

Great Oaks Health Professions Academy 2023 – 2024 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, Entry 3
Cincinnati, OH 45241

Website: greateoaks.com/HPA
HPA Main line: 513-961-4220

Submit all required documents and payment (or secure funding) to Great Oaks Health Professions Academy by appointment or HPA@greateoaks.com at least two (2) weeks before the start of class.

If you are applying for funding, this must be done at least 4 weeks before class begins, preferably much earlier.

NOTE: Books, study materials, and certification exam are included in the tuition cost.

The BLS class fee (\$50.00) is not included in the tuition costs.

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 the Information Session PowerPoint at www.greateoaks.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, MAA, 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. Flu Shot *
11. Drug Screen * (complete during class)
12. Updated Resume (complete during class)
13. BLS * (opportunity to complete during class) *
14. Pharmacy Technician Students must register as Pharmacy Technician Trainees on the Ohio Pharmacy Board website.

(Please see the following pages for detailed instructions.)

All 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 HPA@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, the 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)
- The test length is 55 minutes (for each of the three assessments)
- Achieve a level (4) on each of the three assessments

Scarlet Oaks Career Campus

303 Scarlet Oaks Drive, Cincinnati, Ohio 45241
Call (513)612-6300 OR email beamond@greatoaks.com

Cost \$50

The test fee is collected at the time of scheduling (**No refunds are available.** Call (513)961-4220 at least 2 hours before the scheduled test to change the Date. We offer a one-time transfer to a future test date. No transfer is possible within less than 2 hours of notification.)

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

Mercy Neighborhood Ministries, Inc.

1602 Madison Road, Cincinnati, Ohio 45206
Kristy Appel 513-487-6197
www.mercyneighborhoodministries.org

Cost \$50

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 payments from an agency. Submit payment for the course no later than one week before the start of class to the HPA office. Please call HPA office at (513)961-4220

6. Scrubs*

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

Clinical Medical Assistant - Navy Blue pants/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. Flu Shot during fall/winter programs

11. Drug Screen* (form provided during class)

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

12. 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.

13. BLS (CPR) *

We offer the HeartCode BLS Hybrid course. It may be taken elsewhere.

14. Pharmacy Technician Licensure*

Students in the Pharmacy Technician Program must register as a Pharmacy Technician Trainee on the Ohio Pharmacy Board website at <https://www.pharmacy.ohio.gov/>.

Students with foreign high school diplomas MUST pass the TOEFL exam (www.ets.org/toefl) before registering as a Pharmacy Technician Trainee.

* *Pharmacy Technician Trainee registration is only good for 1 year.*

**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 50 lbs, 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 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 / /

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

OR

Facility Name _____

Phone Number _____

Address _____

City/State/Zip _____

Great Oaks Health Professions Academy Program (HPA) Policies and Procedures

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 appropriately and professionally for effective school and job performance. Appropriate behavior, appearance, health, and safety contribute to your success.

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 Activities.

- **Students missing an entire class or more than six (6) cumulative hours may be required to withdraw.**
- **If all time, lecture material, and skills are not made up before the last day of class, the student may be required to take the entire course over 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. Call or 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, including skills, in order to go to clinical.
- A student's ability to make up missed time is not guaranteed.
- Scarlet Oaks parking is available in the parking lot in front of the building at entry 3. You can park across the street at Public Safety Services if this lot is full.
- Certificates of Completion - A certificate of completion will be awarded once 100% attendance is attained and all course requirements are met including externship.

Severe weather:

- Students are expected to attend all classes and externships unless contacted by the program coordinator Julia Ancona, instructor or externship site supervisor.
- All students will be notified of any class cancellations by phone and email address on file by the instructor or the program coordinator

Clinical Attendance & Expectations:

- All students will be assigned a Clinical Coordinator who will contact the student to make all arrangements necessary to place students into an externship with an appropriate facility. All externship assignments are final and remain at the discretion of the Clinical Coordinator and the HPA.
- Clinical sites may require all staff and students to wear a mask at all times while in the facility. Students and staff may also be tested for COVID on the first clinical day or as designated.
- Students are expected to be at the clinical site in uniform, 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 from the Great Oaks Health Professions Academy program coordinator or the clinical supervisor.
- Clinical is mandatory. Students arriving late will not be admitted to clinical.
- Students are expected to exhibit professional behavior at all times.
- Clinical are pass/fail, and a failing clinical grade will result in an F for the class regardless of other scores
- Cell phones are not permitted in clinical training or during state tests.
- Smoking is prohibited on the clinical site property.
- No eating or drinking on clinical units.
- Students must follow the policies of the clinical facility. Failure to do so may result in the student being asked to leave, and an F grade may result.

Dress Code:

Students must dress and conduct themselves appropriately and professionally 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.
- A regulation uniform consists of solid color scrubs that must be worn to all classes and clinical training.
- Uniforms must be clean, correctly sized and wrinkle-free. Clothing should not expose bare midriff or display cleavage. No hats, caps, or scarves are to be worn in the classrooms or clinical sites.
- A plain white T-shirt or long sleeve shirt may be worn under the uniform top.
- A white lab coat or white sweater only may be worn over scrubs if needed at the STNA clinical site.
- 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.
- Excellent personal hygiene is expected, including keeping hair and nails well-groomed.
- 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. Hair that is shoulder length or longer must be secured so as not to come in contact with patients or equipment. Extreme hairstyles or unnatural hair colors (i.e., blue, green, etc.) are inappropriate in a professional workplace.
- No perfume, cologne, or aftershave may be worn in classes or clinical sites.
- No artificial nails, nail art, acrylic nails, etc. Fingernails are to be cleaned and trimmed so that they are 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 and 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 tattoos, scarification, or brand considered extremist. should be appropriately concealed by clothing regardless No student shall have any tattoo, scarification, or brand considered extremist. (a) Extremist tattoos, scarifications, or brands are affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities that 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.

Code of Conduct:

- Students are expected to conduct themselves responsibly and professionally at all times. Please call your instructor or program coordinator when you are going to be late or absent.
- Students are expected to show respect and positive regard for classmates, instructors, and guest speakers at all times, working toward compromise and finding acceptable solutions when differences of opinion occur.
- Students must complete all class assignments, exams, and clinical skills assigned by the instructor to go to clinical
- Students are expected to follow all HIPAA regulations. Students must not engage in behavior that would endanger a patient or resident.
- Chewing gum is not permitted in the presence of patients, visitors or guests or while on the telephone
- Tobacco products, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, etc., are prohibited on campus or clinical sites.
- No disruptive behavior
- No sleeping and/or cheating in class or lab.
- Cell phones must be silent and out of sight during class, lab and clinical. If it is an emergency and you must take a call, please inform the instructor and enter the hall to avoid disrupting the rest of the class.

Code of Conduct Continued

- No offense language will be allowed(including jokes that may be offensive to others.
- An offensive tattoos must be covered
- No harassment or intimidation
- A student who appears impaired or under influence of alcohol or drugs will be referred to the adult Director. Authorities may be contacted to ensure the safety of the student and others
- **Non**-alcoholic drinks are allowed provided the drink is in a container, cup or glass with a lid. Eating during class is not permitted. Vending machines are available in the second-floor breakroom.

Student Safety:

- Classroom, lab and clinical safety is essential. Students must maintain proper safety procedures or be asked to leave. Designated protective clothing must be worn at all times in required areas.
- Students are required to operate all equipment safely and responsibly.

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.

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).

Evaluation Methods

- There will be written tests, homework, and an evaluation of your caregiving skills.
- Written tests the passing grade is 70%.
- A 100% is required on all skills listed on the Performance log.
- Clinical are pass/fail grade
- All requirements must be completed by the scheduled end date of course
- A certificate will only be awarded to those who meet all program requirements
- We make every effort to assist you in being successful in your program. Our goal is for you to be excellent caregivers and to grow professionally and personally.

Grade Scales:

A = 94 - 100%	D = 70 -76%
B = 86 - 93%	F = 0 - 69%
C = 78 - 85%	

Disability Accommodations:

- Accommodations for a disability may be available for the Workkeys assessment, class, and/or the national exam when documented in an IEP or 504 Plan.

Questions or concerns:

- Contact Julia Ancona, RN, AWD Healthcare Professions Coordinator, at (513)612-6301 or anconaj@greatoaks.com.