

Great Oaks Health Professions Academy 2022 – 2023 Admission Packet



Certified Clinical Medical Assistant (CCMA)

EKG Technician (EKG)

Medical Administrative Assistant (MAA)

Ophthalmic Assistant (OMA)

Pharmacy Technician (PT)

Phlebotomy Technician (Phleb)

WELCOME STUDENTS!

This packet provides material to assist you in preparing for the above **Great Oaks Health Professions Academy** training programs at **the Scarlet Oaks Campus**.

LOCATION:

Scarlet Oaks Career Campus
303 Scarlet Oaks Drive
Cincinnati, OH 45241

HPA Main line: 513-961-4220
Colleen Baldwin 513.612.5789
baldwinc@greatoaks.com
adults.greatoaks.com

Submit all required documents and payment (or secured funding) to Great Oaks Health Professions Academy at least one (1) week before the start of class.

If you are applying for **funding**, this must be done **at least 3 weeks** before class begins, preferably much earlier.

NOTE: Certification Exam, books and study materials included in tuition cost.

BLS class fee (\$50.00) **is not** included in the tuition cost.

Carefully review the following program requirements. **Items with an asterisk** may have a cost. Submit all documentation and course fees to the Scarlet Oaks Health Professions Academy office.

PROGRAM REQUIREMENTS:

1. View Information Session PowerPoint at www.greatoaks.com/hpa or attend an in-person session
2. BCI and FBI Background Check *
3. WorkKeys® * (exempted with proof of ACT 22 or higher or bachelor's degree)
4. Copy of high school diploma or HSE
5. Payment for the course *
6. Scrubs *

Additionally, the following requirements are required for CCMA, MMA, Phlebotomy & Pharmacy Tech externships.

7. Medical Verification *
8. Two-Step T.B. Test *
9. Immunization record (MMR, T-dap, Varicella, and Hepatitis B 3-Series) *
10. COVID Vaccination
11. Flu Shot *
12. Drug Screen * (complete during class)
13. Updated resume (complete during class)
14. BLS * (opportunity to complete during class) *
15. Pharmacy Technician Students must register as a Pharmacy Technician Trainee on the Ohio Pharmacy Board website.

(Please see the following pages for detailed instructions.)

All of the above-listed programs are offered at Great Oaks Health Professions Academy in partnership with Condensed Curriculum International (CCI). Since 1993, CCI has supported schools in communities nationwide with educational programs focused on healthcare and other in-demand disciplines.

Program Requirements Detailed Instructions

1. Attend an online or in-person information session. www.greatoaks.com/hpa

2. BCI & I and FBI background check *

Complete BCI & I and FBI background checks (results dated up to one year before the class end date may be accepted). Bring a valid driver's license or state I.D. and Social Security card. Allow 4 to 6 weeks for processing.

Reservations for Health Professions Academy (HPA) at Scarlet Oaks Adult Education:

303 Scarlet Oaks Drive (Entry 3)

Cincinnati, Ohio 45241

Contact us at (513) 961-4220 or BaldwinC@greatoaks.com

Students may go to other locations (i.e., BMV or police/sheriff departments, but records from sites other than Scarlet Oaks will always be mailed and may take longer to receive). Have the results sent to HPA at the above address. Reason code for all programs except Pharmacy Technician FBI: NCPA/VCA; for BCI & I: "Other," and then the program name, ex: CCMA, Phlebotomy, etc. For the Pharmacy Technician, program uses reason code 4729.92, and a copy must be sent to the Ohio Board of Pharmacy.

All background checks will be reviewed. There may be some convictions that prohibit acceptance to class.

3. WorkKeys®*

Complete ACT'S WorkKeys® and achieve a level (4) on each of the three assessments:

- Applied Math (Previously Applied Mathematics)
- Graphic Literacy (Previously Locating Information)
- Workplace Documents (Previously Reading for Information)

Practice before taking the WorkKeys

FREE WorkKeys® Test Prep Website

Ohio Means Jobs – <https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx>

***Create an account so you can save your scores and return to continue practicing**

WorkKeys Waiver: if you earned a U.S. college bachelor's degree or achieved a score of 22 or above on the ACT college entrance exam within the last five (5) years, you may be exempt from the WorkKeys requirement.

Program Requirements Detailed Instructions (Continued)

Contact one of the testing sites below when you achieve at least a level (4) on each practice assessment and feel ready to schedule the WorkKeys®.

- Arrive 30 minutes before test time and bring a valid driver's license or state I.D. (required)
- Test length is 55 minutes (for each of the three assessments)
- Achieve a level (4) on each of the three assessments

<p>Scarlet Oaks Career Campus 303 Scarlet Oaks Drive, Cincinnati, Ohio 45241 513-771-8881 or beamond@greatoaks.com or baldwinc@greatoaks.com Cost \$50 The test fee is collected at the time of scheduling (<i>No refunds are available.</i> Call 513.771.8881 at least 2 hours before the scheduled test to change the test date. We offer a one-time transfer to a future test date. No transfer is possible with less than 2 hours of notification.)</p>	
<p>IKRON of Greater Cincinnati 2347 Vine Street, Cincinnati, Ohio 45219 (513)621-1117 x 3120/Computer Lab https://cincinnati.ikron.org Cost: \$15 per assessment</p>	<p>Mercy Neighborhood Ministries, Inc. 1602 Madison Road, Cincinnati, Ohio 45206 Kristy Appel 513-487-6197 www.mercyneighborhoodministries.org Cost \$50</p>

Need Help? There are WorkKeys® preparation classes – call for availability

Aspire Transitions – 513-612-5830

Mercy Neighborhood Ministries – Kristy Appel, (513)487-6192 or kappel@mnministries.org

\$50.00 fee for pre-assessment, preparation class, and WorkKeys exam

Education Matters – East Price Hill & Lower Price Hill locations - (513)244-2214 x 203

4. High school diploma or High School Equivalency (HSE)

A transcript or statement printed on school letterhead stating your graduation date is also acceptable.

5. Payment for the course*

We accept cash, check, money order, credit card, or payment from an agency. Submit payment for the course no later than one week before the start of class to the HPA. Please call the Front Desk

(513) 771-8881 or the HPA office (513)961-4220.

6. Scrubs*

Students are required to wear scrubs during class for the following programs below.

Clinical Medical Assistant - Navy Blue pant/white top	Pharmacy Technician – Any Solid Color
EKG Technician – Any Solid Color	Phlebotomy Technician – Red Top and Black Pants
Medical Administrative Assistant – Any Solid Color	Ophthalmic Assistant – Any Solid Color

PROGRAM REQUIREMENTS DETAILED INSTRUCTIONS (Continued)

(Please disregard if your program does not provide an Externship)

7. Medical Verification/Physical* (page 5)

Have your doctor or nurse practitioner complete the enclosed medical verification form. An alternative physical form may be accepted if you obtained the physical within one year of the class start date and the form is signed and dated by your doctor or nurse practitioner.

8. Two-Step PPD (T.B.) Test * (page 6)

T.B. tests must be completed within one year of the last day of the class or externship, whichever comes later. T.B. tests may be obtained from your doctor, clinic, OR the Hamilton County Public Health Tuberculosis Control Clinic, (513) 946-7600, 184 East McMillan Street, Cincinnati, Ohio, 45219. Call for hours of operation and costs. Individuals who have experienced a positive reaction to the PPD test are required to submit a chest x-ray.

9. Immunization Record *(page 6)

Required immunization record showing that you were vaccinated for MMR (Measles, Mumps & Rubella), Varicella (chickenpox), T-dap (Tetanus, Diphtheria, and Pertussis), and Hepatitis B -3 Series or documentation of a Titer, as proof of vaccination. See page 8 for more detailed information regarding immunizations.

10. COVID -19 Vaccination (page 6)

Two doses

11. Flu Shot during fall/winter programs (due during class)

12. Drug Screen* (form provided during class)

Students must get a minimum 10-panel drug screen before externship placement.

13. Updated Resume (due during class)

Students should have a current resume prepared and ready for the externship and for seeking a job once the externship is complete.

14. BLS (CPR) *

We offer HeartCode BLS Hybrid course twice a month. May be taken elsewhere.

15. Pharmacy Technician Licensure*

Students in the Pharmacy Technician Program must register as a Pharmacy Technician Trainee on the Ohio Pharmacy Board Website. <https://www.pharmacy.ohio.gov/>. Students with foreign high school diplomas must pass the TOEFL exam, www.ets.org/toefl, before registering for their Pharmacy Technician Trainee Licensure.

**Great Oaks Health Professions Academy Medical Verification Form
To the Health Care Professional: PLEASE READ**

I have this day ____/____/____, given (print student name) _____ a thorough physical examination and based on my findings, which include medical history and physical examination; I believe he/she is physically and mentally able to undertake the CCMA, MAA, Phlebotomy, or Pharmacy Technician programs at Great Oaks Health Professions Academy. The student is in good health. He/she is free of any communicable disease, can lift 50lbs, and has no known deficits that would interfere with the ability to participate in a clinical setting.

It is essential that students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to care for patients, stand for several hours at a time, and perform bending activities. The clinical experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties affecting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions.

Does the student have any limitations that will interfere with patient safety? Yes or No

- **If yes, please explain:**

Healthcare Provider Signature: _____
Licensed Healthcare Provider (M.D., D.O., N.P., Or P.A.)

Office Stamp

**Healthcare
Provider**

Or

Healthcare Provider Name _____ Telephone Number _____

Address: _____ Zip Code: _____

Immunization Record

Student Name _____

Date of Birth _____

Submit a copy of high school, military or other immunization records showing prior immunization against measles, mumps, rubella (MMR), tetanus, diphtheria, pertussis (Tdap), hepatitis B (3 series) and Varicella. If unable to provide a copy of prior immunization records, bring this form to your physician to be completed and signed, and then return the completed record to Scarlet Oaks. Proof of immunity to measles, mumps, rubella, hepatitis B and Varicella by a blood (titer) test is also acceptable with supportive laboratory documentation.

The above named student has been immunized against
MONTH, DAY AND YEAR required

Measles/Mumps/Rubella

MMR 1 __/__/__

MMR 2 __/__/__

Or

MMR titers

Measles __/__/__ immune/non-immune

Mumps __/__/__ immune / non-immune

Rubella __/__/__ immune / non-immune

Varicella

Varivax 1 __/__/__

Varivax 2 __/__/__

Or

Varicella titer

Varicella __/__/__ immune / non-immune

Tetanus/Diphtheria/Pertussis Within last 10 years

Tdap __/__/__

Hepatitis B

HBV 1 __/__/__

HBV 2 __/__/__

HBV 3 __/__/__

Or

Hepatitis B titers

HBsAb __/__/__

COVID-19 Vaccination

Dose 1 __/__/__

Dose 2 __/__/__

TB Skin Test/PPD/Chest X-ray within last 12 months

1-Step PPD (Date Read) __/__/__

2-Step PPD {Date Read} __/__/__

Outcome _____

Or

QuantIFERON-TB or T-Spot (circle) __/__/__ Outcome _____

Or

Chest X-Ray __/__/__ Outcome _____

Healthcare Provider Signature: _____

Date _____

Licensed Healthcare Provider (M.D., D.O., N.P., Or P.A.)

Office Stamp

Facility Name _____

OR

Phone Number _____

Address _____

City/State/Zip _____

Great Oaks Health Professions Academy Program Policies and Procedures

We are Great Oaks' first choice to provide innovative career training to empower individuals and communities.

The Health Professions Academy's goal for you is to be excellent caregivers and to grow professionally and personally. Because of this, students are required to dress and conduct themselves in an appropriate, professional manner for effective school and job performance. Appropriate behavior, appearance, health, and safety contribute to your success.

Evaluation Methods:

- There will be written tests, homework, and an evaluation of your caregiving skills.

Disability Accommodations:

- Accommodations for a disability may be available for the WorkKeys assessment, class and/or the state/national test.

Attendance:

Attendance policies are modeled after the workplace, where we hope students will become employed and/or continue to be employed. **100% Attendance is required in all classes, labs, and clinical/externships.**

- **Students missing an entire class or more than six (6) cumulative hours may be required to withdraw.**
- **All hours missed must be made up before the last day of class. The student must take the entire course if not made up during this period.**
- In the event of unavoidable absence, tardiness, or early departure (due to hardship), the student must notify Program Coordinator Julia Ancona at (513) 961-4220 no later than 30 minutes before their arrival or before leaving the site. Leave a message on the answering machine if necessary.
- Students must attend and satisfactorily complete all required work in order to go to a clinical/externship.
- A student's ability to make up missed time is not guaranteed.
- Scarlet Oaks parking is available near the fire tower in the north parking lot.

STNA & PCA Clinical Attendance & Expectations:

- **STNA clinical hours: 7:00 am - 1:30 pm**
- **PCA** clinical is based on clinical site availability.
- Clinical sites may require students to wear a mask at all times while in the facility. Students and staff may be tested for COVID on the first clinical day or as designated.
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- Students are expected to be at the clinical site in uniform. A white lab coat or white sweater only may be worn over scrubs.
- Students are expected to be at the clinical site on time (even in inclement weather) and remain for all assigned hours. Students are not permitted to leave early, come in late, or leave the site without permission of the Great Oaks HPA program coordinator or the clinical supervisor.
- STNA clinical is mandatory. Students arriving late will not be admitted to clinical.
- Professional behavior is expected at all times, including no eating or drinking in the clinical unit or smoking on the clinical site property.

Condensed Curriculum International (CCI) Externship Attendance & Expectations:

- Professional behavior is expected at all times as dictated by the policies and procedures of the externship site.
- Externships are pass/fail, and a failing grade will result in an F for the class regardless of other scores.
- The externship site determines the dress code.
- Students are expected to communicate any schedule changes/absences with the externship site manager and the CCI externship coordinator.
- Use of chewing gum is not permitted at any time in the presence of patients, visitors, or guests or while on the telephone.
- Use of tobacco products, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, etc., is not allowed on campuses, clinical sites, or externships (Tobacco-Free Workplace).

Inclement weather:

- In case of severe inclement weather, the HPA does NOT follow Great Oaks or Scarlet Oaks campus closing or delays.
- Students are expected to attend all classes, externships and clinicals unless contacted by the program coordinator.

Dress Code:

- Students must dress and conduct themselves in an appropriate, professional manner for effective school and job performance. Appropriate behavior, appearance, health, and safety contribute to your success.
- If specified, a regulation uniform per program of study **must be worn to all classes and the clinical/externship.**
- Uniforms must be clean and wrinkle-free. No hats, caps, or scarves are to be worn in the classrooms or clinical sites.
- A T-shirt or long-sleeved shirt, plain white, or the color of the scrub top may be worn under the uniform top.
- Shoes should be clean and in good repair, flat, non-skid, closed-toe, and closed heel – No Croc shoes. Color preference is white or black.
- Facial hair shall be clean and neatly trimmed, including beards, sideburns, and mustaches. Students without beards must be clean-shaven.
- Hair must be clean, combed, and neat. Shoulder length or longer hair must be secured to avoid making contact patients or equipment. Extreme hairstyles or unnatural hair colors (i.e., blue, green, etc.) are not professionally appropriate.
- No perfume, cologne, or aftershave may be worn in class or at clinical/externship sites.
- No artificial nails, nail art, acrylic nails, etc. Fingernails are to be clean, trimmed, and no longer than a ¼ inch past the tip of the finger. Clear polish, if worn, must be in good repair without cracks or chips.
- Jewelry is limited to a plain wedding band, post earrings (no more than three earrings per ear, and no hoop earrings). Rings, hoops, studs, or other jewelry worn in a non-traditional manner (other than ears) are not acceptable for a professional workplace.
- No student shall have any tattoo, scarification, or brand that is considered extremist. (a) Extremist tattoos, scarifications, or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, Federal, or State law. For purposes of this policy, extremists shall also refer to as indecent, sexist, and racist.

Items needed for class:

- Black or blue pen
- Paper
- You may bring highlighters and two packets of 3x5 index cards (to be used as flashcards).

Classroom Expectations:

- Smoking is prohibited on Great Oaks properties.
- Cell phones must be kept on vibrate and out of sight during all HPA classes.
- Eating during class is not permitted. Non-alcoholic drinks are allowed, providing the drink is in a container, cup, or glass with a lid. Students are expected to clean up after themselves.

Drug and Alcohol Screening Policy

If a student in any of Great Oaks Health Professions Academy programs appears to be functioning in an impaired manner, exhibiting inappropriate behavior in the classroom or clinical, or demonstrating any unprofessional conduct or negligence, the faculty or clinical affiliate representative responsible for that student, using professional judgment, will remove the student, document the circumstances and report the alleged violation immediately to the Health Professions Academy Program Coordinator and Great Oaks Adult Workforce Director.

Students who Do Not comply with the program policies will be dismissed from class, and the incident will be reported to the funding source and/or employer.