



WESTERN MEDICAL TRAINING CENTER

SCHOOL CATALOG

2014-2015

Information is subject to change without prior notice please contact school for most current information.

ONE
LOCATION

El Cajon Campus
1161 E. Main Street, Suite 205
El Cajon, CA 92021
Office (619) 588-0488
Fax (619) 588-0388

Website:
www.WMTC.info
www.WMTCNURSING.ORG



Message from the Director

Western Medical Training Center was created to help individuals enter a rewarding career in the medical field where jobs are abundant. We are able to provide a higher level of education in a very short period of time by employing clinicians and staff members who are working in the medical field. These staff member bring real life & work experience to the classroom. Our students benefit from our staff member's work experience and also learn about net-working which is so important in the field to secure a rewarding career.

Our goal has always been to prepare students fast and efficiently so that they can obtain the knowledge that they need to find a job. At our school you will not take general prerequisite classes to start your education. Our fast-track medical career programs allow you to complete your studies in a short amount of time without impacting your overall future financial situation. Small class sizes, along with exam preparation, and short-term interest free student loan repayments are just a few of the many advantages our students enjoy. Your complete instruction package includes everything you need to be successful: quality medical education, dedicated instructors, and excellent clinical training opportunities. We even include your textbooks, uniform, and medical equipment in the cost of your tuition.

Our goal is to get you prepared for your new career, certified in several medical specialties (Certified Nursing Assistant, Home Health Aide, EKG Technician, Pharmacy Technician, Restorative Nurse Assistant and Acute Care.)

I would like to thank you in advance for choosing Western Medical Training Center for your educational needs. I am very confident that you will find our facilities and staff eager to help you achieve your educational goals.

Wishing you the best in all your endeavors.

Dr. Yousaf M. Farook



AS A PROSPECTIVE STUDENT YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU ARE ALSO ENCOURAGED TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET, WHICH MUST BE PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT.

ANY QUESTIONS A STUDENT MAY HAVE REGARDING THIS CATALOG THAT HAVE NOT BEEN SATISFACTORILY ANSWERED BY THE INSTITUTION MY BE DIRECTED TO THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION AT:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Physical Address: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959

Toll Free: (888) 370-7589

FAX Number: (916) 263-1896

www.bppe.ca.gov



Certificate Programs

Certified Nursing Assistant Program

Home Health Aide

EKG Technician

Pharmacy Technician

RNA Certification

Acute Care Certification

Alzheimer & Dementia Certification

CNA Training Complete Program

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College Information

About Us

Western Medical Training Center was founded by Dr. Yousaf M. Farook who has been in the medical education field for over a decade. Due to the struggling economy, he realized a need for comprehensive education to help individuals improve their lives and develop a career in the medical field. We at WMTC established short term, affordable educational programs to train medical professionals. The need continues to grow to provide quality care for our aging population.

History

Western Medical Training Center was created in 2010 to help educate people who so desperately need to improve their employment status and income. Our School opened its doors in December of 2010 and the first class was held in Feb 2011.

We started with two basic courses:

- "22 Days Certified Nursing Assistant Program" and,
- "54 Theory Hours of Pharmacology" for CNA to LVN bridge program in which we helped students qualify for Method 3 of LVN board.

Currently we offer Home Health Aide program, EKG Certification, Pharmacy Technician, RNA Certification & Acute Care Certification. However, we stay true to our commitment by offering several courses which can be completed in less than a month for a tuition cost that is a fraction of what you would pay at other schools.

Mission Statement

The mission of Western Medical Training Center is to provide a quality and innovative health care education that is delivered with exceptional service, accountability and integrity. WMTC is committed to fostering personal growth, career mobility, community service and leadership among health care professionals. Our goal is to provide academic options to enable students of all ages, races and backgrounds paving the way for them to succeed. We pride ourselves in providing quality, affordable and comprehensive training programs to our students so they can obtain a stable and rewarding career.

College Facility

Western Medical Training Center has 1 locations in southern California: El Cajon.

EL CAJON CAMPUS

1161 E. Main Street, Suite 205, El Cajon, CA 92021
Tel: (619) 588-0488; Fax (619) 588-0388

Didactic program instruction and basic lab skills are held on campus in a classroom setting. In addition to classroom learning, comprehensive lab skills and hands-on clinical training may be conducted in state-of-the-art labs located within the facility. This provides students the opportunity to learn and train on medical equipment utilized in physician offices simulating real-life work experience. Clinical Training is offered at various physician offices and medical clinics located throughout San Diego & Riverside County. All facilities are compliant with the American with Disabilities Act and meet OSHA regulations and requirements.

Currently we have 3 clinical sites in San Diego and 1 in Temecula Ca. Names and addresses are listed below.

San Diego Clinical Sites

- 1) Mount Miguel Covenant Village - 325 Kempton St., Spring Valley, CA 91977 (619-479-4790)
- 2) Shea Family Care Parkside - 444 W. Lexington Ave, El Cajon, CA 92020 (619-442-7744)
- 3) Shea Victoria Special Care Center - 654 S. Anza Avenue, El Cajon, CA (619-440-5005)

There is public transportation available to and from the College via the San Diego Transit System.

Free and public street parking is available for students. We also have private parking for our students at our buildings. Students are encouraged to leave valuables at home. Note that the College will not assume responsibility of any damage to student vehicles or theft of student personal property.

Administration, Staff, and Faculty

Western Medical Training Center is proud of its personnel who have richly diverse educational and professional work experience backgrounds which promote positive customer service and enhanced student learning. For additional information, see Administration & Faculty Information Sheet.

Accrediting Agencies and Approvals

Western Medical Training Center is approved for program certification and also in the process of working towards accreditation approval with the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT) as stated herein:

Western Medical Training Center has program certification approval by:

- National Center for Competency Testing (NCCT) for: Electrocardiogram (EKG Technician)
- Pharmacy Technician Certification Board (PTCB) for: Pharmacy Technician
- California Department of Public Health CNA & HHA provider Numbers: (S-1299, S-1331, HHP-811)

Western Medical Training Center is a private institution and is currently seeking approval and Accreditation from:

Western Medical Training Centers are currently under BPPE EXEMPT STATUS

- Department of Consumer Affairs
Bureau for Private Postsecondary Education (BPPE)
Physical Address: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 431-6959
Toll Free: (888) 370-7589
FAX Number: (916) 263-1896

Western Medical Training Center is currently working with:

- CTS Comprehensive Training Systems
- IRC International Rescue Committee.
- MyCAA for US military spouses.
- Board of Registered Nursing CEP # 15550
- California Department of Public Health CNA & HHA provider Numbers: (S-1299, S-1331, HHP-811)

Western Medical Training Center is approved as an Authorized Testing Center for:

- NCCT
- RTC Regional Testing Center.

ADMISSION INFORMATION

Admission Policy

All applicants must be interviewed prior to acceptance at Western Medical Training Center. Students are considered and accepted only if we believe they will benefit from the training program they have selected. Many factors such as a prospective student's desire, motivation, and ability will be considered before an applicant will be accepted as a student. Accepted students are considered without regard to gender, national origin, age, sexual orientation, or religion. Applicants under legal age must have written approval from a parent or legal guardian.

Admission Testing

Western Medical Training Center does not administer admission entrance examinations to potential or actual students.

International Students

Western Medical Training Center does accept international students as long as tuition payment for the program is paid out of pocket, therefore use of federal or state money is not permitted.

Transfer Credit

Western Medical Training Center has not entered into an articulation or transfer agreement with any other college or university and does not accept transfer credits from other educational facilities.

Students will be eligible for course credits within our school system and will not have to take duplicate classes if the same class is required for another course.

Credit for Previous Training or Experiential Learning

Western Medical Training Center does not award credit from previous training at other Colleges or experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits or Certificates you earn at Western Medical Training Center is at the complete discretion of any other institution to which you may seek to transfer. If the certificate(s) that you earn at this institution (WMTC) are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at WMTC will meet your educational goals. This may include contacting another institution to which you may seek to transfer after attending Western Medical Training Center to determine if your credits or certificate will transfer.

Non Discrimination Policy

Western Medical Training Center encourages diversity and welcomes applications from all minority groups. The College does not discriminate on the basis of religion, color, race, national origin, age, sexual orientation, marital status, gender, or non-disqualifying disability.

Students Seeking Reasonable Accommodations

Information pertaining to an individual's disability is voluntary and confidential. Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and to make their needs known to Administration upon enrollment. Documentation to support the disability must be provided to the College upon enrollment.

Financial Policy

All applicants must complete financial arrangements prior to starting their program. If a student obtains a private loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If applicable, Western Medical Training Center will assist students with tuition cost by offering convenient interest-free weekly payment plans for up to duration of the program and maximum of 3 months.

Western Medical Training Center does not participate in federal or state financial aid programs

Schedule of Charges

Students enrolling in Western Medical Training Center Programs are charged per program cost. Tuition payment schedules are calculated based upon an interest-free monthly payment plan. The Payment plan is derived from program tuition cost and balance owed and NOT from classroom attendance.

(For Itemized charges please request a financial fact sheet for the class you are interested in).

Students who have not paid their TUITION IN FULL –

Will NOT receive a Certificate of completion, and therefore will not be allowed to sit for State or national Exams until the account balance has been satisfied.

NOTICE TO THE PUBLIC

Western Medical Training Center does not have any pending petition in bankruptcy. Western Medical Training Center is not operating as a debtor in possession. Western Medical Training Center has not filed a petition within the preceding five years, and does not have or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Court.

Student Tuition Recovery Fund

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by a third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students that attended certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF. If you are a California resident, prepaid tuition, paid the STRF assessment, as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

The STRF assessment rate is \$2.50 per \$1,000 of institutional charges rounded to the nearest thousand dollars from each student.

Grievance Policy and Procedure

Students are highly encouraged to communicate any concerns and/or grievances to Campus Administration and to the Faculty preferred in the following order – make an appointment to discuss the matter with the:

1. Instructor, if not resolved, contact:
2. Director of Student Services, if not resolved, contact:
3. Campus President or CEO

The Campus Manager can assist students with the initiation of the process including the Complaint Form.

Official Complaint Filing

A student or any member of the public may file a complaint about this institution with the:

Bureau for Private Postsecondary Education (BPPE)

Option 1 - Call (888) 370-7589

Option 2 – Go to their website and complete/submit their complaint form - www.bppe.ca.gov

GENERAL INFORMATION

Campus Schedule

The campus is open Monday – Friday and occasional Saturdays. Appointments may be scheduled on Saturday & Sunday on an individual basis. During the week we encourage all individuals to call and make an appointment before coming to the school.

Administrative Office

Office hours can vary by location. Contact Campus staff members to make an appointment.

Student Housing

Western Medical Training Center does not have dormitory facilities. It is the student's responsibility to seek their own living accommodations while attending their academic program(s). It is suggested that students utilize local internet/newspaper/publication advertising, private advertising, rental agents/agencies or rental companies.

Nearby residential living may include room or apartment rental or private housing rental with costs varying \$450 upwards per month. In addition, San Diego offers abundant motel and hotel accommodations.

Personal Property

Personal property is the responsibility of the student. The College disclaims all liability of theft, damage, and destruction of any personal property owned or used by the student. It is suggested that the student leave personal belongings at home.

Class Schedule

Class hours vary from 7:00 AM–10:00 PM Monday through Sunday, **EXCEPT DURING THE WEEK OF A PUBLIC HOLIDAY**. In this instance, your instructor will let you know your REVISED class schedule. There may be times when classes, workshops and/or field trips are offered during the weekend. The College reserves the right to change meeting days and times as required. In all instances, students will be notified accordingly.

Classes are conducted on campus, which is located at our 2 campuses and are offered in a classroom format. Certain classes will be offered in a laboratory or medical clinical setting. Students will be provided specific details regarding any off-campus lab or field trip experience by their instructor. Clinical Training is provided at physician offices, medical clinics & nursing facilities throughout San Diego & Riverside County.

Clinical Training

Training hours and days vary with each clinical site. They are generally scheduled Monday – Sunday, full-time, during the day. During this training portion of the program, **STUDENTS ARE EXPECTED TO BE FLEXIBLE WITH THEIR HOURS OF AVAILABILITY. If a student is unable/unwilling to accept a clinical assignment when it is available, the student will be placed on a “waiting list” and scheduled at a later date. This will postpone the student's Program completion time.**

In addition, clinical training sites may require students to go through a criminal background and/or drug screen prior to clinical training scheduling. WMTC program include the cost of these initial screens.

The College carefully selects clinical training sites based on evaluation of clinical availability, geographical location, and availability of medical training personnel, training hours, and student learning experience. Students must satisfactorily complete their training assignment and submit verification of completed clinical hours in order to be eligible to complete the program.

Courses

All courses are taught in English. Students must be able to read, speak, and write fluently in English. English abilities will be determined through the College's Admission Interview process.

Student courses will be scheduled so that the student should complete the program requirements on time unless the student fails the course, withdraws from the Program, or is placed on a Leave of Absence (LOA). The College strongly recommends that students arrange their personal schedules around classroom and training hours.

Attendance

Student attendance is crucial. The College urges students to make every effort possible to attend their scheduled theory, lab and training classes and arrive for class on time.

Tardiness will not be acceptable. Students are encouraged to allow enough time to arrive for class at least 10 minutes early. Two late arrivals will be equivalent to one absence.

The College understands that unforeseeable emergencies and life situations occur. This may lead to the student withdrawing from the Program. We will make every effort to work with the student. Should this need arise, please contact your instructor as well as Administration immediately.

Students will be given a failing grade if there are ANY absences during CNA or HHA. All required hours must be completed in order to graduate. Students are expected to contact their course instructor in anticipation of any absence or lateness. Student make-up assignments are arranged at the discretion of the instructor.

Students are discouraged from missing clinical training time, as there may not be site availability for rescheduling. Students who must miss a scheduled clinical day are to call the Training Coordinator or Director of Student Services **prior to the missed rotation time**. **Students are prohibited from calling their clinical site unless otherwise instructed by the Training Coordinator or Director of Student Services.**

Missed Classes

All theory, lab and clinical absences must be supported by medical documentation. Students unable to provide acceptable medical documentation supporting their illness are subject to failing the missed portion of the program. Extenuating circumstances will be individually weighed by administration.

The school/program director will make every effort to schedule a make-up class without additional financial requirements if there is space available in another class. There is no guarantee that the class/es can be made up which could delay completion of the program with the student's group. Therefore, the options would be for the student to pay for the make-up day(s) out of pocket directly with the instructor, or wait until the next program to complete the classes.

Students will be financially responsible for payment of instructor for one-on-one teaching for any missed days - If a one-on-one make up class is required, the student will be charged \$40 per instructional hour for each hour of missed theory, lab or clinical time, i.e. 8 hours missed x \$40 = \$320.

Students who miss one or more classes during the course will automatically be placed on probation that could warrant suspension or being dropped from the program. "No-show" students will be contacted by the Administration to discuss the circumstances causing the absence(s).

Attendance Note to CNA Students

Due to the fast pace of this program, students are highly encouraged to make every effort possible to not miss ANY classes.

Leave of Absence

Students may submit a written request for a Leave of Absence (LOA) to the Director of Student Services. The leave of absence must include the student's signature, effective dates of leave, and reason for leave of absence. Requests for a leave of absence must be approved by the CEO. Students may be granted a LOA due to medical reasons, military services, or jury duty. Students may not request a LOA extending beyond 120 days. Students who fail to return to class on the scheduled date will be dropped from the program. Students on an approved LOA are financially responsible for their tuition.

Process for Applying for a LOA:

1. Submit LOA in writing to the Director of Student Services
2. The Director of Student Services submits the LOA to the CEO
3. The CEO will approve or deny the request for LOA within three (3) business days
4. Student will be notified of Administrative decision

Suspension and Dismissal

Students are expected to conduct themselves professionally at all times and to follow College protocols and expectations. The College reserves the right to suspend or dismiss any student:

1. Whose conduct is deemed professionally inappropriate, or unethical
2. Whose conduct is deemed detrimental to peers, staff, faculty and/or administration
3. Who fails to meet their contracted, financial obligations to the College
4. Who fails to meet attendance policies
5. Who fails to meet academic standards (see Academic Standards)

Cancellation or Dropping Courses

Students may withdraw from, cancel or drop courses at any time. Cancellations or drops **must be made in writing and submitted to Administration**. Please refer to the Admissions Agreement for specifics of your enrolled course or program.

Process for Withdrawal, Cancellation or Dropping a Course:

1. Submit intention to withdraw, drop or cancel course in writing to the Director of Admissions.
2. The Director of Admissions submits the statement of intent to the CFO
3. The CFO will review the student's Enrollment Agreement
4. The student will be notified in writing of any financial obligation they have to the College as per Program or Course Admissions Agreement

Refund Policy

Applicants are entitled to a full refund minus the \$150.00 non-refundable registration fee for the following:

1. Applicants not accepted by the College
2. Course or program cancellation before the first day of class (rescheduled classes do not necessarily mean the student will be eligible for a refund)
3. Applicant withdraws from the course if notice of cancellation is made 5 days prior to start of the course

If the College has given the Applicant any new equipment, course materials, text books and/or uniform, the student must return **in the same condition** the materials to the College within seven (7) calendar days. If the student fails to return the equipment, course materials, textbooks and/or uniform within the seven (7) day period, the College may keep a portion of the payment they made that is equal to the cost of the material, and refund the difference. The College reserves the right to charge the student for the cost of any item **NOT returned** in new condition.

Students who have PAID TUITION in FULL, may be eligible for a refund based upon the percentage of program that was completed up to that request, for example:

Student paid tuition in FULL \$2250	Student paid tuition in FULL \$2250
Withdrawal from program <u>5th day of program</u> = not eligible for refund	1) Withdrawal from program 5 th days BEFORE START DATE of program: = eligible for Refund Minus \$150 Enrollment Fee 2) Withdrawal from program prior to the 5 th day of theory, partial refund will be calculated Minus \$150 Enrollment fee

The College will issue the refund within 45 calendar days after receipt of written cancellation, but not before receipt of course materials, text books and/or uniforms given to the student, whichever is later.

Academic Information

School Holidays

There will be no classes held and no business conducted on the following days:

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Jr. Day	4th of July	Christmas Day
President's Day	Labor Day	Easter

Note that class is not conducted on the actual day of the holiday only. Class will occur on those scheduled days immediately before and after the holiday.

The School, at its discretion may choose to observe certain "nonoperational" days in which class/and or business may not be conducted. In this instance, notification will be posted.

Graduation / Course Completion

Students who have completed their Program studies and are in an academically and financially "good standing" status with the School may qualify as a graduate candidate. These students will receive a Certificate of Program Completion which will be available in the Administration Office.

Discrimination Policy

There will be zero tolerance in regards to discrimination of any kind. This includes, and is not limited to written/electronic communications, gestures, and/or verbalizations that reference religion, sexual orientation, age, gender, sex, race, and ethnicity. Consequently, termination from the Program may result.

Harassment/Threats/Abuse

There will be zero tolerance for harassment/threats, and/or abuse of any kind. This includes, and is not limited to written/electronic communications, gestures, and/or verbalizations that reference unwanted sexual, physical and/or psychological behaviors, and violence or threats towards students, faculty or staff. Consequently, termination from the Program may result.

Substance Abuse

There will be zero tolerance for alcohol and/or drug usage. Students suspected of being "under the influence" will be subject to suspension and possible drug testing. Termination from the Program may result.

Dress Code

Students are expected to present themselves professionally at all times. Students should practice daily hygiene and be neatly groomed and odor free. Students are to wear their scrubs while in the classroom, laboratory, and clinical training setting (unless otherwise directed). Shoes are to be white, navy, or black in color; clean, and with a closed back. Hair is to be pulled back from the face and off the neck.

Jewelry should be kept to a minimum and be conservative in nature. No visible body piercings are allowed. Tattoos should be covered if possible. Fingernails should be trimmed to finger length. Neutral or no nail polish is to be worn at clinical sites (per site discretion).

Textbooks, Supplies, Uniforms

Textbooks and handouts are supplied to all students, and Textbooks are to be returned back to school upon completion of the program. Students enrolled in some programs will also be given a quality medical kit which includes a gait belt, stethoscope and scrub set. Students are expected to furnish incidentals such as notebooks/paper, writing tools, USB drives, etc. Student will have to sign a text book return policy upon accepting the text book which says that students will return the text book back to the school in the condition in which they received the text book if there is damage which is not considered normal wear and tear the student will be responsible for paying for the book.

Cell Phones

Cell phones are prohibited in the classroom, lab and training clinical site. Students may use cell phones on campus during break or non-class time. Clinical sites will determine if cell phones may be used by students in break rooms and other public areas. Students are expected to follow these policies at all times. Students failing to comply with these expectations may be at risk for suspension and/or termination from the program.

Smoking

Smoking is prohibited in any area on-campus. **Smoking is not allowed during clinical training rotation sites at any time.**

Library and Student Learning Resources

Student multimedia resource tools are located in the Administration Office. This includes, and is not limited to copies of student textbooks, student workbooks, CD-ROMs, Medical Reference Books, Dictionaries, Drug Handbooks, Exam Preparation workbooks, computers, free internet access, virtual simulation software programs, medical periodicals, and medical equipment such as: EKG machines, stethoscopes, sphygmomanometers, etc.

Students and Alumni Students have access to resource tools during operational business hours Monday – Friday. Current Students may request tutorials and/or assistance by making an appointment with their course instructor or DOE. Learning resource materials may not leave the premise.

Equipment

Western Medical Training Center recognizes the importance of providing its students up-to-date medical equipment used for hands-on training. Therefore, student learning is facilitated using a variety of medical and technical equipment as well as multimedia computer software. Students are trained on-campus as well as in clinical facilities utilizing virtual office computer software and programs and medical equipment including EKG machines, pulse oximetry, thermometers, sphygmomanometers used by working professionals in the community.

Student Records

1. Student academic and financial records are retained on campus in the Administration Office, located at our campus in El Cajon and Temecula Ca; and are maintained in a fireproof, secured, locked cabinet.
2. Separate financial and academic files will be maintained for each student.
3. Academic Records may include and are not limited to: Student course work, exams, quizzes, counseling forms, and any other relevant documentation related to student performance and activities, or grievances. Student documentation will be retained in their Academic file for a period of two years. Student Course Grades, Copies of Program Certificate(s) and certification training will be maintained for a period of fifty years. Students are able to review their records during business hours, Monday-Friday, but must make an appointment with Administration to do so. Students may not photocopy or remove documentation retained within their records. Students may request photocopies of Program Certificates and/or Final Course Grade Sheets.
4. Financial Records may include and are not limited to: Student Enrollment Forms, Student Contact Information, Photocopies or documentation of financial payment(s) received, copies of High School Graduation Diplomas, GED or equivalent certificates and/or any other academic documentation the enrolling student wishes to submit to the College to retain for their records, Records of Disenrollment/Cancellation, Leave of Absence, or Withdrawal from the Program, and copies of tuition reimbursement.

Academic Standards

Western Medical Training Center is dedicated to the academic success of their students. The student's academic progress is closely monitored by their instructor and students are highly encouraged to be proactive in their learning. Students demonstrating academic difficulty are encouraged to seek out remediation services immediately.

Academic Probation

The passing grade for all courses is 75% (C). Students will be placed on Academic Probation if their GPA falls below the minimum passing grade of 2.0, or 75% (C). Students placed on Academic Probation will be notified in writing. Students placed on academic probation will meet with their instructor and/or Director of Student Services to identify their difficulties and strategize a positive plan of action.

Tutoring

Students requiring extra assistance may arrange for tutoring through their instructor or Director of Student Services. Instructional faculty is available for **free** tutorial services. Student Advisement and Tutoring may be available during the day and/or evening on an individually scheduled basis.

In addition, a tutorial class and/or refresher course for Certified Nurse's Assistant Certification, Home Health Aide, Pharmacy Technician, EKG Technician, CAN Training Complete Program, and may be offered at the discretion of administration.

Grading System

All students must maintain a satisfactory grade point average of 75% in each program course. Grades are not rounded up. Students receiving a failing course grade are subject to retaking the failed course **at the student's expense**.

RE: ALL COURSES OFFERED BY WESTERN MEDICAL TRAINING CENTER.

Courses **may be repeated once**. If the student fails the retaken course, the student will be dropped from the Program. Students must pass all theory/lab courses before continuing on to their clinical training. Students will receive a "Pass" or "Fail" grade for clinical training.

The grading system listed below is used for all courses. Letter grades are used for transcripts:

GRADE	PTS / CREDIT	PERCENTAGE	GRADE	PTS / CREDIT	PERCENTAGE
A+	4.0	99 -100%	D	2.0	75 – 78%
A	3.9	97 - 98%	F	1.9 or lower	Below – 74%
A-	3.7	95 - 96%	P	PASS	
B+	3.4	91 - 94%			
B	3.0	87 – 90%			
B-	2.7	83 – 86%			
C+	2.4	79 – 82%			

Student Code of Conduct: Policy on Academic Dishonesty

Students are expected to conduct themselves professionally, ethically and honestly at all times. **ALL FORMS OF DISHONESTY INCLUDING PLAGIARISM, CHEATING, FORGERY, AND/OR FRAUD WILL NOT BE TOLERATED.** Students will be held accountable for their actions. Dishonest behavior is not acceptable.

Any student participating in unprofessional conduct may be subject to dismissal from the Program.

Student Rights and Responsibilities

Students accepted into the Program have rights and responsibilities. These constitute an expected code of professional behavior ethics.

Students have the right

1. To expect a learning environment that is conducive to learning.
2. To expect a quality educational program.
3. To be objectively evaluated by their instructor.
4. To be treated with dignity and respect.
5. To be able to approach their instructor, Director of Education, or any administrative personnel with concerns, comments, and/or questions without fear of retaliation.

Students have the responsibility

1. To be respectful of school and clinical training property.
2. To follow the "chain of command" in an effort to resolve disputes and/or seek guidance.
3. To attend all scheduled classes and clinical rotations.
4. To be punctual for all classes and assigned clinical trainings.
5. To report any on-campus or clinical accident or injury to the instructor or Director of Education immediately.
6. To adhere to all HIPAA and OSHA regulations and guidelines.

Refresher Courses / Class Auditing

Graduate students are eligible to audit free of charge any class or course they graduated from. Class auditing is offered at the discretion of the Director of Education. No credits are awarded for refresher courses.

Certification Information

Certification Exams

Western Medical Training Center prides itself on delivering high quality instructional programs. Our educational courses are designed to prepare students to take various state & national certification exams. It is the student’s responsibility to study and to prepare for these exams and the College cannot guarantee that students will pass these exams.

Requirements for Program Certification - For all Programs:

- It is the student’s responsibility to understand certification requirements for state & national certification exams. Students are encouraged to inquire with the appropriate agencies about current certification requirements prior to enrolling in their program.
- High school diploma, GED, or equivalent may be required to take these exams.
- Felony convictions, violations, or misdemeanors may deny student eligibility to take these exams or be denied certification of exams.
Western Medical Training Center recommends that prospective students who have any criminal charge(s) pending or prior convictions fully investigate agency requirements prior to enrolling in a program.
- **The College will assist students with resume writing, interview skills and job placement. However, finding a job is the sole responsibility of the student. The College does not guarantee job placement.**

National Certification Exams

Western Medical Training Center is proud of our national affiliations with the following agencies:

- National Center for Competency Testing (NCCT)**
- Pharmacy Technician Certification Board (PTCB)**

Western Medical Training Center Students are eligible to take the following national certification exams upon successful completion of their program studies and meeting all agency requirements:

1. National Center for Competency Testing (NCCT): *National Certified ECG Technician Exam*
2. Pharmacy Technician Certification Board (PTCB): *Pharmacy Technician Certification Exam*
3. Certified Nurse’s Assistant CNA & Home Health Aide HHA (through CDPH)

Program Information

Certified Nurse’s Assistant Certification (CNA)

Course location on Campus along with a clinical component which is practiced at contracted facilities around San Diego and Riverside counties.

The Objective of CNA course is to provide graduates with skills and knowledge that will enable them to qualify and take the CDPH State Exam for Certified Nurse’s Assistant. Upon completion of the program students will obtain a CNA certification from the school which allows them to take the state exam upon successful completion of the State Exam which has 2 portions theory and practical student will be able to obtain a State License which give them the ability to work in medical facilities as CNA.

CERTIFIED NURSE’S ASSISTANT Course C.N.A. 101	<u>HOURS = 174</u> 51 Hours = Theory 103 Hours = Hands on Clinical 20 Hours = LAB	<u>Full Time Weekdays</u> 22 DAY Program Monday-Friday 7:00 am—3:30 pm.	<u>Part Time Weekends</u> 22 DAY Program Saturday & Sunday 7:00 a.m.—3:30 p.m.
	Certified Nurse’s Assistant Certificate	Units = 22	American Heart Assn CPR = Units 0.5 / Hours 4

Home Health Aide Certification

Course location on campus along with a clinical component which is practiced at contracted facilities around San Diego & Riverside counties.

**This course has CNA License as prerequisite for enrollment:
Student MUST have current CNA License from CDPH to Enroll in this certification class.**

The objective of the HHA course is to provide graduates with the skills and knowledge that will enable them to obtain HHA License from CDPH. Currently there is no State Exam required to obtain HHA License as long as you have current CNA License and take the 40 hour HHA course you will be eligible to get HHA License from CDPH.

<p align="center">CERTIFIED HOME HEALTH AIDE</p> <p align="center">Course C.N.A. 102</p>	<p><u>HOURS = 40</u> 20 Hours = Theory 20 Hours = Clinical</p> <p>Units = 5</p>	<p><u>Full Time Weekdays</u> 5 DAY Program Monday-Friday 7:00 am—3:30 pm.</p>	<p><u>Part Time Weekends</u> 5 DAY Program Saturday & Sunday 7:00 a.m.—3:30 p.m.</p>
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Acute Care Training CEU's

Board of Registered Nursing CEP # 15550

Course location on campus along with a clinical lab component which is practiced in school lab & or close acute care facilities in San Diego & Riverside counties.

**This course has CNA license as prerequisite for enrollment:
Student MUST have current CNA License from CDPH to Enroll in this certification class.**

The Objective of the Acute Care Training CEU is to provide the graduates with skills and knowledge that will enable them to work in acute care settings such as hospitals, sub-acute facilities etc. There is no state exam required for this course

<p>ACUTE CARE C.N.A.</p> <p>Course C.N.A. 103</p>	<p><u>HOURS = 80</u></p> <p>Units = 10</p>	<p><u>Full Time Weekdays</u> 10 DAY Program Monday-Friday 7:00-3:30 p.m.</p>	<p><u>Part Time Weekends</u> 10 DAY Program Saturday and Sunday 7:00 a.m.—3:30 p.m.</p>
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EKG Technician Certification

This on-campus program teaches the skills needed to gain employment as an ECG/EKG Technician or Telemetry Technician.

The objective of the EKG Technician Course is to provide graduates with the skills and knowledge that will enable them to qualify as an ECG/EKG Technician or Telemetry Technician in a medical facility, physician office, clinic, or rehabilitation center. Students are prepared to take national certification exams upon completion of this extremely comprehensive program.

<p>EKG /ECG TECH</p> <p>Course EKG 101</p>	<p><u>HOURS = 64</u> 52 Hours = Theory 12 Hours = LAB</p> <p>Units = 8</p>	<p><u>Evening Weekend Schedule</u> Saturday & Sunday 4:00 p.m. – 8:00 p.m.</p>
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Pharmacy Technician Certification

This on-campus program teaches the skills needed to gain employment as a pharmacy technician in either a hospital or retail setting.

The objective of the Pharmacy Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies as well as prepare them for national certifications.

PHARMACY TECHNICIAN	<u>HOURS = 96</u> All Theory	<u>Schedule Options</u> Please contact your preferred Campus location for current upcoming class dates.
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Restorative Nurses Assistant

This on-campus program teaches the skills needed to gain employment as a Restorative Nurses Assistant in either a hospital or Skilled nursing facility.

The objective of the Restorative Nurses Assistant is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in skilled nursing facility and work with patients with physical limitation to provide retraining of specific muscle groups to achieve normal daily living activities by themselves.

Restorative Nurses Assistant	<u>HOURS = 16</u> All Theory	<u>Schedule Options</u> Please contact your preferred Campus location for current upcoming class dates.
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CNA Training Complete Program

The objective of the CNA Complete Program is to provide students with the knowledge, skills, and professional work habits pursuant to gaining employment in an entry level position in a medical facility such as a hospital, clinic, rehabilitation facility, physician's office, or research institution.

COURSE NUMBER	COURSE NAME	UNITS	HOURS
C.N.A. 101	Certified Nurse's Assistant	22	174
C.N.A. 102	Home Health Aide	5	40
C.N.A. 103	Acute Care Training CEU's	10	80
CPR	American Heart Association	0.5	04
	TOTAL	46	298

Benefits of doing CNA complete program over CNA alone are the following:

By obtaining multiple certifications in medical field, students increase their opportunity to obtain an entry level position over other applicants who only have one certification.

Most of the CNA's who finish the program do not have experience in the field. By earning additional certifications, experience barriers can be reduced which can provide a hiring edge over other applicants.

Program Hours = 298

There are many schedule options for full time and part time classes on Weekdays and Weekends. Schedule an appointment with one of our Campus locations for more information. Clinical Training days and hours vary. Please refer to the Clinical Training section of this catalog for further information.

Clinical Externship Days and Hours Vary

Please refer to the Clinical Externship section of this Catalog for further information.

COURSE NUMBER	COURSE NAME	UNITS	HOURS
C.N.A. 101 CPR	Certified Nurse's Assistant	22	174
	American Heart Association	0.5	04 178 Hrs.
C.N.A. 102	Home Health Aide	5	40
C.N.A. 103	Acute Care Training CEU's	10	80
EKG 101	EKG Technician	8	64

Distance Education

At this time Western Medical Training Center does not offer distance education learning and only offers campus based training.

Summary Program Sheet

COURSE NUMBER	COURSE NAME	UNITS	HOURS
C.N.A. 101	Certified Nurse's Assistant Certification	22	174
CPR	American Heart Association CPR Training	0.5	4
C.N.A. 102	Home Health Aide Certification	5	40
C.N.A. 103	Acute Care Training CEU's	10	80
EKG 101	EKG Technician Certification	8	64
PHR 101	Pharmacy Technician Certification	12	96
C.N.A 104	Restorative Nurses Assistant	2	16

Occupational Outcomes

C.N.A. Certification

Medical Facility In-Patient:

Nursing Homes-
SNF, LTAC, STAC

Medical Office:

Administrative Assistant
Customer Service Agent

Home Health Aid

Medical Facility In-Patient:

Hospice Care
In-Home patient care

Medical Office:

not applicable

Acute Care Training CEU's

Medical Facility In-Patient:

Nursing Homes -
SNF, LTAC, STAC

Medical Office:

Administrative Assistant
Customer Service Agent

EKG / ECG Technician

Medical Facility In/Out Patient:

Cardiac Patient Technician/Assistant
Customer Service Agent
EKG Technician
Telemetry Technician

Medical Office:

Cardiac Patient Technician/Assistant
Customer Service Agent
EKG Technician

Pharmacy Technician

Medical Facility In/Out Patient:

Pharmacy Technician

Pharmacy:

Pharmacy Technician

Course Descriptions

CNA 101 Certified Nurse's Assistant Certification

The Objective of CNA course is to provide graduates with skills and knowledge that will enable them to qualify and take the CDPH State Exam for Certified Nurse's Assistant. Upon completion of the program students will obtain a CNA certification from the school which allows them to take the state exam upon successful completion of the State Exam which has 2 portions, theory and practical student will be able to obtain a State License which will give them the ability to work in medical facilities as CNA. This course is 174 hours total and prepares students for entry level position in medical field. Students will be able to work in nursing homes, hospitals, & other sub-acute facilities taking care of patients.

Course Descriptions

CNA 102 Home Health Aide Certification

This course has CNA as prerequisite for enrollment. You MUST have a current CNA License from CDPH to Enroll in this certification class.

The objective of the HHA course is to provide graduates with the skills and knowledge that will enable them to obtain HHA License from CDPH. Currently there is no State Exam required to obtain HHA License as long as you have current CNA License and take the 40 hour HHA course you will be eligible to get HHA License from CDPH. HHA License will allow the graduate to work in a home setting or hospice care with patients.

CNA 103 Acute Care Training CEU's

The Objective of the Acute Care Training Continuing Education is to provide the graduates with skills and knowledge that will enable them to work in acute care settings such as hospitals, sub-acute facilities, etc. There is no state exam required for this certification.

PHR 101 Pharmacy Fundamentals & Advanced Pharmacology

This course is designed for the student wishing to enter the pharmacy field. The role and responsibilities of the Pharmacy tech will be emphasized. Instruction will include history of medicine and pharmacy, laws and ethics, HIPAA guidelines, relevant terminology, conversions and drug calculations, pharmacy literature, body systems and the use of medications used to treat common conditions that afflict these systems, chemistry and microbiology, safety procedures, pharmacy stocking, and repacking and compounding medications.

In addition, students will be taught major drug classifications, the use of vitamins and minerals and basic concepts of alternative and complementary medical treatments such as the use of herbal remedies and psychopharmacology.

Final course emphasis is geared towards preparing the students for national certification exams for the Pharmacy Technician Certification Board (PTCB).

EKG 101 EKG Technician

This comprehensive EKG Technician course prepares students to function as ECG/EKG technician and prepare the student for National Center for Competency Testing (NCCT) exam. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

ECG/EKG Technicians are responsible for performing electrocardiogram tests in order to monitor and record electrical impulses transmitted by the heart. These tests include basic EKGs, Holter Monitoring (portable EKG which records activity for 24 - 48 hours), 12 lead placement and stress tests (treadmill). They assist a physician in diagnosing and treating cardiac and blood vessel irregularities. ECG/EKG Technicians work in physician offices, hospitals, clinics, and other health care facilities and organizations. EKG Technicians also work for insurance companies to establish health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG Technicians is expected to continue to grow substantially.

In the combined theory and clinical experience, all needed skills to perform and complete a 12 lead electrocardiogram are taught and applied. Portable EKG machines are tools of the remarkable progress in technology and medical procedures and require an intense study of the electrical activity of the cardiovascular system, circulatory system, and respiratory system. Detecting and determining abnormalities while performing an EKG is a necessary and needed skill. The study of EKG techniques and applications include the following breakdown in theory:

1. Basic anatomy and physiology of the vascular and respiratory systems and the study of their functions.
2. Ventricle and arterial placement in the body cavity and correlation of these with lead placement.
3. EKG lead placement and monitoring of T Waves and Rhythm sections.
4. Proper placement of EKG readings on mounted boards for Physician analysis and diagnosis.

CNA Training Complete Program.

The objective of the CNA Complete Program is to provide students with the knowledge, skills, and professional work habits pursuant to gaining employment in an entry level position in a medical facility such as a hospital, clinic, rehabilitation facility, physician’s office, or research institution.

Benefits of doing CNA complete program over CNA alone are the following:

By obtaining multiple certifications in medical field, students increase their opportunity to obtain an entry level position over other applicants who only have just one certification.

Most of the CNAs who finish the program do not have experience in the field. By earning additional certifications, experience barriers can be reduced which can provide a hiring edge over other applicants.

Optional On-campus Learning Class - CPR / First Aid/ Basic Life Support (BLS):

Basic Life Support Health Care Provider- American Heart Association

During this portion of the student’s training, the lifesaving training class covers adult, child and infant resuscitation for one and two rescuers, foreign body obstruction, use of a bag-valve mask device, and use of an AED. Text book is provided.

This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care.

Administration and Faculty

Administration	Faculty
<i>Dr. Yousaf Farook, CFO, Director & Instructor Xochicalco Medical School, BC, Mexico</i>	<i>Marco Martinez, R.N. / Director of Nursing</i>
<i>Kristy L. Farook, VP / Program coordinator</i>	<i>Terry Rahe, R.N. – El Cajon</i>
<i>Ruthy Puzon, Office Manager</i>	<i>Rose Angel Armas, R.N. – El Cajon</i>
	<i>Marilyn Hayes, L.V.N. – El Cajon</i>
	<i>Tiffany Yakkey, L.V.N. – El Cajon</i>
	<i>Patricia Falcon, L.V.N. – El Cajon</i>

