



306 Poplar St.

Danville, VA 24541

Medicalsolutionacademy.org

Contents

Approvals, Licensure, and Accreditation	4
Medical Solutions Academy:	4
Non-Discriminatory	4
History of Medical Solutions Academy	4
Mission Statement	4
Vision Statement	4
General Description of Available Space, Equipment, and Facilities	5
Admissions Policies and Procedures:	5
Entrance Requirements:	5
Entrance Requirements for the Practical Nursing Program:	5
There will be no exception to any of these acceptance requirements	6
Credit for Previous Education and Training	6
Grading System	6
Standards for Satisfactory Progress	7
Standards for Satisfactory Progress: Veterans and/or eligible persons	7
Veteran and/or Eligible Persons Refund Policy	7
Job Placement	8
Scholarships	8

Academic Probation	9
Academic Suspension or Termination	9
Student Conduct and Conditions for Dismissal	9
Clinical	9
Re-entrance	9
Attendance	10
Leave of Absences	10
Graduation Requirements	10
Student Records & Transcripts	10
School Calendar	11
Criminal Background Check	13
Gifts	13
Insurance	13
Social Media Policy	13
Children in Class	13
Dress Code	13
Classroom	14
Breaks	14
Student Grievance Procedure	14
Counseling	14
Enrollment Dates	14
Schedule of Fees	15
Program/Course Requirements:	20
Program description	20
Program Objectives	20
Course Descriptions	21
School Administrators and Faculty	23

Changes in Programs, Cost, Schedules etc.

Medical Solutions Academy reserves the right to make changes in regulations, courses, schedules, fees, office locations, and other matters of policy and procedures as and when deemed necessary.

Approvals, Licensure, and Accreditation

Medical Solutions Academy:

- Has approval by the Commonwealth of Virginia, Board of Nursing
- Certified to operate by the State Council of Higher Education for Virginia (SCHEV)
- Is seeking approval by the state of Virginia for the Training of Eligible Veteran's under the GI Bill Benefits
- Is seeking accreditation with the Commission of the Council on Occupational Education

Non-Discriminatory

Medical Solutions Academy is committed, as a matter of principle, and in conformance with federal and state laws, to prohibiting discrimination and behaviors, which, if repeated, could constitute discrimination. MSA will not discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity, gender expression, marital status, age, disability, pregnancy, or status as a disabled veteran. MSA prohibits sexual harassment including sexual violence.

History of Medical Solutions Academy

Medical Solutions Academy (MSA) was a mere dream to owner and founder Lakesha Reed, RN, MSN. In October of 2010, she looked beyond her horizon and started the procedure to obtain a Nurse Aide program. By April of 2011, Medical Solutions Academy's nurse aide curriculum was approved by the Virginia Board of Nursing and this is when Lakesha's dream was starting to come to fruition. MSA is also approved to offer the Medication Aide, Pharmacy Technician, Phlebotomy Technician, Medical Office Assistant, and Medical Assistant.

Mission Statement

Medical Solutions Academy (MSA) is designed to help individuals who are in the healthcare field or desire to become an asset to the healthcare culture. Here we wish to be the foundation of your healthcare career. We promise to deliver quality education and demonstrate modern skills that will allow you to maximize your performance to the best of your ability.

Vision Statement

The vision of Medical Solutions Academy is to be the premier choice in the South-Western region of Virginia for allied health professions education.

General Description of Available Space, Equipment, and Facilities

The school consists of 3000 sq. ft. facility housing two classrooms, computer lab/library, and two offices. The classrooms consist of the necessary equipment to train individuals to become nurse aides, medication aides, phlebotomists, medical assistants, pharmacy technicians, and medical office assistants. The use of the library is not required to complete any training programs. Journal will be available for student use on site. Individuals attending MSA will be instructed to the free virtual library site www.libraryspot.com and digitalbookindex.com.

Admissions Policies and Procedures:

Entrance Requirements:

- Applicants must be 18 years of age or older
- Applicants must be a high school graduate/ GED (proof necessary), (HS Diploma/GED not necessary for nurse aide or medication aide program)
- Applicants must have a current TB test
- Some programs require current immunization records and clean drug screens
- Applicants must have a clean background check
- Applicants must be a U.S. citizen

Entrance Requirements for the Practical Nursing Program:

In order to be considered a candidate for Medical Solutions Academy's Practical Nursing Program, individuals must have completed the following requirements:

- Complete a pre-admission's aptitude test.
- Have a personal interview with the School Director and/or designated staff member to discuss the student's desire and ambition, previous education and work experiences, and suitability of Medical Solutions Academy's Program to satisfy the student's needs.
- Nurse Aide Certificate
- English 111 (college level)
- Supply proof of 1 Semester of Basic Human Anatomy and Physiology (college level)
- High School Chemistry or higher
- Official Transcripts from High School/GED Program
- Completed application and enrollment forms and pay application fee.
- TB/PPD, Hepatitis B vaccine series, initiation/completion or declination, and 2 series of MMR vaccinations.
- Updated Tetanus shot
- 2 step Varicella
- Negative random drug test each semester
- Criminal background check- required by clinical facilities
- Student liability insurance that covers the entire term

There will be no exception to any of these acceptance requirements

Upon completion of the above requirements, the candidate's application is reviewed will be reviewed, and individuals will be notified as soon as possible in writing; generally, within five school days. Medical Solutions Academy admits applicants without regard to race, religion, color, disability, sex, age, or national origin.

Individuals who have a felony or misdemeanor conviction must request approval from the Commonwealth of Virginia, Board of Nursing, in order to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Board may either grant or deny this request.

Credit for Previous Education and Training

- Medical Solutions Academy does not accept transfer credit nor allow credit for prior experience at the present time except for prerequisites required for the Practical Nursing program on an individual basis. MSA does however accept previous Nurse Aide training as long as the individual is certified for the Patient Care Technician or Medication Aide program.
- The school does not guarantee the transferability of credits to a college, university or institution. Any Decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

Grading System

To successfully complete any program at Medical Solutions Academy the student will have to achieve a minimum cumulative passing grade of 80%.

The grading scale for theory is as follows:

A = 93-100

B = 85-92

C = 84-80

F = 79 or below

The grading scale for skills is as follows:

S = Satisfactory

U = Unsatisfactory

Standards for Satisfactory Progress

- Students should make every effort to attend all classes and clinical. Absences should only be for sufficient reasons.
- If a student should have to miss class or clinical time due to illness or unforeseen circumstances, the time has to be made up in order to complete the program.
- In addition to completing the minimum hours of instruction (95%), it is required that students complete all homework and test at an 80% cumulative level for satisfactory progress.

Standards for Satisfactory Progress: Veterans and/or eligible persons

The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Benefits can be resumed if the student reenrolls in the same educational institution in the same program. Both accredited and non-accredited schools are required by law to have and to enforce standards of progress and conduct for their programs to be approved for VA benefits. **MSA will no longer certify GI Bill benefits if the student has not brought his/her grades to meet satisfactory progress (80%) or has not made up missed class (eight (8) hours or less) or clinical time then he/she will be withdrawn from the course. To certify again, the student must meet with the instructor and/or coordinator to obtain approval for re-entry first. Upon approval, the student can begin the admission process. Upon re-entry, the student will be required to re-pay all tuition and fees. Tuition and fees paid previously will not be applied to future classes.**

*Individuals that provide a certificate of eligibility under chapter 31 or 33 are permitted to attend and participate in a course of education. Students are permitted to attend the course beginning on the date the student provides COE until earlier date VA provides payment to the school or 90 days the school certifies tuition and fees. MSA does not impose any penalty, including assessing late fees, denial of access to classes, libraries or school facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31 or 33, unless the student is 100% covered.

Veteran and/or Eligible Persons Refund Policy

MSA has and maintains a policy for the refund of the amount charged for tuition, fees, and other charges for a portion of the course that does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length. The institution may charge a sum

which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees and other charges.

Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration. For veterans and eligible persons, this shall supersede any other school policies indicated in institutional publications.

The institution agrees to notify each veteran and eligible person (whose enrollment is certified to the Department of Veteran Affairs) of the student's right to the above refund policy.

Proportion of Total Program Taught by Withdrawal Date:	Tuition Refund
Withdrawal before class beginning date	100%
Withdrawal after 10% of hours completed	90%
Withdrawal after 20% of hours completed	80%
Withdrawal after 30% of hours completed	70%
Withdrawal after 40% of hours completed	60%
Withdrawal after 50% of hours completed	50%
Withdrawal after 60% of hours completed	40 %
Withdrawal after 70% of hours completed	30 %
Withdrawal after 80% of hours completed	20%
Withdrawal after 90% of hours completed	10%
Withdrawal after 91% of hours completed	No Refund

Job Placement

Although the school does assist with job placement the school does not guarantee job placement to graduates upon completion or upon graduation.

Scholarships

Medical Solutions Academy does not offer any scholarships currently.

Academic Probation

If a student is enrolled in a course and does not meet the satisfactory progress of 80%, then the student is not eligible to receive a certificate of completion. If a student wishes to retake the course, the student will then be placed on academic probation and required to maintain an 80% grade. If the student fails to complete the minimum grade requirements after reenrolling in the same course or program, the student will not be eligible to participate in that same courses or program again.

Academic Suspension or Termination

- If the student has not brought his/her grades to meet satisfactory progress (80%) or has not made up missed class (eight (8) hours or less) or clinical time then he/she will be withdrawn from the course.
- The student has a right to appeal the decision to the school's director. The appeal should be submitted in writing within one week of the committee's decision.

Student Conduct and Conditions for Dismissal

Medical Solutions reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of faculty, a student's conduct disrupts or threatens to disrupt the class, lab, or clinical setting appropriate disciplinary action will be taken to restore order.

Medical Solutions maintains a high standard of **academic integrity code**. Conduct that violates this code may include, but not limited to cheating, falsification, plagiarism, or abuse of academic materials. Any student who violates the academic integrity code is subject to disciplinary action which may include, but not limited to entry of the incident in the student record, reduced grades, and dismissal from the program.

Clinical

Students are required to make every effort to be at clinical sites on time. If you're dismissed from clinical due poor attendance. You will be responsible of finding your own clinical site and dismissed from Medical Solutions Academy.

Re-entrance

Students dismissed from the program due to misconduct or infraction of the academic integrity code cannot re-enter the training programs at Medical Solutions. The student will be dismissed with status of not eligible for program re-entry.

Students dismissed due to poor attendance will be considered for re-entry into the program 90 days after the student was dismissed from the program. The student must meet with the instructor and/or coordinator to obtain approval for re-entry first. Upon approval, the student can begin the admission process. **Upon re-entry, the student will be required to re-pay all tuition and fees. Tuition and fees paid previously will not be applied to future classes.**

Attendance

- Students should make every effort to attend all classes, laboratory, and clinical time. Absences should only be for sufficient reasons which includes but not limited to: military duty, illness, hospitalization, jury duty, funerals, medical emergencies, family emergencies.
- **Students will be withdrawn from the course enrolled in if more than six (6) hours of lecture or any clinical/internship hours are not completed.** Students may make-up up to eight (8) hours of his/her clinical hours within the next scheduled class at no additional cost, if he/she has to miss clinical due to illness or unforeseen circumstances.
- Tardiness is defined as showing up more than ten minutes late after the beginning of a class. **Tardiness without legitimate reason on more than three different occasions will be considered as one unexcused absence and the student will be dismissed from the course.**
- Students are expected to notify administrative staff if they are unable to attend class, laboratory, or clinical. All missed time has to be made up in order to complete the program.
- **Note: It is the student's responsibility to contact the instructor to make up any missed time.** Graduation from the program requires all students to complete the minimum hours of instruction per program. If a student is absent one day of a test, a different make-up test will be given within 3 days of original test.

- Providing documentation for being absent does not remove the absence from the student's record.

Leave of Absences

Students may request a leave of absence at any point during their studies. In order to receive a leave of absence a student must submit a written notice to the school explaining the reason they are not able to attend school. If a student fails to notify the school director of their leave of absence the student will be held to the standards discussed in the Attendance section. This includes probation and possible dismissal for lack of attendance. Students wishing to return to classes after a leave of absence must contact the school's director. The school director and student will both determine when and if the student will return to class.

Graduation Requirements

Students must have a cumulative grade of an 80 to successfully pass the courses.

Student Records & Transcripts

- School records will be kept on file for a period of five (5) years. Student transcripts are kept on file permanently.
- Written consent from students must be given before any student coursework, testing, records, and/or transcript are released.
- Students must make a written request for transcripts. Request forms are located in the main office.
- The first transcript is given without charge, and students pay a nominal fee for each transcript thereafter. Contact the main office for current charges.
- The student may pick up the transcript in person or direct the school to mail it to a specific institution or individual.

School Calendar

- The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters.
- The weather will play a major role in actual class schedule. Classes cancelled due to weather are made up at the end of the program. Should inclement weather conditions arise or be anticipated that would make class attendance unsafe, please refer to Medical Solutions Academy Facebook page or online portal.

- The following holidays are observed and no classes are held:
 - New Year's Day
 - Martin Luther King Jr. Day
 - Easter Monday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
- The school reserves the right to amend the calendar.
- The hours per week vary depending if the class is academic, lab, or clinical. Please refer to the program's detailed schedule.

School Hours

Monday- Thursday 8:30 am- 5:30pm (lunch: 12pm-1pm)

Friday 10:00 am- 2:00pm

2020

Class Schedule

Aug. 10th-Sept. 17th Monday - Friday
Oct. 26th- Nov. 24th Monday - Friday 9:00 am -3:00 pm
Clinical TBA 7:00 am-3:30 pm

Medication Aide TBA

Monday - Friday
Sept 21st-Oct 9th

Patient Care Technician

(CNA, Phle, and Patient Care Fundamentals)
Aug. 24th- Oct. 30th
Nov.5th-Jan 28th, 2021

Medical Assistant - 9 Month course

Aug. 24th- Feb. 11th, 2021 (Mondays, Tuesdays and Wednesday)
Nov. 3rd-Feb 5th, 2021 (Monday, Wednesday, Thursday)
Clinical TBA

Medical Office Assistant

Mar.31st- Jun. 5th (Tuesdays & Thursdays)
July 13th- Sept. 14th (**Evening- Monday & Thursday**) **5:30 pm- 9:30 pm**
Aug.24th-Nov. 2nd (Mondays & Wednesday)
Clinical TBA

Practical Nursing

Jan. 11 2021- Feb. 13, 2020

Call Academy for future dates

Criminal Background Check

A criminal background check is required for all programs. Prior to starting clinical at a contracted healthcare facility, the student must undergo a criminal background investigation. Clinical affiliates may deny a student access to their facilities based on the findings of the criminal record check or drug screen, and the student may be dismissed from the program for failure to progress.

Gifts

As a student you may be offered gifts or favors from people in your care during the course of your clinical experience, however this is considered inappropriate. Students are prohibited from accepting items of value (whether money or other gifts). Students will be subject to disciplinary action for accepting any gifts from clients. Cards, thank-you notes, or candy of minimal value are approved examples of gratuity. If you are unsure whether or not it is appropriate to accept any token of appreciation, you should consult with the clinical instructor.

Insurance

The student is personally responsible for any expenses incurred from accidents or injuries, either in clinical area or at Medical Solutions Academy. While at the clinical facility the student must follow the facility's policies for injury or accident. Personal liability insurance must be purchased by the student prior to starting clinical. (For required courses)

Social Media Policy

Medical Solutions Academy follows the social media policy of Medical Solutions Academy on Facebook and Instagram. All Nursing and Allied Health Facebook pages are maintained by faculty and monitored as such for content relevant to the nursing field. Students are not allowed to post content unrelated to the nursing field. Students are not allowed to post any information related to specific clinical experiences on closed-group pages, the student's personal pages, or other social media sites including but not limited to Twitter and Instagram.

Children in Class

Children are not permitted in the classroom, lab, or clinical area. Students who bring children to class with not be allowed to remain in class.

Dress Code

The dress code at MSA is a royal blue scrub that is required to be worn at all times. One uniform is included in the tuition. Students who do not follow the dress code will be dismissed from class until he/she is able to follow the dress code guidelines. Bedroom shoes are not allowed to be worn. No exceptions.

Classroom

- Students are required to govern themselves accordingly in class.
- **No cell phones will be tolerated.** If you have an emergency. Students need to step out of class. So other students would not be disturbed.

Breaks

- Students are allowed 30mins or an hour break depending on your instructor.
- Please clean up after yourself.
- *Students must come back on time from break. Students who come back late from any break will be marked tardy.

Student Grievance Procedure

Medical Solutions Academy believes that each student or individual who comes in contact with Medical Solutions Academy needs to have access to a forum to express dissatisfaction with the quality of education being provided by the program. Medical Solutions Academy affirms that each and every grievance will be handled accordingly and in a professional manner. Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.

Order of correction is as follows:

- 1) Faculty (Instructor)
- 2) Director of Medical Solutions Academy

When a satisfactory resolution of the problem is not obtained within the facility, the student may contact:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(770)396-3790
www.council.org

Counseling

Students are encouraged to seek academic counseling in the event that there is difficulty in successfully completing a course. Appointments can be made on an individual basis.

Enrollment Dates

An applicant may enroll at any time before the start of a new class. The school has an open enrollment policy.

Schedule of Fees

Nurse Aide

Enrollment Fee:

\$100.00 (non-refundable)

Total Cost: **\$800**

***Includes non-refundable enrollment fee**

Tuition, textbook rental, class uniform and badge are all included in the above total cost of services rendered.

Medical Solutions offers a payment plan to assist applicants financially. The total cost of services rendered is divided into two (2) increments. The first payment of **\$400.00** is due prior to starting the first day of class. The second payment of **\$400.00 is due two (2) weeks** after the start of the class the applicant has chosen to attend.

*State exams and certification and textbook are not included in the above stated fees.

*The VA State Exam is \$120.00; On-site

*Textbook is \$40.00

Medication Aide Program

Enrollment Fee:

\$100.00 (non-refundable)

Total Cost: **\$460.00**

***Includes non-refundable enrollment fee**

Tuition, class uniform, and badge are all included in the above total cost of services rendered.

Medical Solutions offers a payment plan to assist applicants financially. The total cost of services rendered is divided into two (2) increments. The first payment of **\$240.00** is due prior to starting the first day of class. The second payment of **\$220.00 is due two (2) weeks** after the start of the class the applicant has chosen to attend.

*State exams and certification and textbook are not included in the above stated fees.

*VA State Exam is \$120.00; Off-site

*Textbook is \$25.00

*CPR \$60.00

Patient Care Technician

Enrollment Fee:

\$100.00 (non-refundable)

Total Cost: **\$3,250.00**

***Includes non-refundable enrollment fee**

Tuition, textbook rental, EKG textbook, class uniform, badge, and liability insurance are all included in the above total cost of services rendered

Medical Solutions offers a payment plan to assist applicants financially. **\$1,000.00** is the required down deposit. The remainder is divided into (5) installments of **\$450.00**.

*Exams and certification are not included in the above stated fees.

* Exam National Exam Fee: \$

* Textbooks are \$240.00

* National Exam Fee: \$ 155.00

* CPR \$60.00

Medical Assistant

Enrollment Fee:

\$100.00 (non-refundable)

Total Cost: **\$5,000.00**

****Includes non-refundable enrollment fee***

Tuition, class uniform, badge, and liability insurance are all included in the above total cost of services rendered.

Medical Solutions offers a payment plan to assist applicants financially.

1st Option: \$1000.00 is the required down deposit. The remainder fee is divided into **(8)** equal payments of **\$500.00** for 6 months

2nd Option \$500.00 is the required down deposit. The remainder fee is divided into **(8)** equal payments of **\$375.00** for 9 months

*State exams and certification are not included in the above stated fees.

*Textbooks are \$350.00

*National Exam Fee: \$ 120.00

*CPR \$60.00

Medical Office Assistant

Enrollment Fee:

\$100.00 (non-refundable)

Total Cost: **\$1685**

***Includes non-refundable enrollment fee**

Tuition, class uniform and badge are all included in the above total cost of services rendered.

Medical Solutions offers a payment plan to assist applicants financially. **\$485.00** is the required down deposit. The remainder is divided into **(3)** equal payments of **\$400.00**

*Textbooks are \$180.00

*National Exam Fee: \$117.00

*CPR \$60.00

Practical Nursing Program

Enrollment Fee:

\$ 100.00 (non-refundable)

Total Cost: **\$13,850**

***Does not include** non-refundable enrollment fee

*Down payment: \$3650.00 (Payable in 4 payments of \$912.50)

Medical Solutions offers a payment plan to assist applicants financially. **\$3650.00** is the required down deposit. Monthly installments of **\$555.00 for 16 installments. The 17th payment will be \$405.00** Payments will be due by the 15th of each month via automatic withdrawal.

Note: The Monthly installment of \$555 is for tuition only. Students will have to pay for other services supplies as needed. The service supplies below are not included in the tuition fee.

Kaplan Review	\$415.00
Textbooks	\$595.00
Uniforms	\$250.00
Student care package	\$250.00
Liability Insurance	\$40.00
Remar Review	\$325.00
Elsevier Adaptative Quiz	\$67.00

Cancellation Refund Policy

Refunds for Classes Canceled By The Institution: If tuition and fees are collected in advance of the start of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected within 45 days of the planned start date.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$100 non-refundable registration fee.

Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.

Refunds for Students Enrolled Prior to Visiting the Institution: Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within 3 days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. All refunds must be submitted within 45 days of the determination of the withdrawal date.
- D. Due to the fact that MSA has non-traditional terms, each program has different withdrawal dates

Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

Proportion of Total Program Taught by the Withdrawal Date	Tuition Refund
Less than 10%	90% program cost
10% up to 25%	50% of program cost
25% up to 50%	25% of program cost
After 50%	No Refund

Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months

For programs longer than 12 months that financially obligate the student for any period of time beyond 12 months release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months is based on the chart above. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is based on the chart above.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Virginia National Guard may elect one of the following options for each program in which the student is enrolled:

- A. If tuition and fees are collected in advance of the withdrawal, a 10% pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- B. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- C. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- 1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
- 2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

Timely Refunds Payments: Refunds shall be paid within 40 days after the effective date of termination.

Program/Course Requirements:

Program description

- **The Nurse Aide** program fulfills the Virginia Board of Nursing requirements for program content and length. It is a total of 120 hours, which includes 40 hours of clinical. It prepares students to become Nurse Aide working under the supervision of a licensed nurse in caring for residents of a long-term health care facility or to work under limited supervision in the home.
- **The Medication Aide** program fulfills the Virginia Board of Nursing requirements for program content and length. It is a total of 68 hours, which includes 20 hours of clinical. It prepares students to safely administer medications that individuals would be able to self-administer in the home setting. Students are also taught the proper technique of injecting insulin.
- **The Medical Assistant** program is a 720- hrs. program which includes 120 hrs. of internship. The Clinical Medical Assistant is an unlicensed multi-skilled healthcare practitioner who is competent in both clinical and laboratory procedures, as well as many administrative roles.

- **The Medical Office Assistant** also referred to as a Medical Office Secretary or Medical Office Assistant is a 160- hr program which includes 60 hrs. of internship. The CMAA will perform routine administrative and clinical tasks to help keep the physicians' offices and clinics running efficiently. Tasks may include interviewing job applicants, answering calls, and updating and maintaining patient charts
- **The Patient Care Technician PCT** program is a 324-hr program which includes 40 hrs. of internship. The Patient Care Technician tends to the ill and injured individuals under the supervision of doctors, nurses and medical professionals.
- **The Practical Nurse** is a 961-hour program. This 13-month PN program prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. Includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment

Program Objectives

- The objective of the **Nurse Aide** program is to prepare students in caring for residents in a long-term health care facility under the supervision of a licensed nurse; students will also be capable to work under limited supervision in the home setting. The Nurse Aide will use basic skills in observation, communication, reporting, and assisting in maintaining a safe, clean environment for the residents. Upon successful completion of the course individuals will be able to sit for the state board exam to become a Certified Nursing Assistant.
- The objective of the **Medication Aide** program is to prepare students caring for residents in an assisted-living facility or a group home setting to safely administer medications orally. Students will also be prepared to administer medications nasally as well as insulin injections. Upon successful completion of the course individuals will be able to sit for the state board exam to become a Registered Medication Aide.
- The objective of the **Patient Care Technician** program is to prepare students to assist patients, physicians and other healthcare staff in providing direct patient care within a variety of settings. These may include hospitals, assisted living facilities, rehabilitation facilities and nursing homes. Upon successful completion of the course students will be eligible to sit for the certification exam.
- The objective of the **Medical Assistant** program is to prepare students to be competent in both clinical and laboratory procedures in the healthcare setting. Upon successful completion students will be eligible to sit for the national certification exam.

- The objective of the **Medical Office Assistant** program is to successfully prepare students to run a physician's office efficiently. Upon successful completion of the course students will be eligible to sit for the national certification exam.
- The objective of the **Practical Nursing** program is to prepare students in working in the healthcare field and outside of a traditional healthcare setting. It prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. Includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment. Upon successful completion of the program students will be able to sit for the NCLEX-PN state examination.

Course Descriptions

- **Nurse Aide (80 hours classroom + 40 hours clinical = 120 hours):** The Nurse Aide training program is a 120-hour (4 weeks) certificate program approved by the Virginia Board of Nursing. The Nurse Aide will learn how to help patients perform basic day-to-day tasks for patients. Classroom instruction topics include an introduction to healthcare, basic nurse aide skills (taking vital signs, bathing, dressing, feeding, toileting, mobility assistance, and emotional support). Also, the student will learn about documenting and reporting, body structure and function, infection control, safety, etc. This field of work can be a stepping-stone for advanced nursing or other healthcare occupations. This program provides you with the knowledge needed to work competently as a Nurse Aide in general, plus the added knowledge of geriatrics specifically.

The day program consists of 80 hours in the classroom and 40 hours of hands-on experience in a clinical setting. The program is five days per week, Monday-Friday. The evening program is five days per week, Monday-Friday for six (6) weeks.

- **Medication Aide (48 hours classroom + 20 hours clinical = 68 hours):** The objective of the medication aide program is to prepare students caring for residents in an assisted-living facility or a group home setting to safely administer medications orally. Students will also be prepared to administer medications nasally as well as insulin injections. To be accepted into the Medication Aide program, participants are required to show proof of completion of the Virginia Board of Nursing 120 Hour Nurse Aide Training or the Department of Social Services 40 Hour Direct Care Training.

This 68-hour Medication Administration training program provides unlicensed assistive personnel with the basic knowledge and skills to perform medication administration safely and effectively in assisted living facilities, facilities licensed by the Department of Mental

Health, Mental Retardation and Substance Abuse Services, Department of Social Services, Department of Education, and Juvenile Justice.

The day program consists of ten days in the classroom and five days in a clinical setting. The program is four days per week, Monday-Thursday

- **Patient Care Technician (288 hours classroom + 100 hours clinical = 328 hours):** The Patient Care Technician program is a 4-month program that combines Phlebotomy, EKG and Nurse Aide. This program will prepare the student to collect blood specimens from patients. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures competently and safely. Help patients perform basic day-to-day tasks for patients. Classroom instruction topics include an introduction to healthcare, basic nurse aide skills (taking vital signs, bathing, dressing, feeding, toileting, mobility assistance, and emotional support). Also, the student will learn about documenting and reporting, body structure and function, infection control, safety and perform electrocardiography.
- **Medical Assistant (560 hours classroom + 120 hours clinical = 720 hours):** This course teaches students how to be skilled in the clinical and laboratory procedures in the healthcare setting. This 720-hour program prepares students to collect blood specimens from patients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures competently and safely. Lectures include basic anatomy and physiology with emphasis on the circulatory system, introduction to collection, risk factors and complications, quality assurance in specimen collection as well as professional behavior and responsibilities in patient care settings. Reference laboratories, hospitals, blood banks, dialysis centers, insurance companies, clinics and physician offices depend on the phlebotomist to collect, process, and transport quality samples from the patient to produce accurate laboratory results. This program also prepares students to perform routine administrative and clinical tasks to help the physicians' offices and clinics running efficiently. Tasks may include interviewing job applicants, answering calls, and updating and maintaining patient charts.
- **Medical Office Assistant (100 hours classroom + 60 hours clinical = 160 hours):** The Medical Administrative Assistant also referred to as a Medical Office Secretary of Medical Office Assistant is a 160-hour training program that prepares students to perform routine administrative and clinical tasks to help the physicians' offices and clinics running efficiently. Tasks may include interviewing job applicants, answering calls, and updating and maintaining patient charts.

The program consists of 100 hours of classroom training and 60 hours of internship in a clinical setting.

- **Practical Nurse (429 hours of classroom + 418 hours of clinical = 961 hours):** The Practical Nursing Program is a 961-hour program that prepares the student to operate under the direction of a Registered Nurse. Tasks include medication administration, documentation, dressing changes, measuring vital signs, collecting fluid samples, administering intravenous medications, dressing wounds, maintaining patient records, observing patients' reactions to medications, assisting patients with personal hygiene, and teaching families to care for sick or injured relatives.

This program consists of 429 classroom hours and 418 hours of clinical training which occurs on the weekend. The dates vary depending on the courses that the student enrolled in.

School Administrators and Faculty

Lakesha Reed-Curtis, MSN, RN

CEO of Medical Solutions Academy

Tynisha Cobbs

Admissions Coordinator

Chantel Christian

Office Assistant/Adjunct Faculty

Whitney Thompson

Marketing Outreach Coordinator

Mary Williamson, MSN, RN

Program Director of Practical Nursing Program

Renalda Carter MSN, RN

Adjunct Faculty

Charmaine Cockran, BSN

Adjunct Faculty

Kimberly Dickerson

Faculty/Allied Health Program Director

Tawanda Glenn BSN, RN

Adjunct Faculty

Kenneth Hawker FNP, RN

Adjunct Faculty

Jeteia James FNP, RN

Adjunct Faculty

Samantha Plunkett, RN

Adjunct Faculty

Latoria Thomas, RN

Adjunct Faculty

Sandra Walters BSN, RN

Adjunct Faculty