of radiation protection for patients, self, and others
- Applying knowledge of anatomy, positioning, and radiographic technique to accurately show anatomical structures on a radiograph.
- Deciding exposure factors to achieve the best radiographic technique with a minimum of radiation exposure to patients.
- Examining radiographs for the purpose of evaluating technique, positioning, and other pertinent technical qualities
- Exercising discretion and judgment in the performance of medical imaging procedures

- Providing patient care essential to radiographic procedures
- Recognizing emergency patient conditions and starting life-saving treatment within their scope of practice

STUDENT LEARNING OUTCOMES

- Students will apply positioning skills.
- Students will demonstrate the proper use of equipment.
- Students will practice radiation protection.
- Students will employ proper techniques.
- Students will use effective oral communication skills with healthcare professionals and patients.
- Students will prove effective presentation skills and written communication skills.
- Students will adjust all necessary elements to perform non-routine exams.
- Students will appropriately evaluate images.
- Students will prove professional behavior.
- Students will understand ethical decision making.
- Students will understand the importance of obtaining membership in professional organizations and obtaining certifications for advanced modalities.
- Students will complete the program.
- Students will pass the ARRT National Certification on the first attempt.
- Graduates will be satisfied with their education and training.
- Graduates will be gainfully employed within 6 months.
- Employers will be satisfied with graduates' training.

STUDENTS MUST BE ABLE TO

- Push a portable x-ray machine through the hospital, accessing elevators and narrow areas in patient rooms.
- Assist a patient of 150 pounds on and off an x-ray table.
- Carry heavy x-ray cassettes (25 lbs.) and accessories as needed.
- Visually examine and select x-ray techniques on the x- ray console.
- Orally communicate clearly to the patient being x-rayed and visually observe their clinical status.
- Clearly hear a patient calling for assistance from a minimum of 10 feet away.
- Stretch from a standing position to align an x-ray tube over the patient and x-ray table. (Approximately 6' from the floor to the x-ray tube).

INTERNSHIP

This program includes clinical internships for 1200 hours completed at a designated site. The internship allows students to practice the learned knowledge and skills in a real work environment supervised by a qualified professional. Internship locations and hours may vary and will be arranged by the internship coordinator with each student to ensure the student will be available during those hours to complete as per schedule.

PROGRAM OUTLINE

Course Code	Course Title	Hours
BIO 101	Anatomy and Physiology I	30
ENC 203	Effective Communication Skills	10
MET 100	Medical Terminology	15
RDT 101	Introduction to Radiologic Sciences	10

RDT 192	Orientation to Radiation Therapy	10
RDT 117	Ethics in Radiation Therapy Practice	10
RDT 221	Radiation Therapy Patient Care I	20
RDT 223	Introductory Law in Radiation Therapy	15
PHY 223	Radiologic Physics	45
BIO 102	Anatomy and Physiology II	30
RDT 214	Pathophysiology	20
RDT 240	Understanding Cancer	15
RDT 217	Principles and Practices of Radiation Therapy I	40
RDT 201	Clinical Practices Internship I	100
RDT 261	CT Imaging and Sectional Anatomy	40
RDT 231	Treatment Planning I	40
RDT 122	Radiation Therapy Patient Care II	40
RDT 222	Radiobiology & Protection	40
RDT 115	Principles and Practices of Radiation Therapy II	40
RDT 271	Radiation Therapy Equipment	60
RDT 202	Clinical Practice Internship II	100
RDT 232	Treatment Planning II	90
RDT 203	Clinical Practice Internship III	100
RDT 216	Principles and Practice of Radiation Therapy III	60
RDT 301	Radiation Oncology I	30
RDT 251	Radiation Therapy Physics I	30
RDT 256	Operational & Quality Management in Radiation Therapy	40
RAD 204	Clinical Practice Internship IV	400
RDT 263	Principles and Practice of Radiation Therapy IV	60
RDT 262	Radiation Oncology II	45
RDT 267	Radiation Therapy Physics II	45
RDT 222	Registry Review	40
RDT 220	Career Development	10
RAD 205	Clinical Practice Internship V	600
PROGRAM TO	TAL HOURS	2280

PROGRAM SCHEDULE

The Radiography Program is a 76-week course of study divided into seven 10-week quarters Students who enroll in the

The Radiography Program without an associate or more advanced degree will complete 2280 hours of coursework, inclusive of the required General Education courses taken at the program's educational affiliate.

DAY PROGRAM SCHEDULE

During the program's first 20 weeks, students typically attend class four days per week for about 6 hours a day. During the next 30 weeks of the program, students typically attend class three days per week for 6 to 6.5 hours per day and attend a clinical training site one day per week for 8 hours per day. During the program's final 20 weeks, students attend a clinical training site four days per week for an average of 7 hours per day. The normal completion time of the program is 76 weeks excluding vacation periods and holidays.

EVENING PROGRAM SCHEDULE

During the first 20 weeks of the program, students typically attend class four evenings per week for 4.5 hours per evening. Students may also attend class on Friday for 6 hours. During the next 30 weeks of the program, students typically attend class four evenings per week for 4.5 hours per evening and attend a clinical training site one day per week for 7 hours per day. Friday sessions may also be required. During the program's final 20 weeks, students attend a clinical training site four days per week for an average of 8 hours per day. The normal completion time of the program is 91 weeks excluding vacation periods and holidays.

EMPLOYMENT OUTLOOK

Graduates of this program do not have to obtain a license or certification for employment. According to the Bureau of Labor Statistics, <u>Radiation Therapists</u> median annual wage was \$98,300 in May 2023. Employment of radiation therapists is projected to grow 2 percent from 2022 to 2032, about as fast as the average for all occupations. About 700 openings for radiation therapists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

WORKING ENVIRONMENT

Radiation therapists work in hospitals, offices of physicians, and outpatient centers. Most radiation therapists work full time.

CLINICAL REQUIREMENTS

Students are required to perform 1,300 hours of clinical rotations. I understand that as part of the clinical rotation(s) I will be required to intern at one or more partner clinical affiliates. I understand that they may include hospitals and clinics located throughout the New York metropolitan area including, but not limited to, the five boroughs of New York City. I further understand that I will be responsible for my own transportation to and from my assigned clinical site.

CLINICAL EDUCATION ERQUIREMENTS

Clinical Education Requirements are designed to help the student learn to adjust to the professional workforce's requirements.

RULES

The student should:

- Maintain prompt attendance in all clinical assignments.
- Call the clinical coordinator if sick or cannot be at their clinical assignment one hour prior to the start of the
- schedule rotation. If she cannot be reached, the student may call the program director or (name & contact
- information Division Secretary).
- Pass the physical requirements of the program.
- Rotate through all clinical assignments and gain working knowledge of the instrumentation, equipment,
- techniques and procedures done.
- Complete all clinical competency goals on or before the required deadlines set each semester.
- Complete all clinical assignments before the start of the next semester.
- Maintain satisfactory clinical evaluations completed by staff Radiography Program and clinical instructors.

- Demonstrate compassion and professional conduct while working with patients.
- Be able to communicate properly with patients.
- Be able to communicate and work with fellow students and Radiography Program
- Exhibit professional conduct and adhere to dress codes while assigned to the clinical area.
- Be able to cope and function during stressful situations.
- Complete the required competencies within the specified time and keep proficiency.
- Any infraction of the above rules will result in the necessary disciplinary actions.

CLINICAL ASSESSMENTS

During the student's clinical education, the staff Radiographer, Clinical Instructor, and Program Director on an ongoing basis will evaluate his/her performance. The student is evaluated on specific duties, Radiography Program, and overall performance. A student's overall performance is assessed by the clinical instructor and the staff Radiography Program, during each clinical rotation and at predetermined intervals.

Midterm conferences will be scheduled with the clinical instructor during each semester in order to review the student's progress and standing. Conferences will also be scheduled at the end of each semester by the clinical instructor and program director.

COMPLETION OF STAFF EVALUATIONS

The student must:

- Request a Radiographer, evaluation daily (unless told differently by the program director).
- Before giving the evaluation form to the Radiographer fill in the following:
 - 1. Student Name
 - 2. Facility
 - 3. Date
 - 4. Type of procedure(s) performed.

• Give the Radiographer the filled in form at least one hour before scheduled to leave the department.

The Staff Radiographer will:

- Score the student's performance by placing a check in the column proper to the task.
- If the student's performance is unacceptable a written comment is needed.

The total number of points received on each staff evaluation will be added together and then averaged. This will count as 25% of your clinical grade. Professional evaluations given by the clinical instructor and if your clinical grade, and an average of any tests given in the lab t as the other 25% of your final grade.

SCHOOL POLICIES

Students of this program are to follow the school policies stated in this catalog under the corresponding sections, such as:

• Attendance

- Academic Policies
- Satisfactory Academic Progress (SAP) Policy
- Rules and Regulations, Including Student Code of Conduct Policies
- Distance Education Policies for students enrolled in the Hybrid (Blended) modality.
- Payments and Late Payment Fees
- Student Refund Policy, Weekly Student Tuition Liability Chart

STUDENT SERVICES

MTI of New York student services include the following, as described in the corresponding catalog sections:

- Student Advising regarding program of enrollment, changes of schedule, etc.
- Financial Services
- Academic Advising and Tutoring
- Leave of Absence
- On Campus Learning Resources
- Student Online Learning Portal
- Electronic Library Access and Services
- Career Services
- Transcripts

GRADUATION REQUIREMENTS

Students of this program are awarded a Certificate of Completion once they comply with the following graduation requirements:

- Met all academic requirements.
- Met all clinical requirements.
- Student progress meets the required Satisfactory Academic Progress (SAP) policy standards.
- Met all financial requirements.
- Completed the exit interview.

GRADUATION TIME LIMIT

Students must complete the program within 150% of the week's duration set up at the time of the student enrollment. For additional information regarding the maximum time limit policy, visit the Satisfactory Academic Progress (SAP) catalog section.

COURSE DESCRIPTIONS DIAGNOSTIC MEDICAL SONOGRAPHY COURSES

MET 200: MEDICAL TERMINOLOGY TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP) This course introduces the major body structures and functions through the study of medical terminology. Terminology related to diagnosis and treatment is also presented.

BIO 202: ANATOMY AND PHYSIOLOGY I TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP) This course covers the structure and functions of the cell, tissues, systems and organs of the human body and the interrelationships of the body's systems. This course will identify and define the function of the musculoskeletal, nervous system including sensory and motor function, and endocrine systems. Prerequisites: None

BIO 203: ANATOMY AND PHYSIOLOGY II

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

This course covers the structure and functions of the systems and organs of the human body and the interrelationships of the body's systems. This course will identify and define the function of the cardiovascular, blood and blood circulation, lymphatic and immune, mechanisms of diseases, respiratory, digestive, nutrition, urinary, fluid-electrolyte balance, reproductive systems, growth development and genetics. Prerequisites: None

ENC 125: EFFECTIVE COMMUNICATION SKILLS

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

This course examines perspectives and recent research on verbal and nonverbal elements that affect communication between individuals in various contexts. Prerequisites: None

MLE 204: MEDICAL LAW AND ETHICS

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

This course explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, confidentiality and the Health Insurance Portability and Accountability Act. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, and proper communication based on context. Concepts relating to patient safety, therapeutic communication, and evidence-based care are introduced

ALG 100: ALGEBRA

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

This course covers the study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

MTH 101: MATHEMATICS

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

This course covers introductory treatments of sets, logic, number systems, number theory, relations, functions, probability, and statistics. Prerequisites: None

PHY 100: PHYSICS

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

Algebra-level physics sequence that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics. Prerequisites: None

DMS 101: BASIC ULTRASOUND SCAN TECHNIQUES

TOTAL COURSE HOURS:45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course, the student will learn basic scanning techniques including patient preparation, positioning, and breathing. The student will also learn image orientation to include cross sectional anatomy, screen image orientation, and transducer orientation using abdominal vascular landmarks and abdominal organs. In addition, the student will learn the use of acoustic windows, transducer selections related to deep organ scanning, superficial abdominal wall, and non-cardiac chest. The student will also learn techniques to prevent

musculoskeletal injury. Lastly, related medical terminology and technical writing skills development will be covered. This course also includes orientation to equipment and some abdominal scanning in the lab. Prerequisites: None

DMSL 101: BASIC ULTRASOUND SCAN TECHNIQUES LAB TOTAL COURSE HOURS:60 (0 THEORY, 60 LAB, 0 EXTERNSHIP)

Basic scanning techniques include patient preparation, patient history, positioning, and breathing techniques. Image orientation to include cross-sectional anatomy, screen image orientation, transducer orientation using abdominal vascular landmarks and abdominal organs. Use of acoustic windows, transducer selection as related to deep organ scanning. Techniques to prevent musculoskeletal injury. Technical writing skills development. The course includes orientation to equipment and some abdominal scanning in the lab. Prerequisites: None

DMS 250: ABDOMEN ULTRASOUND

TOTAL COURSE HOURS:55 (55 THEORY, 0 LAB, 0 EXTERNSHIP)

The student will review anatomy and physiology of the GI tract with emphasis on the liver, gallbladder, pancreas urinary tract, adrenal glands, and reticuloendothelial system. Includes a discussion of associated pathological conditions, normal and abnormal sonographic appearances, organ protocols, optimization of image acquisition, case study presentations and discussion. Students can learn organ protocols, optimization of image acquisition, Doppler techniques needed to perform a renal artery Doppler study, case study presentations and discussion. The student can also learn hands-on scanning in the school's imaging lab and observation and participation in the clinical environment.

DMSL 250: ABDOMEN ULTRASOUND LAB

TOTAL COURSE HOURS:70 (0 THEORY, 70 LAB, 0 EXTERNSHIP) Students will learn hands on scanning in the school's imaging lab and observation and participation in the clinical environment. Prerequisites: None

DMS 260: SCANNING OF THE SMALL (SUPERFICIAL) PARTS

TOTAL COURSE HOURS:40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

Basic scanning techniques include patient preparation, patient history, positioning, and breathing techniques. Image orientation to include cross-sectional anatomy, screen image orientation, transducer orientation using abdominal vascular landmarks and abdominal organs. Use of acoustic windows, transducer choice as related to deep organ scanning. Techniques to prevent musculoskeletal injury. Technical writing skills development. The course includes orientation to equipment and some abdominal scanning in the lab. Prerequisites: None

DMSL 260: SCANNING OF THE SMALL (SUPERFICIAL) PARTS LAB

TOTAL COURSE HOURS:45 (0 THEORY, 45 LAB, 0 EXTERNSHIP)

By the end of the course students will be able to apply 2D Imaging for Neck (including thyroid, Parathyroid, Salivary Grands, Lymph Nodes); apply 2D Imaging for Breas; apply 2D Imaging for Apply 2D Imaging for Scrotum; abdominal Wall & subcutaneous Tissue. Prerequisites: None

DMS 163: OBSTETRIC AND GYNECOLOGIC ULTRASOUND

TOTAL COURSE HOURS:75 (75 THEORY, 0 LAB, 0 EXTERNSHIP)

A study of the sonographic appearance of second and third trimester pregnancies, proper measuring techniques for dating the pregnancy, recognition of both maternal and fetal complications, identification of

fetal anomalies, assessment of fetal well-being, protocols, optimization of image acquisition, case study presentations and discussion. Prerequisites: None

DMSL 163: OBSTETRIC AND GYNECOLOGIC ULTRASOUND LAB

TOTAL COURSE HOURS: 90 (0 THEORY, 90 LAB, 0 EXTERNSHIP)

This Course includes laboratory activities and observation and participation in the clinical environment. Prerequisites: None

DMS 120: ULTRASOUND PHYSICS I

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

By the course's end, students will be able to implement Clinical Safety, Patient Care, and Quality Assurance: Bioeffect; identify Physical Principles: Sound Waves, Sound Pulse Waves, Sound Interaction with tissue. Prerequisites: None

DMS 301: CLINICAL ULTRASOUND EXTERNSHIP I

TOTAL COURSE HOURS: 100 (0 THEORY, 0 LAB, 100 EXTERNSHIP)

Observation and participation in those tasks needed from a sonographer in the clinical environment. Students are expected to correlate didactic knowledge with patient history, protocols, and pathologies in the clinical environment. Students will focus on acclimation to the external site, procedures, and protocols and begin to perform partial studies on technically average patients. Students must complete competencies as directed by the clinical education plan. Prerequisites: None

DMS 121: ULTRASOUND PHYSICS II

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP) During this course students learn about Ultrasound Transducers, Imaging Principles and Instrumentation, and Doppler Imaging Concepts. Prerequisites: None

DMS 164: OBSTETRIC AND GYNECOLOGIC ULTRASOUND II TOTAL COURSE HOURS: 75 (75 THEORY, 0 LAB, 0 EXTERNSHIP) This course instructs students in Pathology Gyn: Uterus, Cervices, Ovaries, Cu-De-Sac; and Pathology OB: Ectopic Pregnancy, Vaginal Bleeding, stillbirth, Abortions. Prerequisites: None

DMSL 164: OBSTETRIC AND GYNECOLOGIC ULTRASOUND II LAB

TOTAL COURSE HOURS: 90 (0 THEORY, 90 LAB, 0 EXTERNSHIP)

This course concentrates on Sonographic Pathology Gyn: Uterus, Cervices, Ovaries, Cu-De-Sac; and Sonographic Pathology OB: Ectopic Pregnancy, Vaginal Bleeding, stillbirth, Abortions. Prerequisites: None

DMS 130: PEDIATRICS

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

Normal anatomy of the pediatric head, review of pyloric stenosis, introduction to musculoskeletal scanning, with emphasis on pediatric hip dysplasia, discussion of associated pathological conditions, normal and abnormal sonographic appearances, organ protocols, optimization of image acquisition, case study presentations and discussions. The course includes laboratory activities and observation and participation in the clinical environment. Prerequisites: None

DMS 302: CLINICAL ULTRASOUND EXTERNSHIP II TOTAL COURSE HOURS: 100 (0 THEORY, 0 LAB, 100 EXTERNSHIP) This course includes observation and participation in those tasks needed by a sonographer in the clinical environment. Students are expected to correlate didactic knowledge with patient history, protocols, and pathologies in the clinical environment. Students can focus on learning site protocols, producing high-quality images promptly, and documenting relevant organ anatomy and pathology. Students must complete competencies as directed by the clinical education plan. Prerequisites: None

DMS 303: CLINICAL ULTRASOUND EXTERNSHIP III

TOTAL COURSE HOURS: 200 (0 THEORY, 0 LAB, 200 EXTERNSHIP)

This course includes observation and participation in those tasks needed by a sonographer in the clinical environment. Students are expected to correlate didactic knowledge with patient history, protocols, and pathologies in the clinical environment. Students are expected to refine the skills necessary to perform complete protocols independently, document all pathology, and present a diagnostic evaluation to the site sonographer and interpreting physician. Students must complete competencies as directed by the clinical education plan. Prerequisites: None

DMS 304: CLINICAL ULTRASOUND EXTERNSHIP IV

TOTAL COURSE HOURS: 200 (0 THEORY, 0 LAB, 200 EXTERNSHIP)

This course includes observation and participation in those tasks needed by a sonographer in the clinical environment. Students are expected to correlate didactic knowledge with patient history, protocols, and pathologies in the clinical environment. Students are expected to refine the skills necessary to perform complete protocols independently, document all pathology, and present a diagnostic evaluation to the site sonographer and interpreting physician. Students must complete competencies as directed by the clinical education plan. Prerequisites: None

DMS 220: CAREER DEVELOPMENT

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, EXTERNSHIP)

This course introduced communication skills to student, promote a teamwork approach by offering information, advice, and assistance, contribute to constructive working relationships, participate in self-and/or peer evaluations as directed; ensure the confidentiality of patient and employee information; assist in the orientation of new staff members; preparing resumes and developing job interviewing skills, identifying job position openings and following up with employers after interviews; negotiating wages and benefits; maintaining employment and securing opportunities for advancement once hired; developing and utilizing a network of professional contacts who can aid the job search effort; prepare a resume for employment; identify resources for locating job opportunities, and describe the interview process. Prerequisites: None

DMS 222: DIAGNOSTIC MEDICAL SONOGRAPHY EXAM REVIEW I

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, EXTERNSHIP)

This course is an exam review for the following topics: clinical safety, patient care, physical principles, and ultrasound transducers. Prerequisites: None

DMS 223: DIAGNOSTIC MEDICAL SONOGRAPHY EXAM REVIEW II

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, EXTERNSHIP)

This course is an exam review for the following topics: pulsed echo instrumentation, doppler instrumentation and hemodynamics, quality assurance, protocols, and new Technologies. Prerequisites: None

CARDIOVASCULAR SONOGRAPHY COURSES

MET 200: MEDICAL TERMINOLOGY TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP) This course introduces the major body structures and functions through the study of medical terminology. Terminology related to diagnosis and treatment is also presented.

BIO 202: ANATOMY AND PHYSIOLOGY I

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

This course covers the structure and functions of the cell, tissues, systems and organs of the human body and the interrelationships of the body's systems. This course will identify and define the musculoskeletal nervous system's function, including sensory and motor function, and endocrine systems. Prerequisites: None

BIO 203: ANATOMY AND PHYSIOLOGY II

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

This course covers the structure and functions of the systems and organs of the human body and the interrelationships of the body's systems. This course will identify and define the function of the cardiovascular, blood and blood circulation, lymphatic and immune, mechanisms of diseases, respiratory, digestive, nutrition, urinary, fluid-electrolyte balance, reproductive systems, growth development and genetics. Prerequisites: None

ENC 125: EFFECTIVE COMMUNICATION SKILLS

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

This course examines perspectives and recent research on verbal and nonverbal elements that affect communication between individuals in various contexts. Prerequisites: None

AHE 130: MEDICAL LAW AND ETHICS

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

This course explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, confidentiality and the Health Insurance Portability and Accountability Act. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, and proper communication based on context. Concepts relating to patient safety, therapeutic communication, and evidence-based care are introduced Prerequisites: None

ALG 100: ALGEBRA

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP) Algebra-level physics sequence that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics. Prerequisites: None

MTH 101: MATHEMATICS

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP) This course covers introductory treatments of sets, logic, number systems, number theory, relations, functions, probability, and statistics. Prerequisites: None

PHY 100: PHYSICS

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP) Algebra-level physics sequence that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics. Prerequisites: None.

CVS 101: BASIC ULTRASOUND SCAN TECHNIQUES

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course, the student will learn basic scanning techniques including patient preparation, positioning, and breathing. The student will also learn image orientation to include cross sectional anatomy, screen image orientation, and transducer orientation using abdominal vascular landmarks and abdominal organs. In addition, the student will learn the use of acoustic windows, transducer selections related to deep organ scanning, superficial abdominal wall, and non-cardiac chest. The student will also learn techniques to prevent musculoskeletal injury. Lastly, related medical terminology and technical writing skills development will be covered. This course also includes orientation to equipment and some abdominal scanning in the lab.

Prerequisites: None

CVSL 101: BASIC ULTRASOUND SCAN TECHNIQUES LAB

TOTAL COURSE HOURS: 60(0 THEORY, 60 LAB, 0 EXTERNSHIP)

Basic scanning techniques include patient preparation, patient history, positioning, and breathing techniques. Image orientation to include cross-sectional anatomy, screen image orientation, transducer orientation using abdominal vascular landmarks and abdominal organs. Use of acoustic windows, transducer selection as related to deep organ scanning. Techniques to prevent musculoskeletal injury. Technical writing skills development. The course includes orientation to equipment and some abdominal scanning in the lab. Prerequisites: None

CVS 131: ELECTROCARDIOGRAPHY

TOTAL COURSE HOURS:20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is designed to identify the use and maintenance of EKG equipment, electrophysiology of the conduction system, axis determination, identification and calculations of waveforms and arrhythmias. Prerequisites: None

CVSL 131: ELECTROCARDIOGRAPHY LAB

TOTAL COURSE HOURS: 30 (0 THEORY, 30 LAB, 0 EXTERNSHIP)

By the end of the course, students can prove Leads Placements; Operating ECG Machine; and Implement Patient Care and Pitfalls ECG Procedures. Prerequisites: None

CVS 134: CARDIOVASCULAR PATHOLOGY

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

This course will show and define the pathological and pathophysiological mechanisms, clinical manifestations, and proper therapeutic measures available for the cardiovascular system. Prerequisites: None

CVS 138: CARDIOVASCULAR PHARMACOLOGY

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of the course, students can discuss Beta Blockers, Aspirin, Heparin and Warfarin, Digoxin, and Nitroglycerine. Prerequisites: None

CVS 140: VASCULAR I

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is intended to introduce the student to the vascular imaging of the carotid and subclavian arteries. Prerequisites: None

CVSL 140: VASCULAR I LAB

TOTAL COURSE HOURS: 60 (0 THEORY, 60 LAB, 0 EXTERNSHIP)

This course focuses on clinically based case studies which provide the student with practical application of the didactic and laboratory portions of the program in a patient care setting. Prerequisites: None

CVS 141: VASCULAR II

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is intended to introduce the student to: pre-operative vein-artery mapping; discuss -lower extremity anatomy, physiology, and hemodynamics; discuss venous imaging of the upper extremity; describe physiologic arterial testing and color duplex imaging of the lower extremities. Prerequisites: None

CVSL 141: VASCULAR II LAB

TOTAL COURSE HOURS: 60 (0 THEORY, 60 LAB, 0 EXTERNSHIP)

This course provides the student with their first opportunity in a direct patient care setting, while performing the duties of a cardiovascular sonographer (CVS). Here, the student will be able to correlate didactic and laboratory experiences in class with the day-to-day duties of a CVS. During this course, students apply carotids and vertebral artery scanning skills, transcranial vascular scanning skills, and portal circulation scanning skills. Prerequisites: None

CVS 121: ULTRASOUND PHYSICS I

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of the course students will be able to define Sound Waves, define Sound Pulse Waves, explain Sound Interaction with Tissue, and describe Transducers Components, Types, and Imaging. Prerequisites: None

CVS 301: CARDIOVASCULAR SONOGRAPHY INTERNSHIP I

TOTAL COURSE HOURS: 100 (0 THEORY 0 LAB, 100 EXTERNSHIP)

Students will correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on acclimation to the external site, procedures, and protocols and begin to perform partial studies on technically average patients. Students will complete competencies as directed by the clinical education plan. Prerequisites: None

CVS 210: ECHOCARDIOGRAPHY I

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of the course students will be able to name hemodynamics, cardiac anatomy, and physiology, describe sonographic anatomy of cardiac structures such as the left ventricle, describe sonographic anatomy of the right ventricle, and describe sonographic anatomy distinguishing the right and left atria. Prerequisites: None

CVSL 210: ECHOCARDIOGRAPHY I LAB

TOTAL COURSE HOURS: 60 (0 THEORY, 60 LAB, 0 EXTERNSHIP)

During this course, students apply Left Ventricle Scanning Skills, apply Right Ventricle Scanning Skills, apply Atria Scanning Skills, and apply Aortic Arch Scanning Skills. Prerequisites: None

PHY 150: ULTRASOUND PHYSICS II

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of the course students will be able to describe the Ultrasound System, identify Resolution Types, explain echo pulsing imaging, 2D imaging, show hemodynamics, discuss doppler imaging, name images versus artifacts, avoid bioeffect, implement patient safety and care. Prerequisites: None

CVS 212: ECHOCARDIOGRAPHY II

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)

In this course, students are introduced to cardiac pathology and cardiac surgery procedures. Prerequisites:None

CVSL. 212: ECHOCARDIOGRAPHY II LAB

TOTAL COURSE HOURS: 60 (0 THEORY, 60 LAB, 0 EXTERNSHIP)

Students are instructed in how to apply Imaging of Mitral Valve and Measurements, Imaging of Aortic Valve and Measurements, Imaging of Pulmonary Valve and Measurements, Imaging of Tricuspid Valve and Measurements, Imaging Myocardial Pathology, and Pericardial Pathology. Prerequisites: None

CVS. 214: ECHOCARDIOGRAPHY III

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP) Students learn the theory on how to apply pediatric heart imaging and apply pediatric heart pathology. Prerequisites:None

CVSL 214: ECHOCARDIOGRAPHY III LAB TOTAL COURSE HOURS: 60 (0 THEORY, 60 LAB, 0 EXTERNSHIP) Students learn the theory on how to apply Pediatric Heart Scanning Skills. Prerequisites: None

CVS 220: CAREER DEVELOPMENT

TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, EXTERNSHIP)

By the end of the course students will be able to demonstrate communication skills with staff members; promote a teamwork approach by offering information, advice, and assistance; contribute to constructive working relationships; participate in self-and/or peer evaluations as directed; ensure the confidentiality of patient and employee information; assist in the orientation of new staff members; preparing resumes and developing job interviewing skills; identifying job position openings and following up with employers after interviews; negotiating wages and benefits; maintaining employment and securing opportunities for advancement once hired; developing and utilizing a network of professional contacts who can aid the job search effort; prepare a resume for employment; identify resources for locating job opportunities; describe an interview. Prerequisites: None

CVS 302: CARDIOVASCULAR SONOGRAPHY EXTERNSHIP II

TOTAL COURSE HOURS: 100 (0 THEORY, 0 LAB, 100 EXTERNSHIP)

Students will correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on learning site protocols, concentrating on producing high quality images promptly and documenting relevant organ anatomy and pathology. Students will complete competencies as directed by the clinical education plan. Prerequisites: None

CVS 303: CARDIOVASCULAR SONOGRAPHY EXTERNSHIP III

TOTAL COURSE HOURS: 200 (0 THEORY, 0 LAB, 200 EXTERNSHIP)

Students will correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on learning site protocols, concentrating on producing high quality images promptly, documenting relevant organ anatomy and pathology. Students will complete competencies as directed by the clinical education plan. Prerequisites: None

CVS 304: CARDIOVASCULAR SONOGRAPHY EXTERNSHIP IV TOTAL COURSE HOURS: 200 (0 THEORY, 0 LAB, 200 EXTERNSHIP) Students will correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on learning site protocols, concentrating on producing high quality images promptly, and documenting relevant organ anatomy and pathology. Students will complete competencies as directed by the clinical education plan. Prerequisites: None

CVS 223: CARDIOVASCULAR SONOGRAPHY EXAM REVIEW I

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is a review of the following examination topics: Clinical Safety, Patient Care, Physical Principles, Ultrasound Transducers. Prerequisites: None

CVS 224: CARDIOVASCULAR SONOGRAPHY EXAM REVIEW II

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is a review of the following examination topics: Pulsed Echo Instrumentation, Doppler Instrumentation and Hemodynamics, Quality Assurance, Protocols, and New Technologies. Prerequisites: None

RADIOGRAPHY TECHNOLOGY COURSES

BIO 101: ANATOMY AND PHYSIOLOGY I

TOTAL COURSE HOURS: 30 (30 THEORY, 0 AB, 0 EXTERNSHIP)

This course provides the student with knowledge of the structure and function of the human body. Course content includes the structure and function of the integumentary, muscular, and skeletal systems. The roles of cellular, tissue, and organ structures with each system and the human body.

Prerequisites: None

ENC 203: EFFECTIVE COMMUNICATIONS

TOTAL COURSE HOURS: 30 (30 THEORY, 0 LAB, 0 EXTERNSHIP)

This course addresses a broad range of communication skills and provides students with an overview of interpersonal, technical, and professional communications. The topics include but are not limited to effective oral and written communication styles, adaptation and communication within groups, active listening techniques, technical and professional writing methods, presentations, and communicating on a level that encompasses diversity. Students will apply critical thinking skills toward group discussions and evaluation of communication styles from a professional point of view. Prerequisites: None

MET 100: MEDICAL TERMINOLOGY

TOTAL COURSE HOURS: 30 (30 THEORY, 0 LAB, 0 EXTERNSHIP)

This course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to analyze and apply medical terms. Prerequisites: None

MAT 100: MATHEMATICS

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

This course provides the student with the fundamentals of college algebra. Mathematical operations covered include fractions, decimals, algebraic equations, basic statistics, word problems, and graphing. Prerequisites: None

PHY 110: INTRODUCTION TO PHYSICS TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP) This course provides an in-depth analysis of radiologic physics. Some of the topics and principles covered include atomic structure, electricity, electromagnetism, equipment operation and maintenance, x-ray production, and x-ray interactions.

RAD 135: POSITIONING I RAD 135L: POSITIONING I LAB TOTAL COURSE HOURS: 75 (45 THEORY, 30 LAB, 0 EXTERNSHIP) This course covers basic terminology, anatomy, and radiographic procedures. Laboratory practice is through peer simulation and/or radiographic exposure of synthetic models. Prerequisites: None

BIO 102: ANATOMY AND PHYSIOLOGY II

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

A continuation of BIO 154, course content includes the structure and function of the endocrine, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Prerequisites: BIO 101 Anatomy and Physiology I

AHE 130: MEDICAL LAW AND ETHICS TOTAL COURSE HOURS: 30 (30 THEORY, 0 LAB, 0 EXTERNSHIP)

Students are provided with an overview of ethics and the law as they apply to medical professions and practice. Topics include scope of practice, legal issues, ethical considerations, patient rights, informed consent, standards of care, documentation, and workplace issues, including employment discrimination. Prerequisites: None

RAD 120: RADIOGRAPHIC PHYSICS

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

This course provides an in-depth analysis of radiologic physics. Some of the topics and principles covered include atomic structure, electricity, electromagnetism, equipment operation and maintenance, x-ray production, and x-ray interactions. Prerequisites: None

RAD 145: POSITIONING II

RAD 145L: POSITIONING II LAB

TOTAL COURSE HOURS: 75 (45 THEORY, 30 LAB, 0 EXTERNSHIP)

This course is a continuation of RAD 155. Students will also learn advanced positioning skills for age-specific populations. Laboratory practice is through peer simulation and/or radiographic exposure of synthetic models. Prerequisites: Quarters I course

RAD 155: METHODS OF PATIENT CARE

RAD 155L: METHODS OF PATIENT CARE LAB

TOTAL COURSE HOURS: 60 (45 THEORY, 15 LAB, 0 EXTERNSHIP)

Students are instructed in basic patient-care skills as they apply to radiologic technology. Emphasis is placed on safety, infection control, aseptic techniques, administration of contrast media, venipuncture, pharmacology, patient assessment, care of the critical patient and emergency. Care, and the care of tubes, catheters, and vascular lines. In California, this course will provide the education and training for venipuncture certification. Prerequisites: Quarter I course

RAD 201: RADIOGRAPHIC PROCEDURES I RAD 201L: RADIOGRAPHIC PROCEDURES I LAB TOTAL COURSE HOURS: 90 (45 THEORY, 45 LAB, 0 EXTERNSHIP) This course is the first of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.

RAD 301: CLINICAL EXTERNSHIP I

TOTAL COURSE HOURS: 100 (0THEORY, 0 LAB, 100 EXTERNSHIP)

This course provides clinical experience under the supervision of clinical staff and faculty correlated with theories presented in the classroom. Students will develop clinical competence by performing various radiographic procedures on a diverse patient population. Student learning and competence will be determined partly through frequent critique and evaluation, and specific formative and summative assessment tools. Students are expected to demonstrate increasing clinical skill and competence as the externship progresses.

RAD 202: PRINCIPLES OF EXPOSURE I

RAD 202L: PRINCIPLES OF EXPOSURE I LAB

TOTAL COURSE HOURS: 90 (45 THEORY, 45 LAB, 0 EXTERNSHIP)

This course covers the factors that affect the diagnostic quality of radiographic images. Topics covered include image acquisition, digital imaging systems, image processing, beam limitation, grids, contrast, receptor exposure, spatial resolution, and structural considerations. Prerequisites: Quarter I course.

RAD 203: ADVANCED IMAGING

RAD 203L: ADVANCED IMAGING LAB

TOTAL COURSE HOURS: 60 (30 THEORY, 30 LAB, 0 EXTERNSHIP)

This course presents radiography skills and equipment used in various imaging procedures and advanced modalities. Topics include cardiovascular and interventional radiography, computed tomography imaging, magnetic resonance imaging, mammography, bone densitometry, ultrasound, nuclear medicine, and radiation oncology. Prerequisites: Quarters I and II courses

RAD 205: RADIOGRAPHIC BIOLOGY

TOTAL COURSE HOURS: 30 (30 THEORY, 0 LAB, 0 EXTERNSHIP)

This course provides the student with instruction on x-ray interactions with matter, radiation effects on the molecular and cellular levels, acute and long-term radiation responses, and radiation protection principles. Prerequisites: Quarters I and II courses

RAD 206: RADIOGRAPHIC PROCEDURES II

RAD 206L: RADIOGRAPHIC PROCEDURES II

TOTAL COURSE HOURS: 90 (45 THEORY, 45 LAB, 0 EXTERNSHIP)

This course is the second of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course. Prerequisites: Quarters I and II courses

RAD 302: CLINICAL EXTERNSHIP II

TOTAL COURSE HOURS: 200 (0 THEORY, 0 LAB, 200 EXTERNSHIP)

This course provides clinical experience under the supervision of clinical staff and faculty correlated with theories presented in the classroom. Students will develop clinical competence by performing various radiographic procedures on a diverse patient population. Student learning and competence will be found partly through frequent critique and evaluation, and specific formative and summative assessment tools. Students are expected to prove increasing clinical skill and competence. Prerequisites: Quarters I and II courses

RAD 208: PATHOLOGY I

TOTAL COURSE HOURS: 15 (15 THEORY, 0 LAB, 0 EXTERNSHIP)

This course provides an overview of radiographic pathology. Topics include pathologies of the musculoskeletal, respiratory, gastrointestinal, hepatobiliary, and urinary systems. Prerequisites: Quarters I, II, and III courses

RAD 303: CLINICAL EXTERNSHIP III

TOTAL COURSE HOURS: 200 (0 THEORY, 0 LAB, 200 EXTERNSHIP)

This course is a continuation of RAD 302 and provides the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing various radiographic procedures on a diverse patient population. Student learning and competence will be decided partly through frequent critique and evaluation, and specific formative and summative assessment tools. Students are expected to prove increasing clinical skill and competence. Prerequisites: Quarters I, II, and III courses

RAD 210: PATHOLOGY II

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is a continuation of RAD 208. Topics include pathologies of the hematopoietic, cardiovascular, nervous, endocrine, and reproductive systems, and diseases and trauma. Prerequisites: Quarters I, II, III, and IV courses.

RAD 212: IMAGE QUALITY AND ANALYSIS

RAD 212L: IMAGE QUALITY AND ANALYSIS LAB

TOTAL COURSE HOURS: 90 (45 THEORY, 45 LAB, 0 EXTERNSHIP)

This course builds upon the foundations of classroom theory and practical externship in the critique of radiographic image quality, with an emphasis on image analysis. Prerequisites: Quarters I, II, III, and IV courses.

RAD 304 CLINICAL EXTERNSHIP IV

TOTAL COURSE HOURS: 250 (0 THEORY, 0 LAB, 250 EXTERNSHIP)

This course is a continuation of RAD 303 and provides the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing various radiographic procedures on a diverse patient population. Student learning and competence will be decided partly through frequent critique and evaluation, and specific formative and summative assessment tools. Students are expected to prove increasing clinical skill and competence. Prerequisites: Semesters I, II, III, and IV courses

RAD 222 REGISTRY REVIEW

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is designed to prepare students for examination for certification by the American Registry of Radiologic Technologists (ARRT). Prerequisites: Quarters I, II, III, IV, and V courses

RAD 220: CAREER DEVELOPMENT

TOTAL COURSE HOURS: 30 (30 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is designed to introduce the student to a comprehensive approach to career development and planning. Students will examine self-awareness and career exploration which should then be incorporated into self-marketing techniques leading to long-term effective career decision making. Students will be exposed to useful job searching techniques necessary in today's job marketplace.

RAD 305 CLINICAL EXTERNSHIP V

TOTAL COURSE HOURS: 400 (0 THEORY, 0 LAB, 400 EXTERNSHIP)

This course is a continuation of RAD 304 and provides the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing various radiographic procedures on

a diverse patient population. Student learning and competence will be decided partly through frequent critique and evaluation, and specific formative and summative assessment tools. Students are expected to prove the clinical skill and competence needed from an entry-level radiographer. Prerequisites: Quarters I, II, III, IV, and V courses.

RADIATION THERAPY COURSES

BIO 101: ANATOMY AND PHYSIOLOGY I

TOTAL COURSE HOURS: 30 (30 THEORY, 0 LAB, 0 EXTERNSHIP)

This course provides the student with knowledge of the structure and function of the human body. Course content includes the structure and function of the integumentary, muscular, and skeletal systems. Course content also addresses the roles of cellular, tissue, and organ structures within each system and the human body. Prerequisites: None

ENC 203: EFFECTIVE COMMUNICATIONS SKILLS

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

This course addresses a broad range of communication skills and provides students with an overview of interpersonal, technical, and professional communications. The topics include but are not limited to effective oral and written communication styles, adaptation and communication within groups, active listening techniques, technical and professional writing methods, presentations, and communicating on a level that encompasses diversity. Students will apply critical thinking skills toward group discussions and evaluation of communication styles from a professional point of view. Prerequisites: None

MET 100: MEDICAL TERMINOLOGY

TOTAL COURSE HOURS: 15 (15 THEORY, 0 LAB, 0 EXTERNSHIP)

This course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to analyze and apply medical terms. Prerequisites: None

RDT 101: INTRODUCTION TO RADIOLOGIC SCIENCES

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

Content is designed to provide students with an overview of the foundations in radiologic science and the practitioner's role in the health care delivery system. Principles, practices, and policies of the educational program, health care organizations, principles of radiation and health safety, and professional responsibilities of the radiologic science professional will be discussed and examined. Students will learn medical terminology in a body systems approach. Prerequisites: None

RDT 192: ORIENTATIONS TO RADIATION THERAPY

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course, students will be able to discuss the policies and procedures of the educational program and clinical setting, identify the responsibilities of a radiation therapy student; recognize print and internet resources pertinent to radiation oncology; maintain patient and student confidentiality; describe the importance of multidisciplinary care for cancer patients; discuss the philosophy and mission of health care facilities and educational programs; incorporate key terms for the practice of radiation therapy; identify the contents and sections of patient records; employ radiation and health safety procedures for radiation therapy; summarize the types of insurance, reimbursements and mechanisms necessary for approval of care; use current ICD and procedural terminology (CPT®) codes for professional and technical charges; discuss the influence of health care policy on billing and direct patient care; identify the role of human resources in the work environment; compare the methods of developing and managing

a departmental budget; differentiate between accreditation, credentialing, certification, registration, licensure and regulations; explain the purpose of international, national, state and local professional organizations; discuss the importance of professional and community commitment; recognize the radiation therapist scope of practice, practice standards and professional code of ethics; list the benefits of continuing education for improving the quality of patient care, as well as professional and personal development and leadership; identify career advancement opportunities for radiation therapists. Prerequisites: None

RDT 117: ETHICS IN RADIATION THERAPY PRACTICE

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

This course will establish a foundation of professional practice for the radiation therapist as part of the radiation-therapy team. Ethical behavior for caregivers will be defined and discussed with focus on the interdependence of the radiation therapist and patient. Prerequisites: None

RDT 221: RADIATION THERAPY PATIENT CARE I

TOTAL COURSE HOURS: 20 (10 THEORY, 10 LAB, 0 EXTERNSHIP)

Introduction to the field of Radiologic Technology to include specialties in the field, professional organizations, other professionals forming the health care team, communication skills, critical thinking and problem-solving, body mechanics, vital signs, and infection control procedures. As part of this course, students will take part in at least one community service project. Prerequisites: None

RDT 223: INTRODUCTORY LAW IN RADIATION THERAPY

TOTAL COURSE HOURS:15 (15 THEORY, 0 LAB, 0 EXTERNSHIP)

This content provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice. Prerequisites: None

PHY 223: RADIOLOGIC PHYSICS

TOTAL COURSE HOURS: 45(45 THEORY, 0 LAB, 0 EXTERNSHIP)

This Course is designed to set up a basic knowledge of physics pertinent to developing an understanding of radiation used in the clinical setting. Fundamental physical units, measurements, principles, atomic structure, and types of radiation are emphasized. Also presented are the fundamentals of X-ray generating equipment, x-ray production, and its interaction with matter. Prerequisites: None

BIO 102: ANATOMY AND PHYSIOLOGY II

TOTAL COURSE HOURS: 30 (30 THEORY, 0 LAB, 0 EXTERNSHIP)

A continuation of BIO 154, course content includes the structure and function of the endocrine, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Prerequisites: BIO 101 Anatomy and Physiology I

RDT 214: PATHOPHYSIOLOGY

TOTAL COURSE HOURS: 20 (20 THEORY, 0 LAB, 0 EXTERNSHIP)

By the end of this course students will be able to describe the physiological response of inflammation and cell injury; assess predictive factors of cancer and associated disease, including genetics, lifestyle, age and environment; determine probable diagnostic, prognostic, staging, grading and rationale for the therapeutic pathway for oncologic diseases; identify common biomarkers and their role in monitoring treatment and disease progression, determine tumor characteristics of neoplasms based on histology; anticipate the effects of common diseases on patients. Prerequisites: None

RDT 240: UNDERSTANDING CANCER

TOTAL COURSE HOURS: 15 (15 THEORY, 0 LAB, 0 EXTERNSHIP)

Content is designed to provide the student with the fundamentals of cancer biology and cancer treatment. The management of neoplastic disease will be examined and evaluated including epidemiology, etiology, prevention, detection, diagnosis, patient condition, treatment, and prognosis. Prerequisites: A&P I, II

RDT 217: PRINCIPLES AND PRACTICES OF RADIATION THERAPY I

TOTAL COURSE HOURS: 40 (20 THEORY, 20 LAB, 0 EXTERNSHIP)

The content is designed to provide an overview of radiation therapy. The roles and responsibilities of the radiation therapist will be discussed. Instruction in treatment prescription, techniques, and delivery will be provided. Prerequisites: None

RDT 201: CLINICAL PRACTICES I

TOTAL COURSE HOURS: 100 (0 THEORY, 0 LAB, 100 EXTERNSHIP)

Supervised clinical experience involving introduction of the student to general radiation therapy practices. Students will apply principles learned in the classroom to develop skills in patient care, communication, clinical procedures, and radiation protection. Prerequisites: None

RDT 261: CT IMAGING AND SECTIONAL ANATOMY

TOTAL COURSE HOURS: 40 (20 THEORY, 20 LAB, 0 EXTERNSHIP)

Content will introduce students to computed tomography imaging methods. Students will find normal anatomical structures via a variety of imaging formats. Prerequisites: None

RDT 231: TREATMENT PLANNING I

TOTAL COURSE HOURS: 40 (20THEORY, 20 LAB, 0 EXTERNSHIP)

Content is designed to establish factors that influence and govern the clinical planning of patient treatment. This encompasses isodose descriptions, patient contouring, radiobiologic considerations, dosimetric calculations, compensation, and clinical application of treatment beams. Optimal treatment planning is emphasized along with particle beams. Stereotactic and emerging technologies are presented. Prerequisites: None

RDT 122: RADIATION THERAPY PATIENT CARE II

TOTAL COURSE HOURS: 40 (20 THEORY, 20 LAB, 0 EXTERNSHIP)

Introduction to the field of Radiologic Technology to include specialties in the field, professional organizations, other professionals comprising the health care team, communication skills, critical thinking and problem-solving, body mechanics, vital signs and infection control procedures. As part of this course, students will take part in at least one community service project. Prerequisites: None

RAD 222: RADIOBIOLOGY & PROTECTION

TOTAL COURSE HOURS: 40 (20 THEORY, 20 LAB, 0 EXTERNSHIP)

Basic principles of radiation protection and safety for the radiologic technologist and basic concepts and principles of radiation biology will be presented. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated. The interactions of radiation with cells, tissues, and the body, and resultant biophysical events will be presented. Discussion of the theories and principles of tolerance dose, time-dose relationships, fractionation schemes, and the relationship to the clinical practice of radiography will be included. Prerequisites: None

RDT 115: PRINCIPLES AND PRACTICES OF RADIATION THERAPY II

TOTAL COURSE HOURS: 40 (20 THEORY, 20 LAB, 0 EXTERNSHIP)

Content is designed to provide the student with the techniques to deliver Radiation Therapy treatments. The course will include psychological and physical needs and factors affecting treatment outcome, theories and principles of tolerance dose, time-dose relationships, fractionation schemes. Also included is a knowledge base in factors that govern and influence the production and recording of radiographic images for patient simulation, treatment planning and treatment verification in radiation oncology. Prerequisites: None

OBJ

RDT 271: RADIATION THERAPY EQUIPMENT

TOTAL COURSE HOURS: 60 (30 THEORY, 30 LAB, 0 E

Content is designed to present treatment units used in external radiation therapy. The history of equipment development will be presented as well as in-depth training on console operation. Prerequisites: None

RAD 202: CLINICAL PRACTICES II

TOTAL COURSE HOURS: 100 (0 THEORY, 0 LAB, 100 EXTERNSHIP)

Supervised clinical experience involving the continued development of student skills for radiation therapy practices. Students will apply principles learned in the classroom to develop skills in patient care, communication, clinical procedures, and radiation protection. Students will begin to prove proficiency on ARRT competencies. Prerequisites: None

RDT 232: TREATMENT PLANNING II

TOTAL COURSE HOURS: 90 (45 THEORY, 45 LAB, 0 EXTERNSHIP)

Content is designed to set up factors that influence and govern clinical planning of patient treatment as a continuation of those topics in Treatment Planning I. This encompasses a review of treatment beams, evaluation of dose distributions, best treatment planning considerations, evaluation, and assessment, including adaptive treatment planning. Prerequisites: None

RAD 203: CLINICAL PRACTICE III

TOTAL COURSE HOURS: 100 (0 THEORY, 0 LAB, 100 EXTERNSHIP)

Supervised clinical experience involving the continued development of student skills for radiation therapy practices. Students will apply principles learned in the classroom to develop skills in patient care, communication, clinical procedures, and radiation protection. Students will continue to show proficiency in ARRT competencies. Prerequisites: None

RDT 216: PRINCIPLES AND PRACTICE OF RADIATION THERAPY III

TOTAL COURSE HOURS: 60 (30 THEORY, 30 LAB, 0 EXTERNSHIP)

This course revisits anatomy specifically from an imaging perspective related to each specific disease site. Specific radiation therapy techniques and treatment borders will be discussed. Students will learn to identify structures on X-rays, CT and MRI scans and find landmarks on simulation films. The radiation therapist's responsibility in the management of neoplastic disease will be presented and discussed. This course covers breast, central nervous system, thorax, and pediatric and gynecologic cancers. In addition, lymphomas and leukemia will be discussed. Prerequisites: None

RDT 301: RADIATION ONCOLOGY I

TOTAL COURSE HOURS: 30 (0 THEORY, 30 LAB, 0 EXTERNSHIP)

Content is designed to examine and evaluate the management of neoplastic disease. The epidemiology, etiology, detection, diagnosis, patient condition, treatment, and prognosis of neoplastic disease will be presented, discussed, and evaluated in relationship to histology, anatomical site, and patterns of spread. The breast, central nervous

system, genitourinary tract, gastrointestinal tract, pediatric neoplasms, musculoskeletal, reproductive, and respiratory tumors will be discussed. Prerequisites: None

RDT 251: RADIATION THERAPY PHYSICS I

TOTAL COURSE HOURS: 30 (30 THEORY, 0 LAB, 0 E This course provides a broad introduction to the physics involved with the medical application of ionizing radiation in the field of Radiation Therapy. Prerequisites: None

RDT 256: OPERATIONAL & QUALITY MANAGEMENT IN RADIATION THERAPY

TOTAL COURSE HOURS: 40 (20 THEORY, 20 LAB, 0 EXTERNSHIP)

Content is designed to focus on the components of quality improvement (QI) programs in radiation oncology. Topics will include quality control and assurance checks for the clinical aspects of patient care, medical records, treatment delivery and localization equipment and treatment planning equipment. The role of the various radiation therapy team members in continuous quality improvement will be discussed and the legal and regulatory implications for maintaining proper quality care. Prerequisites: None

RAD 204: CLINICAL PRACTICE IV

TOTAL COURSE HOURS: 400 (0 THEORY, 0 LAB, 400 EXTERNSHIP)

Supervised clinical experience involving the continued development of student skills for radiation therapy practices. Students will apply principles learned in the classroom to develop skills in patient care, communication, advanced clinical procedures, and radiation protection. Students will continue to prove proficiency in ARRT competencies. Students will begin advanced clinical rotations. Prerequisites: None

RDT 263: PRINCIPLES AND PRACTICE OF RADIATION THERAPY IV

TOTAL COURSE HOURS: (30 THEORY, 30 LAB, 0 EXTERNSHIP)

This course is a continuation of The Principles and Practices of Radiation Therapy III and revisits anatomy specifically from an imaging perspective related to each specific disease site. Specific radiation therapy techniques and treatment borders will be discussed. Students will learn to show structures on X-rays, CT, and MRI scans and find landmarks on simulation films. The radiation therapist's responsibility in managing neoplastic disease will be presented and discussed. Cancers of the skin, bone, and soft tissue, the gastrointestinal tract, and the endocrine system, as well as cancers of the head, neck eye, and orbit will be discussed. Prerequisites: None

RDT 262: RADIATION ONCOLOGY II

TOTAL COURSE HOURS: 45 (45 THEORY, 0 LAB, 0

This is a continuation of Clinical Radiation Oncology I. Content is designed to examine and evaluate the management of neoplastic disease. The epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis of neoplastic disease will be presented, discussed, and evaluated in relationship to histology, anatomical site, and patterns of spread. The lymphoreticular system, skin, hematopoietic system, bone and soft tissue, endocrine system, ocular, head and neck cancer, eye and orbit, and benign tumors will be discussed. Prerequisites: None

RDT 267: RADIATION THERAPY PHYSICS II

TOTAL COURSE HOURS: 45(45 THEORY, 0 LAB, 0 E

This course provides is a continuation of the study of the physics involved with the medical application of ionizing radiation in the field of Radiation Therapy. Prerequisites: None

RAD 222: REGISTRY REVIEW TOTAL COURSE HOURS: 40 (40 THEORY, 0 LAB, 0 EXTERNSHIP)
This course is designed to prepare students for examination for certification by the American Registry of Radiologic Technologists (ARRT). Prerequisites: Quarters I, II, III, IV, and V courses

RDT 220: CAREER DEVELOPMENT

TOTAL COURSE HOURS: 10 (10 THEORY, 0 LAB, 0 EXTERNSHIP)

This course is designed to introduce the student to a comprehensive approach to career development and planning. Students will examine self-awareness and career exploration which should then be incorporated into self-marketing techniques leading to long-term effective career decision-making. Students will be exposed to useful job-searching techniques necessary in today's job marketplace. Prerequisites: None

RAD 205: CLINICAL PRACTICE V

TOTAL COURSE HOURS: 600 (0 THEORY, 0 LAB, 600 EXTERNSHIP)

Supervised clinical experience involving the continued development of student skills for radiation therapy practices. Students will apply principles learned in the classroom to develop patient care, communication, advanced clinical procedures, and radiation protection skills. Students must complete the requirements of the ARRT competencies. Students will continue advanced clinical rotations. Prerequisites: None

Ver. 2

ADMINISTRATIVE PERSONNEL

President	Ishmeal Alarbi
Financial Director	Adi Raviv
Academic Director	Jean Dieudonne
Admissions Representatives	Maru Smith, Laura Potter
Career & Student Services	Jacqueline Robles

FACULTY

Central Sterile Processing

Rhonda Griffith (FT)- Associate of Occupational Studies-Pacific College of Health & Science

Dental Assistant

Gavriel Mullokandov (FT) - Certificate in Dental Assistant- Dental Assisting National Board

Diagnostic Medical Sonography | Cardiovascular Sonography | Radiology Technology Programs

Dr. Bakhriya Agayeva (PT)- Program Director - M.D. Azerbaijan State Medical University Dr. Mohammad Sabbir Hossain (PT)- M.D. Eastern Medical College Dr. Ziaul Siddiqui (PT) - Certificate in Diagnostic Medical Sonography, ARDMS

Dialysis Technician Program

Denise Campbell (PT) – Program Director – Certified Hemodialysis Technician, RN Jocelyn Cruz (PT) - Certificate in Dialysis – NYC College of Technology

EKG | Phlebotomy | EKG/Phlebotomy Technician | Medical Assistant | Patient Care Programs Louis Frimet (FT)- Bachelor of Science in Biological Science- CUNY Brooklyn College Carmen Castro (PT) – Registered Nurse Denise Campbell (PT) – Registered Nurse

Medical Billing Programs Steven Lara (FT) - Certified Biller

Nursing Assistant Programs Carmen Castro (PT) – Program Director – Registered Nurse Denise Campbell (PT) – Registered Nurse

Pharmacy Technician Programs

George Afriyie (FT) - Program Director - Bachelor of Science in Pharmacy - Long Island University

Surgical Technology

Jean Francois (FT) - Master in Healthcare Administration- Southern New Hampshire University

General Education Math & Physics Dr. Miao Chen (FT) - M.D. Ross University School of Medicine

ACADEMIC CALENDAR

NURSING ASSISTANT PROGRAMS

Nursing Assistant Program

Duration: 125 hours Delivery Modality: Residential

Morning Classes		Evening Classes		Weekend Classes	
6 weeks		8 weeks		8 weeks	
Start Date	End Date	Start Date	End Date	Start Date	End Date
9/30/2024	11/4/2024	9/30/2024	11/27/2024	9/28/2024	11/23/2024
12/3/2024	2/6/2025	12/3/2024	2/11/2025	11/30/2024	1/25/2025
3/12/2025	4/24/2025	3/12/2025	5/8/2025	3/15/2025	5/10/2025
6/4/2025	7/18/2025	6/4/2025	8/1/2025	6/7/2025	8/2/2025

DENTAL ASSISTING PROGRAM

Dental Assistant Program

Duration: 700 hours Delivery Modality: Residential and Hybrid (Blended)

Morning Classes		Evening Classes		Weekend Classes	
28 weeks		35 weeks		44 weeks	
Start Date	End Date	Start Date	End Date	Start Date	End Date
9/30/2024	5/5/2025	9/30/2024	6/25/2025	9/28/2024	8/2/2025
12/3/2024	7/8/2025	12/3/2024	8/26/2025	11/30/2024	10/4/2025
3/12/2025	10/1/2025	3/12/2025	11/21/2025	3/15/2025	1/17/2026
6/4/2025	1/8/2026	6/4/2025	3/2/2026	6/7/2025	4/11/2026

DIALYSIS PROGRAM

Dialysis Technician Program

Duration: 160 hours Delivery Modality: Residential and Hybrid (Blended)

Morning Classes		Evening Classes		Weekend Classes	
8 weeks		10 weeks		10 weeks	
Start Date	End Date	Start Date	End Date	Start Date	End Date
9/30/2024	11/27/2024	9/30/2024	12/13/2024	9/28/2024	12/7/2024
12/3/2024	2/11/2025	12/3/2024	2/26/2025	11/30/2024	2/8/2025
3/12/2025	5/8/2025	3/12/2025	5/22/2025	3/15/2025	5/24/2025
6/4/2025	8/1/2025	6/4/2025	8/15/2025	6/7/2025	8/16/2025

EKG AND PHLEBOTOMY PROGRAMS

Phlebotomy Program

Duration: 80 hours Delivery Modality: Residential

Morning Classes		Evening Classes		Weekend Classes	
7 weeks		7 weeks		7 weeks	
Start Date	End Date	Start Date	End Date	Start Date	End Date
9/30/2024	11/20/2024	9/30/2024	11/20/2024	9/28/2024	11/16/2024
12/3/2024	3/11/2025	12/3/2024	2/4/2025	11/30/2024	1/18/2025
3/12/2025	5/1/2025	3/12/2025	5/1/2025	3/15/2025	5/3/2025
6/4/2025	7/25/2025	6/4/2025	7/25/2025	6/7/2025	7/26/2025

EKG Program

Duration: 80 hours Delivery Modality: Residential

Morning Classes		Evening C	Evening Classes		Weekend Classes	
7 weeks		7 weeks		7 weeks		
Start Date	End Date	Start Date	End Date	Start Date	End Date	
9/30/2024	11/20/2024	9/30/2024	11/20/2024	9/28/2024	11/16/2024	
12/3/2024	3/11/2025	12/3/2024	2/4/2025	11/30/2024	1/18/2025	
3/12/2025	5/1/2025	3/12/2025	5/1/2025	3/15/2025	5/3/2025	
6/4/2025	7/25/2025	6/4/2025	7/25/2025	6/7/2025	7/26/2025	

EKG/Phlebotomy Technician Program

Duration: 120 hours Delivery Modality: Residential

Morning	Morning Classes Evening Cla		lasses	Weekend Classes	
10 weeks		10 weeks		10 weeks	
Start Date	End Date	Start Date	End Date	Start Date	End Date
9/30/2024	12/11/2024	9/30/2024	12/13/2024	9/28/2024	12/7/2024
12/3/2024	4/15/2025	12/3/2024	2/26/2025	11/30/2024	2/8/2025
3/12/2025	5/22/2025	3/12/2025	5/22/2025	3/15/2025	5/24/2025
6/4/2025	8/15/2025	6/4/2025	8/15/2025	6/7/2025	8/16/2025

MEDICAL ASSISTANT PROGRAMS

Clinical Assistant Program

Duration: 450 hours Delivery Modality: Residential and Hybrid (Blended)

Morning Classes		Evening Classes		Weekend Classes	
18 weeks		23 weeks		28 weeks	
Start Date	End Date	Start Date	End Date	Start Date	End Date
9/30/2024	2/24/2025	9/30/2024	3/31/2025	9/28/2024	4/12/2025
12/3/2024	4/24/2025	12/3/2024	5/30/2025	11/30/2024	6/14/2025
3/12/2025	7/22/2025	3/12/2025	8/26/2025	3/15/2025	9/27/2025
6/4/2025	10/14/2025	6/4/2025	11/19/2025	6/7/2025	12/20/2025

Medical Assistant (MA)

Duration: 720 hours Delivery Modality: Residential and Hybrid (Blended)

5		,
Morning Classes	Evening Classes	Weekend Classes

29 weeks		36 weeks		45 weeks	
Start Date	End Date	Start Date	End Date	Start Date	End Date
9/30/2024	5/12/2025	9/30/2024	7/2/2025	9/28/2024	8/9/2025
12/3/2024	7/15/2025	12/3/2024	9/3/2025	11/30/2024	10/11/2025
3/12/2025	10/8/2025	3/12/2025	12/2/2025	3/15/2025	1/24/2026
6/4/2025	1/15/2026	6/4/2025	3/9/2026	6/7/2025	4/18/2026

MEDICAL BILLING AND CODING PROGRAMS

Medical Billing and Coding Program

Duration: 600 hours Delivery Modality: Residential and Hybrid (Blended)

Morning Classes		Evening Classes		Weekend Classes	
25 weeks		30 weeks		38 weeks	
Start Date	End Date	Start Date	End Date	Start Date	End Date
9/30/2024	4/14/2025	9/30/2024	5/19/2025	9/28/2024	6/21/2025
12/3/2024	6/13/2025	12/3/2024	7/22/2025	11/30/2024	8/23/2025
3/12/2025	9/10/2025	3/12/2025	10/16/2025	3/15/2025	12/6/2025
6/4/2025	12/5/2025	6/4/2025	1/23/2026	6/7/2025	2/28/2026

Medical Coding Specialist – Hybrid (Blended) Program

Duration: 650 hours Delivery Modality: Hybrid						
Morning Classes		Evening Classes		Weekend Classes		
26 weeks		33 weeks		41 weeks		
Start Date	End Date	Start Date	End Date	Start Date	End Date	
9/30/2024	4/21/2025	9/30/2024	6/10/2025	9/28/2024	7/12/2025	
12/3/2024	6/23/2025	12/3/2024	8/12/2025	11/30/2024	9/13/2025	
3/12/2025	9/17/2025	3/12/2025	11/6/2025	3/15/2025	12/27/2025	
6/4/2025	12/12/2025	6/4/2025	2/13/2026	6/7/2025	3/21/2026	

PATIENT CARE PROGRAMS

Patient Care Technician Program

Duration: 160 hours Delivery Modality: Residential

Morning	Classes	Evening Classes		Weekend Class	
13 we	eks	13 weeks		10 weeks	
Start Date	End Date	Start Date	End Date	Start Date	End Date
9/30/2024	1/14/2025	9/30/2024	1/16/2025	9/28/2024	12/7/2024
12/3/2024	5/20/2025	12/3/2024	3/19/2025	11/30/2024	2/8/2025
3/12/2025	6/13/2025	3/12/2025	6/13/2025	3/15/2025	5/24/2025
6/4/2025	9/8/2025	6/4/2025	9/8/2025	6/7/2025	8/16/2025

PHARMACY PROGRAMS

Pharmacy Sterile Compounding Program

Duration: 350 hours Delivery Modality: Residential

Morning	Classes	Evening C	lasses	Weekend Classes	
18 we	eeks	18 wee	eks	22 weeks	
Start Date	End Date	Start Date	End Date	Start Date End Date	

9/30/2024	1/28/2025	9/30/2024	2/24/2025	9/28/2024	3/1/2025
12/3/2024	5/27/2025	12/3/2024	4/24/2025	11/30/2024	5/3/2025
3/12/2025	7/22/2025	3/12/2025	7/22/2025	3/15/2025	8/16/2025
6/4/2025	10/14/2025	6/4/2025	10/14/2025	6/7/2025	11/8/2025

Pharmacy Technician I (Entry Level) Program

Duration: 400 hours Delivery Modality: Residential and Hybrid (Blended)

Morning	Classes	Evening Classes		Weekend Classes	
16 we	eks	20 wee	eks	25 w	veeks
Start Date	End Date	Start Date	End Date	Start Date	End Date
9/30/2024	2/7/2025	9/30/2024	9/30/2024 3/10/2025		3/22/2025
12/3/2024	4/9/2025	12/3/2024	5/8/2025	11/30/2024	5/24/2025
3/12/2025	7/8/2025	3/12/2025	8/5/2025	3/15/2025	9/6/2025
6/4/2025	9/29/2025	6/4/2025	10/28/2025	6/7/2025 11/29/2025	

Pharmacy Technician II Program

Duration: 750 hours Delivery Modality: Residential and Hybrid (Blended)

Morning Classes		Evening C	lasses	Weekend Classes		
30 we	eeks	38 wee	eks	47 weeks		
Start Date	End Date	Start Date	End Date	Start Date	End Date	
9/30/2024	5/19/2025	9/30/2024	7/17/2025	9/28/2024	8/23/2025	
12/3/2024	7/22/2025	12/3/2024	9/17/2025	11/30/2024	10/25/2025	
3/12/2025	10/16/2025	3/12/2025	12/16/2025	3/15/2025	2/7/2026	
6/4/2025	1/23/2026	6/4/2025	3/23/2026	6/7/2025 5/2/2026		

SURGICAL TECHNOLOGY PROGRAMS

Surgical Technology Program

Duration: 1240 hours Delivery Modality: Residential and Hybrid (Blended)

Morning	Morning Classes		lasses	Weeken	d Classes
50 we	eks	62 wee	eks	62 w	reeks
Start Date	End Date	Start Date	End Date	Start Date	End Date
9/30/2024	10/10/2025	9/30/2024	1/22/2026	9/28/2024	12/6/2025
12/3/2024	12/16/2025	12/3/2024	3/25/2026	11/30/2024	2/7/2026
3/12/2025	3/25/2026	3/12/2025	6/22/2026	3/15/2025	5/23/2026
6/4/2025	6/17/2026	6/4/2025	9/14/2026	6/7/2025 8/16/202	

Central Sterile Processing Technician Program

Duration: 800 hours Delivery Modality: Residential and Hybrid (Blended)

Morning 32 we	Classes	Evening C 40 wee	lasses	Weekend Classes 40 weeks		
Start Date	End Date	Start Date	End Date	Start Date	End Date	
9/30/2024	6/3/2025	9/30/2024	7/31/2025	9/28/2024	7/5/2025	
12/3/2024	8/5/2025	12/3/2024	10/1/2025	11/30/2024	9/6/2025	
3/12/2025	10/30/2025	3/12/2025	1/12/2026	3/15/2025	12/20/2025	
6/4/2025	2/6/2026	6/4/2025	4/7/2026 6/7/2025 3/2		3/14/2026	

IMAGING PROGRAMS

Diagnostic Medical Sonography Program

Duration: 1800 hours Delivery Modality: Residential and Hybrid (Blended)

Morning Classes		Evening C	lasses	Weekend Classes		
72 we	eeks	72 wee	eks	86 weeks		
Start Date	End Date	Start Date	End Date	Start Date	End Date	
9/30/2024	4/6/2026	9/30/2024	4/6/2026	9/28/2024	5/23/2026	
12/3/2024	6/5/2026	12/3/2024	6/5/2026	11/30/2024	7/26/2026	
3/12/2025	9/1/2026	3/12/2025	9/1/2026	3/15/2025	11/8/2026	
6/4/2025	11/25/2026	6/4/2025	11/25/2026	6/7/2025 1/31/2027		

Cardiovascular Sonography Program

Duration: 1800 hours Delivery Modality: Residential and Hybrid (Blended)

Morning Classes		Evening C	lasses	Weekend Classes		
72 we	eeks	72 weeks		86 weeks		
Start Date	End Date	Start Date	End Date	Start Date	End Date	
9/30/2024	4/6/2026	9/30/2024	4/6/2026	9/28/2024	5/23/2026	
12/3/2024	6/5/2026	12/3/2024	6/5/2026	11/30/2024	7/26/2026	
3/12/2025	9/1/2026	3/12/2025	9/1/2026	3/15/2025	11/8/2026	
6/4/2025	11/25/2026	6/4/2025	11/25/2026	6/7/2025 1/31/2027		

Radiography Technology Program

Duration:	2220 ho	urs	Delivery	Moda	lity:	Reside	ential	and	Hy	/brid	(Blende	d)

Morning (Classes	Evening Classes				
74 wee	eks	89 weeks				
Start Date	End Date	Start Date	End Date			
9/30/2024	4/20/2026	9/30/2024	8/4/2026			
12/3/2024	6/22/2026	12/3/2024	10/6/2026			
3/12/2025	9/16/2026	3/12/2025	12/30/2026			
6/4/2025	12/10/2026	6/4/2025	3/31/2027			

Radiation Therapy Program

Duration: 2240 hours Delivery Modality: Residential and Hybrid (Blended)

Morning	Classes	Evening Classes		
76 weeks		91 wee	ks	
Start Date	End Date	Start Date	End Date	
9/30/2024	4/27/2026	9/30/2024	8/11/2026	
12/3/2024	6/29/2026	12/3/2024	10/13/2026	
3/12/2025	9/23/2026	3/12/2025	1/6/2027	
6/4/2025	12/17/2026	6/4/2025	4/7/2027	





