



## **Certified Nurses Aide (CNA)** **Syllabus**

### **Program Information**

- Hours: 102 Hours
- Course Length Access: Daytime Course -2.5 Weeks  
Evening Course- 4 Weeks 2 days

Clinical site Information:

3 Hour Orientation (Included in clinical time):

Includes: Fire, HIPAA, Abuse and reporting, plus a brief tour of the building related to safety

### **Program Description**

This course will consist of 102 hours split between a classroom (42 hours) Lab (27 hours) and clinical (33 hours) setting. Each student will learn basic theoretical component, which is defined by the State Of Connecticut and Federal regulations. Students will be trained on 25 core competency skills, which will prepare students for the Final Exam with ProMetric.

The training includes, but not limited to;

- Initial Training,
- Basic Nursing Skills
- Personal Care Skills
- Mental Health and Social Services
- Care of Cognitive Impaired residents
- Basic Restorative Services
- Residents Rights.

## **Enrollment Requirements for the Program**

1. Proof applicant is at least 16 years or older.
2. Current negative PPD or negative x-ray. This must be completed before entering into the clinical facility.
3. Background check ( This is to look at any previous jobs within a healthcare facility).
4. The payment of the registration fee and arrangements to pay tuition.
5. Signed enrollment agreement.
6. All applicants must be able to speak, read, and understand English.
7. If you clinical is held between October and April you may be required to show proof of influenza immunizations.

## **Graduation Requirements**

Students who successfully complete any of Northeast Medical Institute Programs will be awarded a Certificate of Achievement in the program of study.

Upon completion of the course the student may sit and take the CT State Exam that is provided by Prometric. Successful completion of Northeast Medical Institute courses does not guarantee a passing grade on the State Prometric Exam.

Successful Completion Requires:

1. Students must demonstrate 100% accuracy on all skills taught in lab/ clinical setting in order to receive "Pass" for this portion of the Program.
2. Students must maintain 100% attendance rate in class/clinical. (If student misses a class they will have to wait until that class day is offered again and it is not guaranteed it will be available in the next class)
3. All Students must complete 100% of the clinical hours
4. All Students must get at least an 80% or above on all quizzes and exams when given
5. All Financial obligations to school must be satisfied before sitting for CNA State exam or accreditation testing or before receiving a completion of Achievement Certificate.

## **Textbook**

Hartman's Nursing Assistant Care:  
Long-Term Care and Home Care, Third Edition

by Susan Alvare, Jetta Fuzy, RN, MS, and Suzanne Rymer, MSTE, RN, C, LSW  
Textbook Paperback  
ISBN: 978-1-60425-070-1

*Workbook: Hartman's Nursing Assistant Care "Long-Term Care and Home Care" - by Hartman Publishing- Third Edition*

Module #	Classroom Credit Hours	Clinical /Lab Credit Hours
Module 1 Initial Classroom Training	16 Credit Hours	0 Credit Hours
Module 2 Basic Nursing Skills	6 Credit Hours	17 Credit Hours
Module 3 Personal Care Skills	6 Credit Hours	21 Credit Hours
Module 4 Mental Health & Social Service	4 Credit Hours	4 Credit Hours
Module 5 Care of Cognitively Impaired	6 Credit Hours	9 Credit Hours
Module 6 Basic Restorative Services	2 Credit Hours	7 Credit Hours
Module 7 Residents Rights	2 Credit Hours	2 Credit Hours
	Total Hours: 42	Credit Hours 60

### **Quiz & Exams Grading:**

Module 1 : 10 Point Exam  
Module 2: 10 Point Exam  
Module 3: 10 Point Exam  
Module 4: 10 Point Exam  
Module 5 : 10 Point Exam  
Module 6 : 10 Point Exam (Take home test)  
Module 7 : 10 Point Extra Credit  
Final Exam: 40 Point Exam  
**Total Points: 100 Points**

### **Grading Schedule:**

Quizzes: 60%  
Exam : 40%

**Total: 100 %**

### **Course Objectives**

- Communication and Interpersonal Skills
- Infection Control
- Safety/ Emergency procedures- including, but not limited to the Heimlich maneuver
- Promoting Residents' independence
- Respecting residents' rights
- Taking and recording vitals signs
- Measuring and recording height and weight
- Caring for the residents' environment
- Caring for residents when death is imminent
- Recognizing abnormal changes in body function and the importance of reporting such changes to a supervisor
- Bathing
- Grooming
- Dressing
- Toileting
- Assisting with eating and hydration
- Proper feeding techniques

- Skin care
- Transfers, positioning and turning
- Modifying aide's behavior in response to residents' behavior
- Identifying development tasks associated with aging process
- How to respond to residents behavior
- Allowing the residents to make personal choices
- Identifying psychiatric disorders
- Techniques for addressing the unique needs and behaviors of individuals with dementia
- Communicating with cognitively impaired residents
- Understanding the behavior of cognitively impaired residents
- Appropriate responses to behavior of cognitively impaired residents
- Methods of reducing the effects of cognitive impairments
- Training the residents in self care according to the residents abilities
- Use of assistive devices in transferring, ambulation, eating & dressing
- Maintaining range of motion
- Proper turning and positioning in bed and chair
- Bowel and Bladder training
- Care and use of prosthetic and orthotic devices
- Providing privacy and maintenance of confidentiality
- Promoting the residents' right to make personal choices to accommodate their needs
- Giving assistance in resolving grievances and disputes
- Providing needed assistance in getting to and participating in resident and family groups and other activities
- Maintaining care and security of residents' personal possessions
- Promoting the resident's right to be free from abuse, mistreatment and neglect, and the need to report any such instance to appropriate facility staff
- Avoiding the need for restraints in accordance with current professional standards

### **Daytime- Day to Day Schedule**

Module	Credit Hours	Day
Module 1 Initial Classroom Training	Classroom 16 Hours Clinical / Lab 0 Hours	1,2
Module 2 Basic Nursing Skills	Classroom 6 Hours Clinical/Lab 17 Hours	2, 3, 4, 5
Module 3 Personal Care	Classroom 6 Hours Clinical /Lab 21 Hours	5,6,7,8
Module 4 Mental Health	Classroom 4 Hours Clinical /Lab 4 Hours	8,9
Module 5 Care of Cognitively Impaired	Classroom 6 Hours Clinical /Lab 9 Hours	9,10,11,
Module 6 Basic Restorative Services	Classroom 2 Hours Clinical/Lab 7 Hours	11,12
Module 7 Residents' Rights	Classroom 2 Hours Clinical/Lab 2 Hours	12

### **Evening Day to Day Schedule**

Module	Credit Hours	Day
Module 1 Initial Classroom Training	Classroom 16 Hours Clinical / Lab 0 Hours	1,2,3,4
Module 2 Basic Nursing Skills	Classroom 6 Hours Clinical/Lab 17 Hours	4,5,6,7,8
Module 3 Personal Care	Classroom 6 Hours Clinical /Lab 21 Hours	9,10,11,12,13,14
Module 4 Mental Health	Classroom 4 Hours Clinical /Lab 4 Hours	14,15,16
Module 5 Care of Cognitively Impaired	Classroom 6 Hours Clinical /Lab 9 Hours	16,17,18,19
Module 6 Basic Restorative Services	Classroom 2 Hours Clinical/Lab 7 Hours	20,21
Module 7	Classroom 2 Hours	21,22
Residents' Rights	Clinical/ Lab 2 Hours	22

**Please note: This schedule is not final. Teachers and administration may have to readjust the schedule due to the nursing home requirements during that time of the year.**

# **Phlebotomy Technician**

## **Syllabus/Course Curriculum**

### **Program Information**

- Hours: 80 Hours
- Course Length Access: 2 Weeks

### **Program Description**

Phlebotomy Technician program is designed to teach the knowledge in technical and procedural aspects of basic phlebotomy, including collection of blood specimens and venipuncture required to become a Phlebotomy technician. The Phlebotomy Technician program includes theory and hands-on instruction. The program will teach students the concepts of Introduction to Phlebotomy & Infection Control, Legal Issues in Healthcare, Introduction to Human Anatomy & Physiology, Phlebotomy Equipment & Supplies, Phlebotomy Procedures, and Phlebotomy Fundamental Essentials. This program is designed for learner's who want to advance their career, or interested in starting a career in the medical field to become a phlebotomy technician. This is a comprehensive 80-hour program.

### **Prerequisites for the Program**

1. Proof individual is at least 18 years or older
2. High School Diploma or GED
3. The payment of registration fee and arrangements to pay tuition.
4. Signed admissions application and signed enrollment agreement.
5. All applicants must be able to speak, read, and understand English

### **Graduation Requirements**

Students who successfully complete any of Northeast Medical Institute Programs will be awarded a Certificate of Achievement in the program of study.

Upon completion of Phlebotomy training at Northeast Medical Institute students may sit for accreditation testing NHA.

### **National Healthcareer Association Testing Requirements**

30 venipuncture and 10 capillary sticks  
Exam taken with NHA

### **Textbook**

Phlebotomy Technician Textbook: Theory and Practical Fundamentals  
ISBN: 978-1944471-99-6 Year of Publication 2017.



**Quiz & Exams Grading:**

Module 1 : 20 Point Exam

Module 2: 20 Point Exam

Module 3: 20 Point Exam

Module 4: 20 Point Exam

Module 5 : 20 Point Exam

Module 6 : 20 Point Exam

Final Exam: 55 Point Exam

**Total Points: 175 Points****Theory Points:**

Module 1: 4 Points

Module 2: 2 Points

Module 3: 2 Points

Module 4 : 8 Points

Module 5 : 8 Points

Module 6: 5 Points

**Total Points: 25 Points****Grading Schedule:**

Theory: 25%

Quizzes: 120%

Exam : 55%

**Total: 200 %****Course Objectives**

<b>Curriculum Topics Outline</b>	<b>Clock Hours</b>
Introduction to Phlebotomy & Infection Control	6 Clock Hours
Legal Issues in Healthcare	3 Clock Hours
Introduction to Human Anatomy & Physiology	7 Clock Hours
Medical Terminology	4 Clock Hours
Phlebotomy Equipment & Supplies	14 Clock Hours
Phlebotomy Procedures I & II	32 Clock Hours
Phlebotomy Fundamental Essentials	14 Clock Hours
<b><u>Total Clock Hours</u></b>	<b><u>80 Clock Hours</u></b>

- Describe the role of a phlebotomy technician.
- Discuss the areas of employment of a phlebotomy technician.
- Describe hazards faced by the workers.
- Describe standard precautions.
- Discuss and demonstrate the use of biohazard container in phlebotomy.
- Discuss and describe bloodborne pathogen standards.
- Identify special considerations in phlebotomy.
- Demonstrate techniques of performing venipuncture.
- Demonstrate techniques of performing dermal puncture.
- Discuss functions of human body systems.
- Identify sites of venipuncture.
- Explain chain of infection.
- Discuss latex allergy and prevention.
- Discuss modes of infection transmission.
- Explain breaking of chain of infection.
- Demonstrate hand hygiene.
- Identify and demonstrate the personal protective equipment.
- Select correct personal protective equipment.
- Demonstrate the correct order of wearing personal protective equipment.
- Discuss post exposure to blood borne pathogens.
- Discuss negligence versus malpractice.
- Discuss the standard of care.
- Discuss the basics elements of negligence.
- Discuss and identify patients' rights.
- Explain good samaritan law.
- Explain scope of practice.
- Explain patient self-determination act.
- Discuss and demonstrate patient consents and its types.
- Discuss American with disabilities act (ADA).
- Identify and discuss basic medical terminologies.
- Identify phlebotomy equipment used for performing phlebotomy.
- Identify phlebotomy supplies used for performing phlebotomy.
- Describe correct specimen transport, handling, and processing procedures.
- Apply the knowledge learned to fulfill the job responsibilities of an entry level phlebotomy technician.
- Identify and demonstrate gloves removal techniques.
- Identify and demonstrate bleeding time competency.
- Identify and demonstrate glucose testing competency.
- Identify and demonstrate capillary tube blood collection procedure.
- Identify and demonstrate preparing a blood smear.
- Identify and demonstrate venipuncture using a multisample needle (method).
- Identify and demonstrate venipuncture using a butterfly needle (method).
- Identify and demonstrate venipuncture using a syringe (method).
- Discuss phlebotomy complication.
- Discuss the areas of concerns on phlebotomy.
- Discuss and demonstrate tourniquet test.

- Discuss on how to avoid hemolysis.
- Discuss and demonstrate proper specimen handling techniques.
- Discuss and demonstrate proper specimen transporting.
- Discuss the precautions to be considered.
- Identify and discuss rejection of specimen.
- Identify phlebotomy test requisition.
- Discuss and demonstrate blood collection from pediatric and neonates.
- Discuss and demonstrate blood sugar tests.
- Discuss and demonstrate blood cultures.
- Discuss and demonstrate blood collection for legal purposes.
- Explain and discuss therapeutic drug monitoring.
- Discuss and demonstrate urine specimen collection.
- Discuss and demonstrate stool specimen collection.
- Discuss and demonstrate sputum specimen collection.
- Discuss and demonstrate throat swab specimen collection.
- Discuss and demonstrate blood donation procedure.
- Discuss and demonstrate safety data sheets.
- Describe incident report.
- Demonstrate proper documentation skills.

Course Topics & Learning Objectives	
Course Name: Phlebotomy 101	
Module 1: Section 1 Introduction to Phlebotomy & Infection Control	
Learning Objectives	
In this module the students will learn	
Introduction & Duties to Phlebotomy Technician	
Training, Professionalism, Licenses & Certification	
Areas of Employment	
Laboratory Departments	
Occupational safety and health hazard administration OSHA	
What type of hazards do workers face?	
Healthcare safety hazards	
Latex allergy and prevention	
Chain of infection	
Modes of transmission	
Identifying potentially infectious patients	
Contact precautions	
Droplet precautions	
Airborne precautions	
Breaking the chain of infection	
Hand hygiene	
Personal protective equipment	
Types and functions of PPE	
Selecting PPE	
Order of donning and removing PPE	
Standard precautions	
What are blood borne pathogens	
What can be done to control the bloodborne pathogens	
Post-exposure to bloodborne pathogens	
Bloodborne pathogen standards	

**Course Name: Phlebotomy 101**

**Module 1: Section 2 Legal Issues in Healthcare**

**Learning Objectives**

**In this module the students will learn**

Civil law, Tort law

Negligence vs. malpractice

What is the standard of care?

Basic elements of negligence

Types of damages

Special damage

General damage

Punitive damage

Criminal law, sources of laws, consent & its types, patient abuse & types

Patients' rights

Patient self-determination act, advance directives, false imprisonment

Scope of practice, good samaritan law, and uniform anatomical gift act

American with Disabilities Act (ADA)

## Course Name: Phlebotomy 102

### Module 2: Introduction to Human Anatomy & Physiology

#### Learning Objectives

##### In this module the students will learn

Vascular system

Human Blood & Connective Tissue

Formed Elements & Proportion of Blood

Red blood cell (RBC)

White blood cells (WBC)

Types

Function

Process of Phagocytosis

Platelets

Hemostasis

Stage 1: vasoconstriction

Stage 2: platelet plug formation

Stage 3: coagulation of blood

Blood plasma

Blood serum

Antibody and antigen

Blood transfusion and blood groups

Blood vessels

Arterial system: Function & Structure

Vasodilation

Vasoconstriction

Venous system: Function & Structure

Capillaries: Function

Veins for phlebotomy

Human Anatomy: Introduction to Integumentary system

Human Anatomy: Introduction to Heart

Human Anatomy: Introduction to Pulmonary System

Human Anatomy: Introduction to Skeleton System

Human Anatomy: Introduction to Nervous System

Human Anatomy: Introduction to Urinary System

Human Anatomy: Introduction to Digestive System

Human Anatomy: Introduction to Endocrine System

Body planes

Directional terms

Movement terminologies

**Course Name: Phlebotomy 103**

**Module 3: Medical Terminology**

**Learning Objectives**

**In this module the students will learn**

Medical Terminology

A Alphabet Medical Terminology

B Alphabet Medical Terminology

C Alphabet Medical Terminology

D Alphabet Medical Terminology

E Alphabet Medical Terminology

F Alphabet Medical Terminology

G Alphabet Medical Terminology

H Alphabet Medical Terminology

I Alphabet Medical Terminology

K Alphabet Medical Terminology

L Alphabet Medical Terminology

M Alphabet Medical Terminology

N Alphabet Medical Terminology

O Alphabet Medical Terminology

P Alphabet Medical Terminology

R Alphabet Medical Terminology

S Alphabet Medical Terminology

T Alphabet Medical Terminology

U Alphabet Medical Terminology

V Alphabet Medical Terminology

## Course Name: Phlebotomy 104

### Module 4: Phlebotomy Equipment & Supplies

#### Learning Objectives

##### In this module the students will learn

Phlebotomy equipment & supplies

Gloves

Tourniquet

Alcohol pads

Gauze

Bandage

Needles

Needle holder

Sharps container

Evacuated blood collection tubes & tube inversion technique

Blood specimens in phlebotomy

Tube additives

Blood collection color coded tubes

Order of draw

Dermal puncture

Understanding capillary blood

Equipment & supplies required for dermal puncture

Containers

Capillary tubes

Lancet

Warming device

Dermal puncture order of draw

Centrifuge

Specimen processing



**Course Name: Phlebotomy 105**

**Module 5: Phlebotomy Procedures I & II**

**Learning Objectives**

**In this module the students will learn**

Competency checklist 5.1: Gloves removal

Competency checklist 5.2: Bleeding time competency

Competency checklist 5.3: Glucose testing competency

Competency checklist 5.4: Capillary tube blood collection procedure

Competency checklist 5.5: Blood smear

Competency checklist 5.6: Venipuncture using a multisample needle (method)

Competency checklist 5.7: Venipuncture using a butterfly needle (method)

Competency checklist 5.8: Venipuncture using a syringe (method)

**Course Name: Phlebotomy 106**

**Module 6: Phlebotomy Fundamental Essentials**

**Learning Objectives**

**In this module the students will learn**

Venipuncture complications

Areas of concerns

Tourniquet test

How to avoid hemolysis

Specimen labeling

Specimen handling (light, time & temperature)

Specimen transporting

Precautions to be considered

Rejection of Specimen

Test requisition

Blood Collection from Pediatric and Neonates

Blood Sugar Tests

Blood Cultures

Blood Collection for Legal Purposes

Therapeutic Drug Monitoring (TDM)

Urine Specimen Collection

Stool Specimen Collection

Sputum Specimen Collection

Throat Swab Specimen Collection

Blood Donation Procedure

Safety data sheets

Incident report

Module #	Module Title	For Each Module	For Each Module
Module 1 S1	Introduction to Phlebotomy & Infection Control	6 Clock Hours	2 Points
Module 1 S2	Legal Issues in Healthcare	3 Clock Hours	2 Points
Module 2	Introduction to Human Anatomy & Physiology	7 Clock Hours	2 Points
Module 3	Medical Terminology	4 Clock Hours	2 Points
Module 4	Phlebotomy Equipment & Supplies	14 Clock Hours	8 points
Module 5	Phlebotomy Procedures 1 & 2	32 Clock Hours	8 Points
Module 6	Phlebotomy Fundamental Essentials	14 Clock Hours	5 Points
		80 Clock Hours	25 Points



## **EKG Tech Syllabus**

### **Program Information**

- Hours: 24 Hours
- Course Length Access: Daytime Course : 3 Days  
Evening Course: 6 Days

### **Program Description**

This course will consist of 24 hours of classroom (theory) and skills. Each student will learn basic theoretical component, which is approved by the State Of Connecticut. Students will be trained on competency skills and theory, which will prepare students for the Final Exam with National Healthcareer Association (NHA).

### **Enrollment Requirements for the Program**

1. Proof applicant is at least 16 years or older.
2. The payment of the registration fee and arrangements to pay tuition.
3. Signed enrollment agreement.
4. All applicants must be able to speak, read, and understand English.
5. Must have taken either CNA or Phlebotomy in the past and have valid proof.

## **Graduation Requirements**

Students need to successfully complete 10 live EKGs throughout the course. Students who successfully complete the EKG program at Northeast Medical Institute will be awarded a Certificate of Achievement in EKG Technician.

Upon completion of the course the student may sit and take the NHA Patient Care Tech Exam.

### **Successful Completion Requires:**

1. Students must demonstrate 100% accuracy on all skills taught in the class setting in order to receive "Pass" for this portion of the Program.
2. All Students must get at least an 80% or above on all quizzes and exams when given
3. All Financial obligations to school must be satisfied before sitting for NHA exam or accreditation testing. Students will not receive their completion of Achievement Certificate before all financial obligations are satisfied. .

**There is no required textbook for this ekg program, however, there is a PowerPoint presentation which students will have access to. They may use this as their textbook.**

### **Quiz & Exams Grading:**

Quiz 1: 20 Points

Quiz 2: 20 Points

Quiz 3: 20 Points

**Total Points: 60 Points**

### **Grading Schedule:**

Quizzes: 60%

Class Participant: 40%

**Total: 100 %**

## **Course Objectives**

- Anatomy of the heart (including chambers, valves, and layers of the heart)
- Coronary Arteries
- Blood flow through the heart (systole/diastole)
- Electrical conduction system of the heart (including nodes, branches, bundles, fibers and rates) (automaticity)
- Explanation of a rhythm strip (small/large boxes (vertical/horizontal), voltage, paper speed, identification of waves [P,Q,R,S,T,U (not always seen/ why is it seen at times?)]) and normal durations of P-R and Q-T intervals, QRS duration and what they represent)
- Identification of waves on EKG and what electrical activity in the heart they represent
- Types of leads (standard/augmented/chest)
- Calculation of heart rate from EKG (6 second method, R-R/P-P)
- Identification of cardiac rhythms
- Identification of artifact and what it may be caused by (somatic, electrical, wandering baseline)
- Identification of signs of ischemia, infarction, and injury represented on an EKG
- Identification of ectopy/cardiac arrhythmias, and appropriate response
- Identification of pacemaker spikes on EKG
- Lead placement for EKG (anatomical landmarks)/Holter monitor/Stress test/Telemetry (considerations for pediatric patients, dextrocardia, amputations and how to do posterior lead placement)
- Interventions needed if patient has excess hair, sweating, etc
- Maintenance of EKG machine, verification of speed and sensitivity
- Prepare patient (will be done by facility's guidelines, explanation of what to expect, answer patients' questions, gather important patient info such as allergies, medical, surgical, medication list, disease history)
- Hand hygiene
- Explain what telemetry is used for in the hospital (noninvasive, painless) – continuous ambulatory monitoring
- Practice performing/printing/uploading EKGs (ensure patient privacy)
- Rhythms identification
- Able to obtain patients vital signs
- Holter Monitoring (intermittent ambulatory monitoring) (period of time it is used, how patient should prepare prior to having monitor placed, what must be done while wearing the monitor to record events(diary), verify the patients understanding)
- Stress Testing (What it is used for, how the patient can prepare of the test, procedure, what is expected of the patient during the test, duration of the test, ask about allergies /asthma prior to exam and monitor patient for complications)
- HIPPA / PHI regulations
- Translators (no family)
- Practice performing EKGs

