North Georgia Nursing Academy

2021 - 2022 Catalog

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Welcome

to

North Georgia Nursing Academy

3616 Southland Drive
Flowery Branch, Ga 30542
Phone 770-534-1373 Fax 770-534-1374
Website: ngnanursing.org

Dear New Students:

We are delighted to welcome you to North Georgia Nursing Academy. You have taken your first step to a rewarding career in the medical field. We hope that this experience will be exciting, as you broaden your horizons, experience hands on learning in your field of study, establish lifelong friendships, and of course have fun.

We are looking forward to teaching you the knowledge and skills that you will need to accomplish your goal of working in the fastest growing career field. The staff of NGNA prides itself on every lesson in every course. We are here to answer any questions that you may have or offer encouragement while you are on your path to enrich your life with knowledge. Each course of study is fun, educational, and exciting, and will bring you one step closer to your new career!

Our website can provide valuable information: ngnanursing.org.
You can reach us by phone at 770-534-1373 or via email at:
April Kidd, Director: akidd@ngnanursing.org
Tina Jordan, Assistant Director: tjordan@ngnanursing.org
Jodi Croy, Assistant Director: jcroy@ngnanursing.org
Laura Cantrell, Admission Director, lcantrell@ngnanursing.org

Once again, Congratulations!

General Information

Mission Statement

The mission of North Georgia Nursing Academy is to provide students with the knowledge and technical training required for a career in the medical field. We provide a challenging, enjoyable environment with highly qualified instructors, classrooms, and state-of-the-art equipment to foster the professional and personal development of students in the culturally diverse healthcare community.

Educational Goals

- To provide each student of North Georgia Nursing Academy the opportunity to pursue new careers in the medical field.
- To offer each student high quality learning experiences that are essential to pursue their chosen career in the medical field.
- To provide each student with the knowledge and work ethics that are integral to successful employment.

Non-Discrimination Statement

NGNA does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing a non-discriminatory and welcoming environment for all students and volunteers.

History and Ownership

North Georgia Nursing Academy is a private for-profit institution founded in 2012 as a Nursing Assistant training facility. To meet the growing allied health needs of the community the institution expanded its scope to include Phlebotomy Technician, Medical Assistant, EKG Technician, Dialysis Technician, and Patient Care Technician programs in 2015 and then, Billing & Coding and Surgical Technician programs in 2017. In 2018 the institution added the EMT and Diagnostic Medical Sonography programs. Throughout its operation the institution's emphasis of hands-on training, qualified allied health instructors, and dedicated service to students, graduates, and employers, has helped promote its brand in the North Georgia healthcare community. In 2018 the school relocated to a new 11,000 square foot facility on Southland Drive and in 2019 a new building was added to accommodate and expand its learning resources and continue the delivery of quality education that has defined its eight years of operation.

Facilities

North Georgia Nursing Academy is located at 3616 Southland Drive in Oakwood Georgia. The campus consists of a total of 16,600 square feet divided between two single story buildings. The cumulative space contains 9 classrooms, 6 laboratory spaces, 7 offices, 2 computer labs and common spaces such as lounges and breakrooms and restrooms, for use by students and staff. The main building (A) which is 10,600 square feet with 80 number of parking spaces contains 80% of the institution's total educational space and all the administrative offices including admissions, education, and placement.

The annex building is 6,000 square feet with 40 additional parking spaces.

Both buildings are supported by dedicated wireless networks for students and staff. These networks allow for access to printers, online library resources, and the internet.

North Georgia Nursing Academy Hours of Operation

Monday	7:30 am to 9:00 pm
Tuesday	7:30 am to 9:00 pm
Wednesday	7:30 am to 9:00 pm
Thursday	7:30 am to 9:00 pm
Friday	Closed – Unless State Certification Testing

Catalog Version

The 2021 - 2022 v3 catalog printed January 2021 supersedes all previous versions of North Georgia Nursing Academy catalogs. The information published in the catalog is current and up to date. NGNA encourages all students to read and understand all items contained in this document as they are subject to the policies contained herein. Students who need clarification or explanation of any catalog item are encouraged to speak with a member of the NGNA staff who will gladly assist them.

Approvals/Licensures/Memberships

- North Georgia Nursing Academy is authorized by the *Georgia Nonpublic Postsecondary Education Commission* to operate as an educational institution in the state of Georgia.
- North Georgia Nursing Academy is approved by the *Georgia Medical Care Foundation* to offer Nurse Aid instruction.
- North Georgia Nursing Academy is an approved testing site for the National Center for Competency Testing, National Health Career Association, and Pearson Vue.
- North Georgia Nursing Academy is approved by the Georgia Department Public Health, office of EMS and Trauma to teach Basic and Advanced Emergency Medical Technician.

Admissions

Admissions Procedure

Students interested in one of the programs that NGNA offers should call or email to schedule an initial appointment to discuss admissions. During the interview, administrative faculty will provide the individual with information regarding their interested field of study through our school's resources. Information will include admissions requirements, tuition for their program of choice, labor statistics, and current market predictions of that field of study. In addition, the student will be provided with a school policy and an overview of what is expected during their course while attending North Georgia Nursing Academy.

Admissions Requirements

Applicants to NGNA must meet the following requirements:

- High school diploma or GED (except for the Nursing Assistant program)
- Possess 2 forms of Identification – one (1) must be a Government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) or immunization records (if applicable) within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA
- Associate Degree Programs must take the Accuplacer Entrance Examination.
- AEMT Program Applicants Only – entrance in the AEMT portion of the EMS program requires licensure as an EMT or the student has obtained National Registry EMT and has graduated from an approved BEMT program.

Accuplacer Entrance Examination

Students interested in registering for a degree program must first pass the Accuplacer Entrance Examination. North Georgia Nursing Academy test students on three subjects, which include: Arithmetic, Reading Comprehension and Writing.

Subject Minimum Passing Score

- Arithmetic 240
- Reading Comprehension 250
- Writing 240

Students taking this examination have two hours to complete all three subjects. This examination is proctored at the NGNA campus. The cost per attempt is $25.00. This is scheduled through the Admissions Department.

Readmission Policy

Any student that would like to apply for readmission must follow the guidelines listed below:

If the student was an **official or academic withdrawal,** they must repeat the admission process after a 90-day period.

- Schedule an appointment by calling, email, or via the website.
- Inform NGNA that they are applying for readmission.
- Schedule and attend a readmission committee meeting.

If the student was an **administrative withdrawal**, they must repeat the admission process after a 1-year period.

- Schedule an appointment by calling, email, or via the website.
- Inform NGNA that they are applying for readmission.
- Schedule and attend a readmission committee meeting.

After the readmission committee meeting, the student will be informed of NGNA's decision via email.
If the student is approved for admission, they will need to contact the NGNA Admission Director to complete the admission process. The student will be charged the current tuition rates including the non-refundable application fee of $100.00.
If the student is entering or reentering an Associate Degree Program they will be required to take or retake the Accuplacer Entrance Exam and obtain a minimum passing score.
NGNA reserves the right to refuse readmission to any student.

Transfer of Credit

North Georgia Nursing Academy will consider comparable academic coursework taken at a qualifying institution as applied credit towards the completion of an Associate Degree program only.
All transfer credit will be evaluated by the Assistant Director(s). In the event of a dispute regarding TOC the applicable program manager will have the final determination.
Only courses that meet the criteria below will be considered for transfer of credit:

- The course was taken at an acceptable accredited institution.
- The course was completed within two (2) years of application to NGNA
- The course was completed with a final grade of CIf the previous institution used a "+" or "-"designation, this designation will be dropped, and the primary letter grade will be considered. (e.g., C- will transfer as a C).

If a determination of transferability cannot be determined based on the official or unofficial transcript the student may be required to submit additional course material such as a course catalog or syllabus.
Any coursework being considered for application to the institution's general education requirements must be classified as such at the previous institution (i.e., survey or introductory level).
Courses taken at other institutions may be combined and applied towards NGNA courses but will not be counted more than once in a transfer of credit calculation.
Coursework will only be applied if it is recorded on an "official" transcript. Official transcripts must be presented to the institution either thirty (30) days after enrollment (for courses taken prior to enrollment) or thirty (30) days after the completion of the course (when taken after enrollment). Credit evaluations may be done on unofficial transcripts for the purposes of tuition calculation and/or program length determination but will not be applied without "official" transcript documentation. Students who do not produce official transcripts to corroborate transfer coursework will be charged the full program tuition amount and must complete all coursework.

Transfer of Credit from one NGNA program to another NGNA program.

Students who wish to transfer from one NGNA program to another will only receive credit for common courses in name and credit/clock hour equivalent shared between each program for which the student has received a passing grade.

Transfer of Credit Procedure

The student or applicant will request a transfer credit evaluation from the Assistant Director(s) and submit an "official" or "unofficial" transcript for review.
The Assistant Director will complete a "transfer of credit worksheet" and submit it to the admissions representative.

Applicants: The admissions representative will recalculate the program tuition, and graduation date on the enrollment agreement (if applicable).
Students: Transfer coursework tuition credit will be applied to the student's account upon receipt of official transcripts.
The "transfer of credit worksheet" will be maintained in the student's admissions file.
The student will be required to produce official transcripts within thirty (30) days.
Upon receipt of the official transcripts the Assistant Director will record transfer credits on the student's transcript.
Students who do not produce official transcripts will complete a new enrollment agreement reflecting the full cost and length of the program.

Photo Release and Social Media Consent

Students of NGNA will be required to have a photo taken for Student Identification purpose. Upon receipt of a signed Photo Release and Social Media Consent Form, North Georgia Nursing Academy, and its representatives, and/or employees, are granted permission to use and/or publish photographs or videos of students electronically. North Georgia Nursing Academy can edit, alter, copy, exhibit, publish, or distribute the photographs and/or videos for purposes of publicizing their programs or for any other lawful purpose including publicity, illustration, advertising, and Web content.

Programs of Study

Degree Programs

North Georgia Nursing Academy offers an Associate of Applied Science degree in the following program(s).

- Diagnostic Medical Sonography
- Surgical Technology

Certificate Programs

North Georgia Nursing Academy offers a certificate of completion in the following programs:

- Advanced Emergency Medical Technician
- Basic Emergency Medical Technician
- Dialysis Technician
- Medical Assistant
- Medical Billing and Coding
- Nursing Assistant
- Surgical Technician

Graduation Requirements

- Student's must meet each of the following objectives to complete their program:
- Complete Basic Life Support training with American Heart Association. (provided during program)
- Complete all program requirements with a minimum cumulative GPA of 2.0.
- Complete all lab final exam and/or checkoffs within 30 days of completing didactic portion of the program.
- Complete clinical externship within the designated time based on the specific program.
- Settle all financial obligations with NGNA.

When all academic requirements and financial obligations are met, the student will receive their certificate of completion or degree and be eligible to complete the certification exam. Testing agencies and cost for each program is provided in the Student Catalog.

Extern Placement Services

North Georgia Nursing Academy works with students one-on-one to help find extern placement sites within 30 days of completing the didactic portion of their program. NGNA will also attempt to assign sites that have available job openings that meet the students' needs and professional goals. These sites are often where students can secure employment after completion of externship. But NGNA cannot guarantee the location or specialty choice. Students may have to travel up to 100 miles depending on extern site availability and student location. If a student has limited days or hours allowed for extern, NGNA will attempt to provide a location helpful for those student concerns. If for any reason a student does not attend an extern site, leaves an extern site due to personality issues, or refuses to attend an extern site due to location, that student will be responsible for obtaining their own extern site. If the student is responsible for obtaining their own extern site after NGNA provides one, the student will have 20 business days to obtain a new site, or they will be dropped from the program.

Diagnostic Medical Sonography Program - Associate Degree

Course Code	**Course**	**Credit Hours**
MATH 1101	General College Math	3
ENGL 1101	Introduction to Communication	3
PSYC 1101	Developmental Psychology	3
BIOL 1090	Anatomy and Physiology I	3
PHYS 1101	Introduction to Physics	3
DMSO 2000	Introduction to Medical Diagnostic Sonography	4.5
DMSO 2100	Abdomen and Small Parts Sonography	10
DMSO 1100	Sonography Fundamentals	3
DMSO 1050	Sonography Scanning I	2.5
DMSO 1080	OB/GYN Sonography I	4.5
DMSO 1110	Sonography Career Fundamentals	2
DMSO 1040	Patient Sonographer Interaction I	3
DMSO 1090	Vascular Imaging I	4.5
DMSO 2050	Sonography Scanning II	2.5
DMSO 2080	OB/GYN Imaging II	5.5
DMSO 2090	Vascular Imaging II	4.5
DMSO 3050	Sonography Scanning III	2.5
DMSO 2040	Patient Sonographer Interaction II	3
DMSO 2110	Sonography Externship I	7
DMSO 2120	Sonography Externship II	7
Total Credits 81		
Day Class Didactic	65 Weeks	Including 5 Break Weeks
Night Class Didactic	99 Weeks	Including 5 Break Weeks
Extern/Clinical	630 Hours	N/A

State of Georgia Employment Requirements:

State Governing Authority	NGNA Program Meets State Requirements (Y/N)	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N[1]	Background check (if employer required)

1 While Georgia does not require an exam for employment, graduate's employment prospects improve with a national certification

Admission Requirements:

- High school diploma or GED is required
- 2 forms of Identification – one (1) must be a Government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- TB skin test or chest x-ray from local health department within 12 months of clinical start date.
- A criminal background check is provided by the school. An unclean background check could prevent students from acceptance into NGNA, becoming certified, being admitted to externship sites, thus non-completion of program.

- If you are pregnant, please provide a letter from your physician giving permission for you to lift heavy objects.
- Complete an enrollment application package from NGNA.
- Take Accuplacer Entrance Exam with the minimum score as noted below:
- Minimum Passing Score
    - Arithmetic 240
    - Reading Comprehension 250
    - Writing 240

Program Objectives:

The student will be trained in Anatomy & Physiology with Medical Terminology incorporated, General Math, Lifespan Development, Communications, Physics, and imaging specialties such as OB/GYN, Abdominal, Breast, Echo, Vascular, and Pediatric Sonography. As an Ultrasound Technologist the student will train to be able to provide patient services in a variety of medial settings using medical ultrasound under the supervision of a physician. The student will be trained to perform ultrasound studies as ordered by physicians for their patients. The student will be trained to perform appropriate procedures and record anatomical, pathological, and/or physiological data as well as sonographic data and other pertinent observations made during the procedures. The student will attend 630 hours of extern, which will allow the student to apply the principles obtained during the Ultrasound Technology program. After the completion of the Physics portion of the program the student will be eligible to take the Sonography Principles & Instrumentation (SPI) examination. When all requirements have been met the student will qualify to sit for the RDMS, RDCS, RVT, or RMSKS registries. Students should complete the program in 6 semesters for day class, and 7.5 semesters for night class.

The student must complete:

- 81 Credit Hours
- Successfully complete each course with at least a 70%
- Achieve 100% on lab participation
- 630 hours of clinical experience in a clinic or hospital. This will allow the student to apply the principles of patient services in a variety of medial settings using ultrasound under the supervision of a physician. Emphasis will be on basic skills of an Ultrasound Technologist. This rotation will be completed the last two semesters of enrollment.
- The student then must complete one year of clinical sonography to be eligible for the specialty examinations.
- Minimum Program Expectations applied to each concentration course objectives:
- To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains

Required General Education Courses

- General College Math
- Introduction to Communication
- Developmental Psychology
- Anatomy & Physiology I
- Introduction to Physics

Required Concentration Courses

- Introduction to Diagnostic Medical Sonography
- Abdomen and Small Parts Sonography
- Sonography Fundamentals
- Sonography Scanning I (Abdominal & Small Parts Continuation)

- OB/GYN Sonography I
- Sonographer Career Fundamentals
- Patient Sonographer Interaction I
- Vascular Imaging I
- Sonography Scanning II
- OB/GYN Imaging II
- Vascular Imaging II
- Sonography Scanning III
- Patient Sonographer Interaction II
- Sonography Externship I
- Sonography Externship II

Diagnostic Medical Sonography Courses

MATH 1101 – General College Math

Hours: 3 Credit Hours Length: 1 Semester

Description: This course is intended to provide students with the mathematical skills and strategies required to successfully work in the allied health fields. The course begins with a basic review of math skills necessary for administering basic health care. The course also includes algebraic equations, introduction to statistics, ratio and proportion calculations, an introduction to the metric and apothecary systems of measurement, metric-household-apothecary conversions, strengths of solutions, general accounting concepts applicable to running medical offices, unit conversions between Fahrenheit and Celsius scales, and dosage calculations.

ENGL 1101 - Introduction to Communication

Hours: 3 Credit Hours Length: 1 Semester

Description: This course serves as an introduction to human communication. We will be investigating basic principles of communication, types of interpersonal communication, public communication, and other forms of communication. Students will also gain an understanding of communication theories, digital and mass media, relational communication, and other critical communication skills that are required in any environment.

PSYC 1101 – Developmental Psychology

Hours: 3 Credit Hours Length: 1 Semester

Description: This course will introduce students to the physical, social, psychological, and emotional development through life, from birth to death. Students will learn theories related to the development of a person, as well as learn to apply those theories to practical life experiences. This course is intended to be the gateway to understanding human nature. We will investigate the fundamental principles that shape individual personality and apply psychological theories within the social context of people's lives.

BIOL 1090 – Anatomy and Physiology I

Hours: 3 Credit Hours Length: 1 Semester

Description: The student will learn the basic structure and function of human cells, tissues, organs, and organ systems. Planes, cavities, quadrants, diagnostic procedures, and pathologies will be discussed. They will learn the structures and anatomical locations of the Musculoskeletal System, Circulatory System, Respiratory System, Integumentary System, Lymphatic System, Digestive System, Nervous System, Endocrine System, Urinary System, Reproductive System, and Special Senses. This course will also cover medical terminology related to anatomy and physiology.

PHYS 1101 – Introduction to Physics

Hours: 3 Credit Hours Length: 1 Semester

Description: This course covers basic ultrasound acoustical physics and acoustical waves in human tissue. There is an emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters

affecting sound transmission, and resolution of sound beams.

Concentration Course Requirements

DMSO 2000 – Introduction to Diagnostic Medical Sonography

Hours: 4.5 Credit Hours Length: 1 Semester

Description: This course provides a broad overview of the field of diagnostic medical sonography. Students will learn the history of the field, basics of the ultrasound sonography machine, and patient positioning. Topics of study include historical perspectives, medical ethics and law, patient care and communication, exam related documentation, work related musculoskeletal disorders, and medical terminology.

DMSO 1100 – Sonography Fundamentals

Hours: 3 Credit Hours Length: 1 Semester

Description: This course provides the students with an introduction to the skills required for the role of a Sonographer in a radiology imaging department. Topics covered in this class will include patient care skills, patient confidentiality, communication skills with other health care professionals, scanning protocols, ergonomics and/or a variety of other topics as determined by the instructor.

DMSO 2100 – Abdomen & Small Parts Sonography

Hours: 10 Credit Hours Length: 1 Semester

Description: This course the students will be introduced to abdominal cross-sectional anatomy with the use of ultrasound. The course will also introduce students to superficial structures of the body with use of ultrasound guidance. Students will also discuss the effect of pathology during ultrasound visualization exams. Students will be able to practice through lab experience and ensure proper technique and visualization of the structures with ultrasound.

DMSO 1050 - Sonography Scanning I (Abdomen & Small Parts)

Hours: 2.5 Credit Hours Length: 1 Semester

Description: This course will provide additional experience in a lab setting, allowing students to preform hands-on scanning techniques in the scanning lab. Students will focus on improving proficiency in abdominal and superficial doppler exams. Students will also focus on manipulation of the transducer probe, identification of organ systems and ultrasound images, and proper ethical scanning techniques.

Prerequisite: Complete DMSO 2100 – Abdomen and Small Parts.

DMSO 2050 - Sonography Scanning II (ECHO I)

Hours: 2.5 Credit Hours Length: 1 Semester

Description: This course will introduce students to echocardiology imaging and the related topics of sonography. Students will be introduced to fundamental concepts required for sonography. Prerequisite: Complete DMSO 1050 - Sonography Scanning I (Abdomen & Small Parts)

DMSO 1110 - Sonography Career Fundamentals

Hours: 2 Credit Hours Length: 1 Semester

Description: This course students will learn skills required for successful career placement after completing their educational programs. Topics covered will include SPI registration and exam, ARDMS, interview tips, proper use of references, applying for jobs, how to search for open positions, resume creation, and skills to make the student successful in their externship and future career.

DMSO 1040 - Patient Sonographer Interaction I (Pediatric & Neonatal)

Hours: 3 Credit Hours Length: 1 Semester

Description: This course will provide additional experience in a lab setting, allowing students to perform hands-on scanning techniques in the scanning lab. Students will focus on improving proficiency in the area of doppler exams for pediatric and neonatal scans. Students will focus on manipulation of the transducer probe, identification of organ systems, use of color flow doppler and ultrasound images, and proper ethical scanning techniques.

DMSO 1080 - OB/GYN Sonography I
Hours: 4.5 Credit Hours Length: 1 Semester
Description: This course introduces students to the study of gynecology, obstetrics, and fetal anatomy and physiology. Students will study patient care and imaging/interventional techniques. Emphasis will be placed on normal and abnormal reproductive anatomy, normal and abnormal first trimester obstetric ultrasound, physiology, sonographic patterns, clinical history, physical assessment, and appropriate exam protocols.

DMSO 1090 - Vascular Imaging I
Hours: 4.5 Credit Hours Length: 1 Semester
Description: This class will provide students with an introduction to the study of vascular anatomy, physiology, hemodynamics, wave form analysis, and treatment of vascular disease. Emphasis will be placed on carotid duplex color flow imaging, upper and lower extremity arterial and venous duplex/color flow imaging, and ankle brachial indices. This will also include the clinical history, physical assessment, and appropriate scanning protocol. Students will also practice vascular sonographic imaging during lab assessments throughout the course to apply cognitive knowledge in a practical experience.

DMSO 3050 - Sonography Scanning III (ECHO II)
Hours: 2.5 Credit Hours Length: 1 Semester
Description: This course will provide students additional experience in a lab setting, allowing students to preform hands-on scanning techniques for adult and fetal echocardiology, and related pathophysiology. Students will also focus on manipulation of the transducer probe, identification of the cardiovascular system, use of color flow doppler, ultrasound images, and proper ethical scanning techniques. Prerequisite: Complete DMSO 1050 - Sonography Scanning I (Abdomen & Small Parts) and DMSO 2050 - Sonography Scanning II (ECHO I)

DMSO 2040 - Patient-Sonographer Interaction II (Fetal Anomalies)
Hours: 3 Credit Hours Length: 1 Semester
Description: This course will allow students to enhance their understanding of ultrasound with a focus on fetal anatomy pathology. The topics covered will include fetal head, fetal neck, fetal thorax, and any additional topics per instructor. Prerequisite: Complete DMSO 1080 - OB/GYN Sonography I and DMSO 1040 - Patient Sonographer Interaction I (Pediatric & Neonatal)

DMSO 2090 – Vascular Imaging II w/Lab
Hours: 4.5 Hours Length: 1 Semester
Description: This course will build on the concepts covered in DMSO 1090. It will provide students with an advanced study of vascular anatomy, physiology, hemodynamics, wave form analysis, and treatment of vascular disease. Emphasis will be placed on cerebral vascular imaging. This course will include practicing the clinical history, physical assessment, and appropriate scanning protocols. Students will also practice vascular sonographic imaging during lab assessments throughout the course to apply cognitive knowledge in a practical experience. Prerequisite: Complete DMSO 1090 –Vascular Imaging I.

DMSO 2080 - OB/GYN Imaging II
Hours: 5.5 Credit Hours Length: 1 Semester
Description: This course is a continuation and builds upon DMSO 1080. It will provide advanced study of obstetrics and the role of sonography with second and third trimester imaging. Emphasis will be placed on normal and abnormal fetal growth, physiology, congenital anomalies, as well as maternal high-risk pregnancies. Prerequisite: Complete DMSO 1080 - OB/GYN Sonography I

DMSO 2110 - Externship I
Hours: 7 Credit Hours Length: 1 Semester
Description: This course is a rotation through various clinical settings to apply the knowledge obtained during the course. Students will perform basic protocols under the guidance of clinical instructors.

DMSO 2120 – Externship II

Hours: 7 Credit Hours Length: 1 Semester

Description: This course is a continuation of Externship I. The students will continue to apply knowledge obtained during the course. Students will perform basic protocols under the guidance of clinical instructors at various clinical settings. Prerequisite: Complete DMSO 2110 – Externship I.

Surgical Technology - Associate Degree

Course Code	Course	Credit Hours
MATH 1101	Math	3
ENGL 1101	English	2
PSYC 1101	Developmental Psychology	3
ALHS 1080	Med Term	3
BIOL 1090	Anatomy & Physiology I	3
SURG 2000	Intro to Surg Tech	4.5
BIOL 2010	Anatomy & Physiology II	3
MLAE 1100	Medical Law & Ethics	3
SURG 1100	Introduction to the Healthcare Facility and Surgical Suite	3
SURG 2010	Surgical Technology I	4.5
SURG 2020	Sterilization and Disinfection	3
SURG 1110	Pharmacology & Anesthesia	3
PATH 1101	Introduction to Pathophysiology	3
SURG 2011	Surgical Technology II	4.5
SURG 2030	ENT/Plastic/Ophthalmologic Procedures	1.5
SURG 2040	Abdominal & OB/GYN Procedures	2.5
SURG 2050	Diagnostic & Circulator Procedures	4.5
SURG 2060	Cardiovascular Procedures	2.5
SURG 2070	Orthopedic & Neurological Procedures	2.5
SURG 2012	Surgical Technology III	4.5
CRDV 1100	Career Development	3
SURG 2080	Simulated OR	2.5
SURG 2090	Extern	7
	Total Credits	76
Day Class Didactic	63 Weeks	3 Break Weeks
Night Class Didactic	111 Weeks	6 Break Weeks
Extern/Clinical	315 Hours	N/A

State of Georgia Employment Requirements:

State Governing Authority	NGNA Program Meets State Requirements (Y/N)	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N[1]	Background check (if employer required)

1 While Georgia does not require an exam for employment, graduate's employment prospects improve with a national certification.

Admission Requirements

- High school diploma or GED is required
- 2 forms of Identification – one (1) must be a Government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- TB skin test or chest x-ray from local health department within 12 months of clinical start date.
- A criminal background check is provided by the school. An unclean background check could prevent students from acceptance into NGNA, becoming certified, being admitted to externship sites, thus non-completion of program.
- If you are pregnant, please provide a letter from your physician giving permission for you to lift heavy objects.
- Complete an enrollment application package from NGNA.
- Take Accuplacer Entrance Exam with the minimum score as noted below:
- Minimum Passing Score
    - Arithmetic 240
    - Reading Comprehension 250
    - Writing 240

The Student must complete

- Successfully complete each course with at least a 70%
- Achieve 100% in lab participation.
- 315 hours of clinical experience in a clinic or hospital. This will allow the students to apply the knowledge obtained in a surgical setting under the supervision of a surgical technologist or physician.

Program Objectives

Upon completion of this course the student will be able to define the role of the Surgical Technologist and other surgical team members. Understand the principle of aseptic technique. Define the processes of antisepsis, disinfection, and sterilization. Identify needs of the surgical Patient (physical, psychosocial, spiritual). Apply the principles of surgical conscience and understand basic knowledge of perioperative care of the surgical patient. Understand the principles of anesthesia. Gain a working knowledge of sutures, needles, and staples.

Required General Education Classes

- General College Math
- Introduction to Communication
- Developmental Psychology
- Medical Terminology
- Anatomy & Physiology I

Required Concentration Classes

- Anatomy & Physiology I
- Anatomy & Physiology II
- Introduction to Pathophysiology
- Introduction to Surgical Technology
- Medical Law and Ethics
- Introduction to the Healthcare Facility and Surgical Suite
- Surgical Technology I
- Surgical Technology II
- Surgical Technology III
- Sterilization and Disinfection
- Pharmacology & Anesthesia

- Abdominal and OB/GYN Procedures
- Career Development
- Diagnostic and Circulator Procedures
- Cardiovascular Procedures
- Orthopedic and Neurological Procedures
- ENT/Plastic/Ophthalmologic Procedures
- Simulated Operating Room
- Surgical Extern

General Education Requirements

MATH 1101 – General College Math

Hours: 3 Credit Hours Length: 1 Semester

Description: This course is intended to provide students with the mathematical skills and strategies required to successfully work in the allied health fields. The course begins with a basic review of math skills necessary for administering basic health care. The course also includes algebraic equations, introduction to statistics, ratio and proportion calculations, an introduction to the metric and apothecary systems of measure, metric-household-apothecary conversions, strengths of solutions, general accounting concepts applicable to running medical offices, unit conversions between Fahrenheit and Celsius scales, and dose calculations.

ENGL 1101 - Introduction to Communication

Hours: 3 Credit Hours Length: 1 Semester

Description: This course serves as an introduction to human communication. We will be investigating basic principles of communication, types of interpersonal communication, other forms of communication, and public communication. Students will also gain understanding of communication theories, digital and mass media, relational communication, and other critical communication skills that are required in any environment.

PSYC 1101 – Developmental Psychology

Hours: 3 Credit Hours Length: 1 Semester

Description: This course will introduce students to the physical, social, psychological, and emotional development from life to death. Students will learn theories related to the development of a person, as well as learn to apply those theories to practical life experiences. This course is intended to be the gateway to understanding human nature. We will investigate the fundamental principles that shape individual personality and apply psychological theories within the social context of people's lives.

ALHS 1080 – Medical Terminology

Hours: 3 Credit Hours Length: 1 Semester

Description: This course introduces students to medical terminology through the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes, and suffixes. The study focuses on correct pronunciation, spelling and use of medical terms. Anatomy, physiology, and pathology of disease are discussed yet no previous knowledge of these topics is necessary.

BIOL 1090 Anatomy and Physiology I

Hours: 3 Credit Hours Length: 1 Semester

Description: Description: This course will enable the student to develop a understanding of the structures and functions of the human body. The student will learn the levels of organization, anatomical positions and directions, body cavities, and body regions. The student will learn the levels of chemical organization, which includes chemical bonding, inorganic chemistry, and organic chemistry within the body. The student will learn the structure and functions of the human cell, tissues, and organ systems.

Concentrated Course Requirements

SURG 2000 – Introduction to Surgical Technology/Lab

Hours: 4.5 Credit Hours Length: 1 Semester

Description: This course will introduce the student to the field of surgical technology by teaching them the historical evolution and role of the surgical technologist. They will learn the importance of communication, teamwork, and professionalism.

BIOL 2010 – Anatomy and Physiology II

Hours: 3 Credit Hours Length: 1 Semester

Description: This course will enable the student to develop an understanding of the structures and functions of the human body. The student will learn how the complexity of body function progresses from organs to organ systems. They will focus on the integumentary, skeletal, muscular, nervous, endocrine, and cardiovascular systems. The student will learn the classification of the general, special, and sensory senses. Blood composition which will include red blood cells, white blood cells, and platelets. Prerequisite: Complete BIOL 1090 Anatomy and Physiology I

MLAE 1100 – Medical Law and Ethics

Hours: 3 Credit Hours Length: 1 Semester

Description: This course presents an overview of the legalities and ethical behavior associated with medical practices/facilities. The difference between licensure, certification, and registrations will be discussed. Students will learn about informed consent, advanced directives, and incident reports.

SURG 1100 – Introduction to the Healthcare Facility and Surgical Suite

Hours: 3 Credit Hours

Length: 1 Semester

Description: This course will introduce students to the principles of operating room designs. Students will learn the purpose of traffic patterns, common items found in the surgical suite. This course is intended to define health care insurance, ancillary services, work areas and chain of command. We will investigate the risks that are present in the operating room. and apply measures to safely store, transport, and use compressed gas cylinders. We will describe how to avoid chemical and sharps injuries. Identify the practice of Standard Precautions.

SURG 2010 – Surgical Technology I/Lab

Hours: 4.5 Credit Hours

Length: 1 Semester

Description: This course will introduce students to how instrument names are used, the different types of finishes, and the functions of instruments. They will learn how to differentiate types of instruments by their function, and how to inspect instruments for defects. They will discuss the elements of a case plan and the purpose of preoperative case preparation. They will learn the correct procedure for performing a count. They will discuss Halstead's principles of surgery. They will describe the sizing system used for sutures, different types of surgical sponges, and the wound healing process.

SURG 2020 – Sterilization and Disinfection

Hours: 3 Credit Hours

Length: 1 Semester

Description: This course will provide an overview of the disease process, infection control with emphasis on blood borne pathogens, methods of sterilization, instrumentation classification, and first aid procedures will be presented. Universal precautions as well as draping and positioning patients are emphasized. Asepsis will also be introduced.

SURG 1110 – Pharmacology and Anesthesia
Hours: 3 Credit Hours
Length: 1 Semester
Description: This course is the study of drugs and their concepts related to steps of the drug cycles and most common side effects. The students will learn major classifications of drugs and the most common drug choices for selected diseases and pathological conditions they will see in the operative setting. Students will learn the appropriate terms, abbreviation, equivalents, and math concepts for calculation and dosages. The different modes and side effects of anesthesia will be discussed.

PATH 1101 – Introduction to Pathophysiology
Hours: 3 Credit Hours
Length: 1 Semester
Description: This course will enable the student to develop an understanding of the structures and functions of the human body. The student will learn how the complexity of body function progresses from organs to organ systems. They will focus on the lymphatic, respiratory, digestive, urinary, and reproductive systems. The functions of immunity, nutrition, metabolism, fluid and electrolyte balance and acid-base balance will be discussed.

SURG 2011 – Surgical Technology II/Lab
Hours: 4.5 Credit Hours
Length: 1 Semester
Description: As a continuation of SURG 1003, this course offers a study of the preparation of a patient, surgical technique for insufflation in laparoscopy, robotic movements, and classification. In addition, students will learn the principles and the roles of the team of robotic surgery and the roles of the team during robotic surgery. The student will discuss the common pathology and common procedures of the genitourinary system.
Prerequisite: Complete SURG 2010 – Surgical Technology I/Lab.

SURG 2040 – Abdominal and OB/GYN Procedures/Lab
Hours: 2.5 Credit Hours
Length: 1 Semester
Description: This course will enable the student to develop an understanding of the anatomical regions and structures of the abdominal wall and the female reproductive system. The student will discuss specific elements of case planning, common techniques, and diagnostic procedures.

CRDV 1100 – Career Development
Hours: 3 Credit Hours
Length: 1 Semester
This course will provide the student with information on interrelationships, workplace, and career planning. Career development, interviewing techniques, and personal/social information sources and delivery systems will be studied.

SURG 2050 – Diagnostic and Circulator Procedures/Lab
Hours: 4.5 Credit Hours
Length: 1 Semester
Description: This course will provide the student with the proper procedure for taking and documenting a patient's vital signs, and to develop an understanding for the use of an electrocardiograph. The different methods and the effects of malignancy on the body will be discussed. They will focus on methods for transporting, positioning the patient and safety precautions for surgery.

SURG 2060 – Cardiovascular Procedures/Lab
Hours: 2.5 Credit Hours
Length: 1 Semester
Description: This course will enable the student to develop an understanding of the structures and functions of the cardiovascular system which includes the respiratory system, heart, and great vessels. The student will learn about the key anatomical features, case planning and common diagnostic procedures. The student will be able to identify the instrument sets that used in surgery.

SURG 2070 – Orthopedic and Neurological Procedures/Lab
Hours: 2.5 Credit Hours
Length: 1 Semester
Description: This course will enable the student to identify major bones of the body. They will be able to identify specific types of instruments, common orthopedic implants and hardware used during surgery. Neurological procedures will be discussed including the anatomical, physiology, and diagnostic procedures of the nervous system.

SURG 2012 – Surgical Technology III/Lab
Hours: 4.5 Credit Hours
Length: 1 Semester
Description: This course will enable the student to develop an understanding of the key physiological and anatomical features of pediatric surgery. They will discuss the pathology, psychosocial care, and case planning. They will understand the lethal triangle, principles of ATLS (Advanced Trauma Life Support) trauma management and the elements of case planning for common trauma surgeries. Prerequisite: Complete SURG 2010 – Surgical Technology II/Lab and SURG 2011 – Surgical Technology I/Lab.

SURG 2030 – ENT/Plastic/Ophthalmologic Procedures/Lab
Hours: 1.5 Credit Hours
Length: 1 Semester
Description: This course will enable the student to develop an understanding of the structures and functions the eyes, ear, nose, face, oral cavity, and the integumentary system. They will be able to describe common surgical procedures, key aspects of case planning, and pathology. They

SURG 2080 – Simulated OR/Lab
Hours: 2.5 Credit Hours
Length: 1 Semester
Description: The student will be able to practice the skills that they have learned in a simulated environment in a lab with a OR table, back table, and other equipment. They will do a mock surgery with simulated circulators, physicians, and surgical technologist like they will see in their extern rotation.

SURG 2090 – Extern
Hours: 7 Credit Hours
Length: 1 Semester
Description:
This course will provide the student the opportunity to apply the knowledge they received in an affiliated clinical facility. They will be assigned to preceptors to perform in the function of a surgical technologist. They will assist in selection of equipment and supplies, perform surgical scrub, and become a functioning member of a sterile team.

Advanced Emergency Medical Technician Program
Certificate

Course Code	Course	Lecture	Lab	Clinical	Total
AEMT 1201	Fundamental Concepts for the Advanced EMT	18	0	0	18
AEMT 1202	Advanced Airway Management, Medication Administration & Pharmacology for the AEMT	20	24	0	44
AEMT 1203	Shock and Trauma for the Advanced EMT	27	18	0	45
AEMT 1204	Medical Emergencies for the Advanced EMT	27	12	0	39
AEMT 1205	Special Complex and Pediatric Patient Considerations for the Advanced EMT	18	6	0	24
AEMT 1250	Clinical Rotation for the Advanced EMT	0	0	132	132
Totals		120	60	132	312
Day class – 15 Weeks including Extern/Clinical					

State of Georgia Employment Requirements

State Governing Authority	NGNA Program Meets State Requirements (Y/N)	Required Exam (Y/N)	Additional Requirements
Georgia Department of Public Health, Office of EMS, and Trauma	Y	Y *National Registry of Emergency Technicians (NREMT)*	Criminal Background check free of felony convictions, violent crimes, crimes of moral turpitude. Proof of lawful US residency

Admission Requirements

- Possess 2 forms of Identification – one (1) must be a Government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) or immunization records (if applicable) within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.
- Pass the National Registry of Emergency Medical Technicians. (NREMT)

Program Objectives

The Advanced Emergency Medical Technician course prepares the student to provide more in-depth

assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include a fundamental concept, advanced airway management, advanced pharmacology with medication administration including initiation of intravenous and intraosseous access, shock and trauma, and medical emergencies for the advanced emergency medical technician. 48 hours of clinical experience in a hospital setting and 84 hours in a field setting.

The Student must complete

All courses are taught in sequence and each student must successfully complete each course with at least a 70% to advance to the next course.

Achieve 100% in lab participation

60 hours of clinical field experience

132 hours of clinical hospital experience.

Required Classes

Fundamental Concepts for the Advanced EMT

Advanced Airway Management, Medication Administration & Pharmacology for the AEMT

Shock and Trauma for the Advanced EMT

Medical Emergencies for the Advanced EMT

Special Complex and Pediatric Patient Considerations for the Advanced EMT

Clinical Rotation for the Advanced EMT

EMT Courses

AEMT 1201 - Fundamental Concepts for the Advanced EMT

Hours: 18 Lecture

Description: This course serves to introduce students to the role of the Advanced EMT in the prehospital setting. This course also provides a review of A&P along with pathophysiology that will be used throughout the course.

AEMT 1202 - Advanced Airway Management, Medication Administration & Pharmacology for the AEMT

Hours: 20 Lecture, 24 Lab

Description: AEMT This course serves to integrate knowledge of A&P, Pathophysiology, and Medication Administration with cognitive and practical examples. Students will learn to use assessment findings to create a care plan for patients with acute respiratory issues and required medication administration based upon patient symptoms. Students will demonstrate successful competency using a variety of airway interventions and medications appropriately. Topics covered include Airway Assessment and Management, Use of Supraglottic airways, Airway management, Intravenous and Intraosseous Therapy, Emergency Medications and Medication Administration.

AEMT 1203 - Shock and Trauma for the Advanced EMT

Hours: 27 Lecture, 18 Lab

Description: This course serves to integrate cognitive and practical applications of knowledge related to shock and trauma to make clinical based decisions for prehospital patients. Students will apply basic and select advanced clinical knowledge to high fidelity simulations of prehospital patients. Topics covered include Patient Assessment Review, Shock/Resuscitation, Soft Tissue and Burns, Face and Neck Trauma, Head and Spine Injuries, Chest Trauma, Abdominal/Genitourinary Trauma, Orthopedic Injuries, Environmental/Multi-system Trauma and Pediatric Trauma.

AEMT 1204 - Medical Emergencies for the Advanced EMT

Hours: 27 Lecture, 12 Lab

Description: This course serves to expand on basic knowledge of medical emergencies learned in a student's EMT class by providing them with a deeper cognitive knowledge in relation to medical emergencies. Students will also be introduced to advanced level care skills including EKG, Capnography, CPAP, BiPAP, and various other advanced cardiac life support interventions. Topics include Respiratory, Cardiac, Neurological, GU/GI,

Endocrine/Hematological, Immunologic/Toxicological, Psychological, and Gynecological emergencies

AEMT 1205 - Special Complex and Pediatric Patient Considerations for the Advanced EMT

Hours: 18 Lecture, 6 Lab

Description: During this course, students will expand on their understanding of special patient populations through assessment and high-fidelity simulations. Students will also obtain PALS certification during this portion of the course. Topics covered include Special Patient Populations, Pediatric/OB/Newborn Care, Geriatric Emergencies, and Pediatric Child Abuse

AEMT 1250 - Clinical Rotation for the Advanced EMT

Hours: 84 Lecture, 48 Lab

Description: During this course, students will expand on their understanding of pre-hospital care. Under the direct supervision of a skilled clinical preceptor, the student will seek to apply the fundamental knowledge gained over the EMT course curriculum to preform assessments and interventions through practical experiences. Students will demonstrate competency through preforming skills including Personal Protective Equipment Selection, Assessments, Care Plan Development, Lifting and Moving Patients, and Situational Awareness. Students will be required to complete a total of 48 of hospital clinical hours and 84 hours of field experience through third ride experiences on an ambulance. Performance will be evaluated by the clinical preceptor.

Course Code	**Course**	**Lecture**	**Lab**	**Clinical**	**Total**
BEMT 1101	Introduction to EMS Profession	20	0	0	20
BEMT 1102	Anatomy and Physiology for the EMT	30	18	0	48
BEMT 1103	EMS Operations for the EMT	39	3	0	42
BENT 1104	Assessment, Airway Management, & Pharmacology for the EMT	45	27	0	72
BEMT 1105	Shock & Trauma for the EMT	36	27	0	63
BEMT 1106	Medical Emergencies for the EMT	56	4	0	60
BEMT 1107	Special Patient Populations for the EMT	12	0	0	12
BEMT 1108	Clinical	0	0	60	60
Totals		245	79	60	384
Day Class		27 Weeks including Extern/Clinical			
Night Class		N/A			

Basic Emergency Medical Technician Program - Certificate

State of Georgia Employment Requirements

State Governing Authority	NGNA Program Meets State Requirements (Y/N)	Required Exam (Y/N)	Additional Requirements
Georgia Department of Public Health, Office of EMS, and Trauma	Y	Y *National Registry of Emergency Technicians (NREMT)*	Criminal Background check free of felony convictions, violent crimes, crimes of moral turpitude. Proof of lawful US residency

Admission Requirements

- Possess 2 forms of Identification – one (1) must be a Government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray and/or immunization record.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of take program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.

- Completion of an enrollment application package from NGNA.
- Driving Record could impact employment.

Program Objectives:

The Emergency Medical Technician course prepares the student to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to EMS profession, Anatomy and Physiology, EMS Operations, Assessment, Airway Management, Pharmacology, Shock, Trauma, Medical Emergencies, and caring for special patient populations.

The Student must complete

- All courses are taught in sequence and each student must successfully complete each course with at least a 70% to advance to the next course.
- Achieve 100% in lab participation
- 60 hours of clinical field experience

Required Classes

- Introduction to EMS Profession
- EMS Operations for the EMT
- Assessment, Airway Management, & Pharmacology for the EMT
- Shock & Trauma for the EMT
- Medical Emergencies for the EMT
- Special Patient Populations for the EMT
- Clinical

EMT Courses

BEMT 1101 - Introduction to EMS Profession

Hours: 20 Lecture

Description: This course serves as an introduction to the EMS Profession. Students will be oriented to the area of prehospital care and aspects of an integrated health system. This course provides fundamental knowledge of EMS Systems, Workforce Safety and Wellness, Medical, Legal and Ethical Issues, Medical Terminology Overview, Communication and Documentation, and Moving and Lifting of Patients. Students are also required to complete BLS CPR during this course.

BEMT 1102 - Anatomy and Physiology for the EMT

Hours: 30 Lecture, 18 Lab

Description: This course seeks to provide a basic understanding to each student of the anatomy and physiology of the human body and how it relates to patient care. This course also covers pathophysiology and discusses life span development with regards to patient care.

BEMT 1103 - EMS Operations for the EMT

Hours: 39 Lecture, 3 Lab

Description: This course will cover issues related to the operational perspective of the emergency medical profession. Through experiential learning as well as discussion driven instruction, the students will use their understanding of EMS Systems to prepare themselves for field operations. Topics covered include Transport, Extrication, Rescue, Hazmat, Incident Command System, Terrorism response, and Aero-medical services. Students are also required to complete the FEMA Incident Command System 100 and 700 courses during this class.

BEMT 1104 - Assessment, Airway Management, & Pharmacology for the EMT

Hours: 45 Lecture, 27 Lab

Description: This course prepares students for initial scene management and patient assessment. It also provides a basic overview of pharmacology and airway management for the student. Students will use their knowledge to develop care plans for a variety of patient scenarios and high- fidelity simulations. Topics covered include Scene Size-Up, Primary Assessment, Secondary Assessment, Airway Management, History

Taking, Medication Administration and Emergency Medicine Principles.

BEMT 1105 - Shock & Trauma for the EMT
Hours: 36 Lecture, 27 Lab
Description: This course provides an overview of emergencies with a trauma mechanism. Through this course, students will learn how to manage patients with traumatic injuries, address issues and complications from shock, and develop care plans to ensure proper management of the prehospital trauma patient. Topics covered include Shock and Resuscitation, Trauma Overview, Bleeding/Soft Tissue Injuries, Face and Neck Trauma, Head and Spine Trauma, Chest Trauma, Abdominal/Genitourinary Trauma, Orthopedic Injuries, Environmental Emergencies, High Fidelity Simulated Trauma Emergencies.

BEMT 1106 - Medical Emergencies for the EMT
Hours: 56 Lecture, 4 Lab
Description: This course will prepare students to manage prehospital medical emergencies of various types and conditions. Students will understand the connection between medical base emergencies and the pathophysiology of the emergency. Topics covered include Medical Overview, Respiratory Emergencies, Cardiac Emergencies, Neurological Emergencies, GU/GI Emergencies, Endocrine/Hematological Emergencies, Immunologic/Toxicology Emergencies, Psychiatric Emergencies, Gynecological Emergencies.

BEMT 1107 - Special Patient Populations for the EMT
Hours: 12 Hours
Description: This course will provide an overview and high-fidelity simulation of emergencies related to special patient populations. Students will be provided with knowledge of growth, age-appropriate assessments, and assessment findings related to special patient populations. Topics covered include Introduction to Special Patient Populations, OB/Neonatal Care, Pediatric Emergencies, Geriatric Emergencies, and Special/Complex/Technology Dependent patient populations.

BEMT 1108 - Clinical
Hours: 60 Hours
Description: Under the direct supervision of a skilled clinical preceptor, the student will seek to apply the fundamental knowledge gained over the EMT course curriculum to preform assessments and interventions through practical experiences. Students will demonstrate competency through preforming skills including Personal Protective Equipment Selection, Assessments, Care Plan Development, Moving and Lifting Patients, and Situational Awareness. Students will be required to complete a total of 60 hours of field experience through third ride experiences on an ambulance. Performance will be evaluated by the clinical preceptor.

Course Code	Course	Lecture	Lab	Clinical	Total
DIAL 1001	Medical Terminology for the Dialysis Technician	30	0	0	30
DIAL 1002	Introduction to Dialysis	30	0	0	30
DIAL 1003	Scientific Principles of Dialysis	12	12	0	24
DIAL 1004	Dialysis Procedures	0	30	0	30
DIAL 1005	Career Development	6	0	0	6
DIAL 1006	Dialysis Externship	0	0	64	64
Totals		78	42	64	184
Day Class Didactic		10 Weeks			
Night Class Didactic		15 Weeks			
Extern/Clinical		64 Hours			

Dialysis Technician Program – Certificate

State of Georgia Employment Requirements:

State Governing Authority	NGNA Program Meets State Requirements (Y/N)	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N[1]	Background check (if employer required)

1 While Georgia does not require an exam for employment, graduate's employment prospects improve with a national certification.

Admission Requirements

- High school diploma or GED (except for the Nursing Assistant program)
- Possess 2 forms of Identification – one (1) must be a Government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) or immunization records (if applicable) within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.

Program Objectives:

Graduates of this course will be able to provide quality care to patients who are receiving dialysis treatment. The student will have knowledge of Medical Terminology, CPR/AED/First Aide, Safety and Principles of Dialysis, requirements of Extern, and Certification Exam. Upon ability to demonstrate competency in the skills and complete the externship the student will qualify to take the CCHT Certification Exam to become a Certified Clinical Hemodialysis Technician and qualify to find entry-level positions in dialysis centers and hospitals

The Student must complete

- All courses are taught in sequence and each student must successfully complete each course with at

least a 70% to advance to the next course.

- 64 hours of clinicals in a dialysis center or hospital.

Required Classes

- Medical Terminology for the Dialysis Technician
- Introduction to Dialysis
- Scientific Principles of Dialysis
- Dialysis Procedures
- Career Development
- Dialysis Externship

Dialysis Technician Courses

DIAL 1001 Medical Terminology for the Dialysis Patient

Hours: 30

Description:

This course will provide the student with the basic learning tools and aid in building a strong foundation in medical terminology. Students will learn basic medical terms and meanings relating to the circulatory, respiratory, and urinary systems

DIAL 1002 Introduction to Dialysis

Hours: 30

Description: Students will be introduced to the basic knowledge of the dialysis environment along with the personnel involved in dialysis. The student will become familiar with the symptoms, treatment, and effects of chronic renal failure including the mortality and morbidity rates. Students will also learn the basic setup and operation of a hemodialysis machine.

DIAL 1003 Scientific Principles of Dialysis

Hours: 24

Description: Students will learn about the different types of dialysis and the differences between acute and chronic along with additional functions of the hemodialysis machine. Students will also learn the basic hemodialysis mechanics and their use. Students will have a lab component within this course to perform skills.

DIAL 1004 Dialysis Procedures

Hours: 30 Lab

Description: This course will build upon the knowledge of the basic hemodialysis operations. Students will learn how to cannulate an access by use of tools, learn to apply aseptic technique, and learn basic assessments of a hemodialysis patient, including vital signs. Students will also learn about the cleaning and reuse of a dialyzer, along with water treatment and quality with relations to the hemodialysis process.

DIAL 1005 Career Development

Hours: 6 Hours

Description: Students will be introduced to career development skills including resumes, externship expectations, and other topics related to career development.

DIAL 1006 Dialysis Externship

Hours: 64

Description: During this clinical rotation, the students will work in a Hemodialysis Clinic with supervision. The student will have the opportunity to apply the knowledge of dialysis such as preparation of the dialysis machine, patient assessments, standard precautions, and equipment monitoring in accordance with the standard policies and procedures of any facility. They will be trained to work in in today's private and government-run dialysis centers, medical centers and hospital dialysis departments, health care offices, clinics, and facilities.

Medical Assistant Program
Certificate

Course Code	Course	Lecture Hours	Lab Hours	Clinical Hours	Total Hours
MAST 1001	Introduction to the Allied Health Profession	12	0	0	12
MAST 1002	Laboratory Procedures	12	30	0	42
MAST 1003	Responsible Medical Practice	18	0	0	18
MAST 1004	Specialty Examination and Procedures	27	3	0	30
MAST 1005	Integrated Clinical Education	18	24	0	42
MAST 1006	Cardiac Monitoring Procedures	12	12	0	24
MAST 1007	Clinical Externship	0	0	80	80
Totals		99	69	80	248
Day Class Didactic		14 Weeks			
Night Class Didactic		21 Weeks			
Extern/Clinical		80 Hours			

State of Georgia Employment Requirements:

State Governing Authority	NGNA Program Meets State Requirements (Y/N)	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N[1]	Background check (if employer required)

1 While Georgia does not require an exam for employment, graduate's employment prospects improve with a national certification.

Admission Requirements

- High school diploma or GED (except for the Nursing Assistant program)
- Possess 2 forms of Identification – one (1) must be a Government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) or immunization records (if applicable) within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.

Program Objectives:

Upon completion of the Medical Assistant Program students will have the ability and knowledge to work directly with patients and assist with their care. Our program will provide students with relevant skills and knowledge in assisting the physician with minor surgical procedures, taking vital signs, and recording EKG's. Students will also receive training in basic office procedures, such as, setting appointments, accounting procedures, maintaining patient's charts and prepares you to take the CCMA, CET, and CPT Certification Exam

with National Healthcareer Association.

The Student Must Complete:

- All courses are taught in sequence and each student must successfully complete each course with at least a 70% to complete the program.
- Achieve 100% in lab participation
- 80 hours of clinical experience in a clinic or hospital.

Required Classes

- Introduction to the Allied Health Profession
- Laboratory Procedures
- Responsible Medical Practice
- Specialty Examinations and Procedures
- Integrated Clinical Education
- Cardiac Monitoring Procedures
- Medical Clinical Externship

Medical Assistant Courses

MAST 1001 -Introduction to the Allied Health Profession

Hours: 12

Description: Students will learn their roles, responsibilities, and scope of practice. They will learn other health care professionals' roles and the difference between specialty, ancillary, and alternative services in health care. Students will understand the most common medical terms, word roots, prefixes, and suffixes for procedures and body systems. Students will learn how to identify and eliminate disease causing actions in the medical field. They will learn the importance of medical and surgical asepsis with preforming sanitization, disinfection, and sterilization. Students will learn all structures within each body system, where they are located, functions of each organ and how systems work together to maintain homeostasis of the body.

MAST 1002 – Laboratory Procedures

Hours: Lecture: 12, Lab: 18

Description: Students will learn how to collect specimens, run controls on laboratory equipment, complete requisition forms, and recognize laboratory values for common lab tests. They will learn the difference between CLIA and COLA accreditation organizations. Students will learn the appropriate steps in preforming blood draws on patients, selecting the appropriate supplies, and identifying proper tubes for blood test collection. They will learn the importance of post procedure care and education to the patient. Students will learn the functions of all blood cells, values of normal and abnormal cellular levels, as well as the most common diagnoses. Students will gain an understanding of the relationships of blood tests to the pathology of the human body. They will learn how to prepare specimen tubes for transportation to the laboratory. Students will practice preparing supplies and preforming blood drawing techniques. Students will become competent utilizing eclipse and butterfly needles for venipuncture.

MAST 1003 - Responsible Medical Practice

Hours: 18

Description: Students learn about different models of practice of team-based care, community-based organizations, and transitional care. They will learn the importance of patient education and follow up medical care. Students will learn legal and regulatory requirements in the medical field as well as reportable violations and incidents. They will learn and practice patient privacy and confidentiality with records, and during patient examinations. Students will learn appropriate scheduling according to patients needs and urgency. They will learn how to document cancellations, no-shows, pre-authorizations, insurance verification and referrals. Students will understand the difference between electronic medical records and electronic health records. They will learn how to navigate different paper filing systems, processes, chart sections and scheduling

matrices. Students will learn how to effectively communicate with fellow professionals as well as patients. They will learn teamwork skills, verbal and non-verbal communication, and electronic communications.

MAST 1004 - Specialty Examinations and Procedures

Hours: 27 Lecture, 3 Lab

Description: Students learn the most common signs, symptoms, and etiologies for diseases and injuries. They will understand risk factors, incidence, and prevalence that lead to morbidity and mortality. Students learn the human stages of psychosocial development, hierarchy of needs, and grief cycle. They will learn the principles of therapeutic communication with patients who have disabilities, developmental delays and chronic or terminal diseases. Students will learn the difference in bacteria, viruses, fungi, protozoa, and multi-cellular parasites. They will understand the setup of human cells, their organelles, and their functions. They will learn about the pathogens that cause common diseases and how they are transmitted. Students will learn the branch of medicine that cares for newborns, infants, children, and adolescents. They will demonstrate competence in measuring length, weight, height, and head circumference. Students will learn to identify the changes that geriatric patients undergo physically and psychologically. They will understand there are social stigmas attached to the older adult in society and how to properly treat them. Students learn all the dietary nutrients that the human body needs to function, what levels are necessary, as well as how to read a nutrition label for food.

MAST 1005 - Integrated Clinical Education

Hours: 18 Lecture, 12 Lab

Description: Students will learn how to convert within and between metric and household units of measurement, as well as pediatric weight for medication dosing. They will learn forms, routes, and rights of medication administration. Students will learn classifications, therapeutic effects, side effects and uses of the most prescribed medications. They will learn to identify pharmacological abbreviations used in prescriptions and ordering. Students will demonstrate proper understanding and preparation of ordered enteral and parenteral medications. They will practice proper site administration of injections and education to the patient. Students will learn the importance of patient safety in the clinical setting and how to make specific adjustments as needed per situation. They will learn the proper procedures for medication administration, first aid, and basic wound care. Students will demonstrate proper intake of patients with the intake process of obtaining a chief complaint, drug reconciliation, and completing history profiles. They will perform vital sign measurements and identify abnormal ranges until competent with the skills. Students will practice positioning of the patient according to their examination, preparing needed supplies and carrying out medication orders. They will demonstrate proper sterile field set up and skills to assist the provider with minor surgery procedures.

MAST 1006 – Cardiac Monitoring Procedures

Hours: 12 Lecture, 12 Lab

Description: Students will learn about the electrical conduction system of the heart and proper procedures for EKG's. They will learn how to identify different abnormal wave results and which arrhythmias will need immediate medical intervention. The students will learn how to prepare the patients for cardiovascular testing and educating the patients on the procedure. They will learn how to perform an electrocardiogram using a 12-lead set up, as well as understanding the waveform intervals and segments.

MAST 1007 – Medical Clinical Externship

Hours: 80

Description: This course is to train the students for entry-level employment in the medical assisting field. The students will work in a medical setting that will help them to apply their awareness, knowledge, familiarity, academic skills, clinical skills that they obtained.

Medical Billing and Coding
Certificate

Course Code	Course	Lecture Hours	Lab Hours	Clinical Hours	Total Hours
MBAC 1001	Introduction to Medical Billing and Coding	18	0	0	18
MBAC 1002	Intermediate Medical Billing and Coding	42	0	0	42
MBAC 1003	Body Systems and Medical Terminology I	30	0	0	30
MBAC 1004	Body Systems and Medical Terminology II	30	0	0	30
MBAC 1005	Pathology and Laboratory	24	0	0	24
MBAC 1006	Medical Clinical Externship	0	0	80	80
Totals		144	0	80	224
Day Class Didactic		12 Weeks			
Night Class Didactic		18 weeks			
Extern/Clinical		80 Hours			

State of Georgia Employment Requirements:

State Governing Authority	NGNA Program Meets State Requirements (Y/N)	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N[1]	Background check (if employer required)

1 While Georgia does not require an exam for employment, graduate's employment prospects improve with a national certification.

Admission Requirements

- Possess 2 forms of Identification – one (1) must be a Government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) or immunization records (if applicable) within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.

Program Objectives:

The program introduces the student to coding rules for the CPT, ICD-10-CM, and Level II (HCPCS) coding systems and then applying the rules to code patient services. In addition, a variety of payment systems is presented. The medical topics of Medicare fraud, HMOs, and QIOs are also reviewed. After completion of this program the student will be eligible to take the Billing and Coding Certification Exam by NHA – National Health

Career Association. After the completion of the academic portion of the Billing and Coding Program the students will be required to attend 80 hours of extern. This will prepare the students for challenges in the workplace by improving their critical thinking and problem-solving skills using case studies. Students will examine, analyze, develop, and implement workplace solutions and be prepared to take the CBCS and/or CMAA Certification Exam with National Healthcareer Association. This extern rotation must be complete within 60 days of completing the academic portion of the program.

The Student must complete

- All courses are taught in sequence and each student must successfully complete each course with at least a 70% to advance to the next course.
- Achieve 100% in lab participation
- 80 Hours of Clinical Experience

Required Classes

Introduction to Medical Billing and Coding
Intermediate Medical Billing and Coding
Body Systems and Medical Terminology I
Body Systems and Medical Terminology II
Pathology and Laboratory
Medical Clinical Externship

Medical Billing and Coding Courses

MBAC 1001 - Introduction to Medical Billing and ICD-10-CM

Hours: 18

Description: Students will be introduced to the basic structures of the Medicare Program and HIPPA. They will learn about Medicare fraud, compliance, and managed care. Students will be taught how to use and describe the format of the ICD-10-CM. They will learn how to identify first-listed diagnosis and explain uncertain diagnoses.

MBAC 1002 - Intermediate Medical Billing and Coding

Hours: 42

Description: Students will learn how to analyze neoplasm codes, and diseases of the eye and adnexa codes. They will be able to recognize diseases of the circulatory system, evaluate diseases of the respiratory system, and review certain infectious and parasitic disease codes. Students will be able to understand diseases of the musculoskeletal system and connective tissue coding. They will be introduced to the CPT manual and Level II National codes (HCPCS), the use and recognition of modifiers and demonstrate the ability to code evaluation and management (E/M) codes.

MBAC 1003 - Body Systems and Medical Terminology I

Hours: 30

Description: Students will learn the different types of anesthesia and demonstrate the ability to report anesthesia services. They will learn how to interpret the elements of a special report and analyze the contents of a surgical package. Students will be able to describe the format for the integumentary, musculoskeletal, respiratory, and cardiovascular systems. Students will also be able to demonstrate the ability to code services and procedures from these systems.

MBAC 1004 - Body Systems and Medical Terminology II

Hours: 30

Description: Students will learn how to understand the hemic and lymphatic systems subheadings and demonstrate the ability to code from these subsections. They will learn how to understand the format for the digestive system and report procedures on the tongue, esophagus, liver, and other organs of the digestive system. They will be able to report services from the urinary system, and the male genital system. Students will be able to describe reproductive services and how to report them. They will be able to demonstrate the

ability to code auditory system services, the eye and adnexa services and the ability to report the use of an operating microscope. Prerequisite: Complete MBAC 1003 - Body Systems and Medical Terminology I

MBAC 1005 - Pathology and Laboratory

Hours: 24

Description: Students will learn how to analyze the elements of component coding in reporting radiology services. Identify elements of the global procedure. They will learn how to differentiate amongst the Organ or Disease Oriented Panels codes, as well as how to identify Therapeutic Drug Assays codes. Students will be able to identify biofeedback services, analyze chemotherapy services. They will be able to explain the difference between inpatient and outpatient coding as well as the purpose of the present on admission indicators.

MBAC 1006 – Medical Clinical Externship

Hours: 80

Description: The student applies the knowledge in a medical office doing front office, billing, and coding. The student will understand the flow of a medical office.

Nursing Assistant Program
Certificate

Course		Lecture	Lab	Clinical	Total
NAST 1101	The Nursing Assistant in Long Term Care/Foundations of Long-Term Care	6	6	0	12
NAST 1102	Understanding Residents/Body Systems & Related Conditions	6	6	0	12
NAST 1103	Confusion Dementia & Alzheimer's Disease/Personal Care Skills	8	8	0	16
NAST 1104	Basic Nursing Skills/Nutrition & Hydration	8	8	0	16
NAST 1105	Rehabilitation &Restorative Care/Caring for Yourself	8	8	0	16
NAST 1106	Clinical Rotation	0	0	24	24
Totals		36	36	24	96
Day Class		4 Weeks including Extern/Clinical			
Night Class		6 Weeks including Extern/Clinical			

State of Georgia Employment Requirements:

State Governing Authority	NGNA Program Meets State Requirements (Y/N)	Required Exam (Y/N)	Additional Requirements
Georgia Medical Care Foundation	Y	Y *National Nurse Aid Assessment Program*	Background check (only if employed in personal care home or nursing home, or if employer requires)

Admission Requirements

- Possess 2 forms of Identification – one (1) must be a Government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) or immunization records (if applicable) within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.

Program Objectives:

This program will introduce the student to basic nursing skills and clinical skills which include, but are not limited to communication, resident rights, infection control, body mechanics, and assisting residents with daily care. The student will gain experience in the clinical roles of a nursing assistant at a Long-Term Care Facility. The student will meet all requirements to pass the Georgia State Competency Exam and be able to function as a Certified Nursing Assistant upon completion of the State Competency Exam.

The Student must complete

- All courses are taught in sequence and each student must successfully complete each course with at least a 70% to advance to the next course.
- Achieve 100% in lab participation
- 24 hours of clinicals in a Long-Term Care Facility.

Required Classes

- The Nursing Assistant in Long Term Care/Foundations of Long-Term Care
- Understanding Residents/Body Systems & Related Conditions
- Confusion Dementia & Alzheimer's Disease/Personal Care Skills
- Basic Nursing Skills/Nutrition & Hydration
- Rehabilitation &Restorative Care/Caring for Yourself.
- Clinical Rotation

Nursing Assistant Courses

NAST 1101 - The Nursing Assistant in Long Term Care/Foundations of Long-Term Care

Hours: 6 Lecture, 6 Lab

Description: The student will be provided insight into healthcare settings and the healthcare team. The student will learn the different roles of care team members along with functions the nursing assistant will be expected to perform. The student will learn the importance of behaving in ethical and legal ways, information on the HIPAA law, and the legal rights of patients. The student will meet the instruction mandated by OBRA, which includes Communication, Safety, Medical Emergencies, and Infection Prevention

NAST 1102 - Understanding Residents/Body Systems & Related Conditions

Hours: 6 Lecture, 6 Lab

Description: The student will learn the basic needs of residents, and that the Nursing Assistant is expected to assist residents in meeting those needs as they provide care. The student will learn the physical and psychological needs of human beings by providing a holistic approach to care. The student will learn the basic structure and function of body systems including common disorders and sign and symptoms to observe and report.

NAST 1103 - Confusion Dementia & Alzheimer's Disease/Personal Care Skills

Hours: 8 Lecture, 8 Lab

Description: The student will be given the knowledge about the statistics regarding Alzheimer's Disease and Dementia. The student will be trained in providing the best possible care while remembering the importance of the person with AD to be cared for as an individual. The student will learn personal care skills and that they are one of the most important roles of the nursing assistant. They will learn the importance of doing the skills properly with respect and dignity.

NAST 1104 - Basic Nursing Skills/Nutrition & Hydration

Hours: 8 Lecture, 8 Lab

Description: The student will learn the duties when admitting, transferring, and discharging residents. The important to communicate and empathize with the resident during this difficult time of major changes in the person's life. The student will learn the basics about proper nutrition, the purpose of nutrients, vitamins, and minerals. They will obtain the knowledge about USDA's MyPlate and special diets that may be needed for residents.

NAST 1105 - Rehabilitation &Restorative Care/Caring for Yourself

Hours: 8 Lecture, 8 Lab

Description: The student will learn to provide supportive care that encourages dignity and independence

during recovery with restorative care. The student will learn the purpose of Physical Therapy, Occupational Therapy, and Speech Therapy. The student will learn to assist residents with ambulation and range of motion exercises, careful skin care, and the use of adaptive devices. The student will learn the knowledge, skills, and qualities needed to work as a nursing assistant. Finding and keeping a job, advice about building working relationships. The student will learn helpful tips for managing stress and staying healthy.

NAST 1106 - Clinical Rotation

Hours: 24

Description: Students will have the opportunity to participate in a clinical training in a long-term care facility. The student will observe a variety of activities, procedures, treatments, and patient care. This will encourage the development of personal traits of integrity, enthusiasm, honesty, trustworthiness, promptness, and dependability in the workplace. The student will learn basic communication and confidentiality skills such as reporting and charting. The student will be able to apply the knowledge obtained in the classroom regarding infection control and standard precautions. The student will demonstrate competent safety practices and body mechanics. They will understand the importance of HIPAA and confidentiality. They will assist staff members within the scope of their training and provide basic patient care included in activities of daily living.

Surgical Technician Program
Certificate

Course		Lecture	Lab	Clinical	Total
ST 101	Med Term	12	0	0	12
ST 102	A&P	36	0	0	36
ST 103	Intro to ST	18	0	0	18
ST 104	Healthcare Facility & Safety	30	0	0	30
ST 105	Surgical Patient Care	24	6	0	30
ST 106	Sanitation, Sterilization & Aseptic Technique	12	12	0	24
ST 107	Surgical Instrumentation	12	6	0	18
ST 108	Surgical Pharmacology & Anesthesia	30	0	0	30
ST 109	Advanced Surgical Technology	24	30	0	54
ST 110	Surgical Procedures I	30	18	0	48
ST 111	Surgical Procedures II	24	12	0	36
ST 112	Surgical Procedures III	36	12	0	48
ST 113	Extern			120	120
TOTAL		288	96	120	504
Day Class		32 Weeks			
Night Class		48 Weeks			
Extern/Clinical		120 Hours			

State of Georgia Employment Requirements:

State Governing Authority	NGNA Program Meets State Requirements (Y/N)	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N[1]	Background check (if employer required)

1 While Georgia does not require an exam for employment, graduate's employment prospects improve with a national certification.

***A*dmission Requirements**

- High school diploma or GED (except for the Nursing Assistant program)
- Possess 2 forms of Identification – one (1) must be a Government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) or immunization records (if applicable) within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.
- All applicants are required to achieve a minimum passing score on an entrance exam before

admission to the program.

Course Objectives

The Surgical Technician Program prepares students to assist in surgical procedures in a medical facility. This program offers students learning through a combination of classroom and hands-on laboratory. The student will learn to prepare the operating room for surgery, sterilize equipment, maintain adequate surgical inventory, prepare patients for surgery, and assist surgeons during surgery. The student will learn to assist surgeons with passing instruments, count supplies & equipment, and maintain the sterile environment. The student will learn medical terminology used in a medical facility. The student will attend 120 hours of extern, which will allow the student to apply the principles obtained during the program at a surgical center or hospital. After completion of the extern, the student must have obtained a score of 42 on the Extern Evaluation Form. The extern must be completed within 90 days of completion of the didactic portion of the program. The student will also be required to complete a Critical Skills Competency Form within 1 year of extern completion and 120 hours of extern. When all requirements are met and completion of the program is obtained, the student will qualify to sit for the NCCT Surgical Technician Certification Exam.

The Student must complete

- All courses are taught in sequence and each student must successfully complete each course with at least a 70% to advance to the next course.
- Achieve 100% in lab participation
- 120 hours of clinical experience in a clinic or hospital. This will allow the students to apply the knowledge obtained in a surgical setting under the supervision of a surgical technologist or physician.

Required Concentration Classes

- Medical Terminology
- Anatomy & Physiology
- Introduction to Surgical Technology
- Healthcare Facility & Safety
- Surgical Patient Care
- Sanitation, Sterilization, and Aseptic Technique
- Surgical Instrumentation
- Surgical Pharmacology & Anesthesia
- Advanced Surgical Technology
- Surgical Procedures I
- Surgical Procedures II
- Healthcare Facility and Safety
- Surgical Technician Externship

Surgical Technician Courses

STEC 1001 - Medical Terminology

Hours: 12

Description: Students will learn root words, combing vowels, prefixes, and suffixes to form medical terms. They will learn how to put together and understand medical terminology. Students will utilize medical terminology during lecture discussions. They will learn the importance of medical terminology as the basic steps of patient interaction, presentation, examination, diagnosis, and therapy.

STEC 1002 - Anatomy & Physiology

Hours: 36

Description: In this course students will learn about the human cells, tissues, and organs, the different Body

Planes, Cavities, Quadrants, and diagnostic procedures and common disorders. Students will learn the structures and anatomic locations of the different Body Systems including: Musculoskeletal, Circulatory, Respiratory, Integumentary, Lymphatic, Digestive, Reproductive, Nervous, Endocrine, Urinary, and Special Sensory. The students will also focus on the most common diseases, disorders, diagnostic terms, and the surgical and therapeutic interventions for each system.

STEC 1003 - Introduction to Surgical Technology

Hours: 18

Description: The students will learn and understand the development the of the role of the surgical technologist, including the organizations that support the profession. The students will learn the elements of communication, barriers in communication, and the significance of touch in communication. Students will have the opportunity to learn etiquette, the importance of protecting patient information, and the different types of communications techniques. They will learn to differentiate among law, standards of practice, and codes of conduct. The students will also learn the difference among licensure, certification, and registration, as well as the importance of documentation.

STEC 1004 - Healthcare Facility & Safety

Hours: 30 Hours

Description: The students will learn the purpose of the organizational chart, the chain of command, and roles of the perioperative professionals. Students will learn the traffic patterns, surgical suite design, and temperature and humidity ranges in the surgical suite. The students will learn the risks present in the operating room: fire, care of compressed gas cylinders, principles of electricity, precautions to prevent exposure to ionizing radiation, methods to avoid chemical injury, and toxic substances in a smoke plume. Students will learn the risks and precautions with lasers, electrosurgical units, and the dispersive pad placement. Students will learn the different types of disasters, roles of government agencies, and primary components of a health care facility disaster plan. Students will also learn about physics and computer technology.

STEC 1005 - Surgical Patient Care

Hours: 24 Lecture/6 Lab

Description: The students will learn patient centered and outcome-oriented care utilizing Maslow's hierarchy, basic physiological needs of the patient and the needs of the families. They will learn cultural, spiritual competence and to identify special patient populations. The students will learn and practice taking vital signs and documenting vital signs. The students will learn the proper placement and use of an electrocardiograph, and importance of other commonly used imaging studies. Students will learn basic blood and urine chemistry tests, tissue biopsies, and cancer screenings. The students will learn Cardiopulmonary Resuscitation, as well as First Aid administration for common injuries. Students will learn about the social, personal, ethical, legal, and medical perspective of death. Students will learn the process of death and the events that can be triggered by it.

STEC 1006 - Sanitation, Sterilization, and Aseptic Technique

Hours: 12 Lecture, 12 Lab

Description: The students will learn the different types of organisms, classifications, and transportation of microbes that lead to infection. They will learn about blood borne pathogens, phases of infection, and the bodies defense mechanisms. The students will learn and practice aseptic technique, hand washing, surgical scrub, correct dress in the operating room, as well as donning and doffing personal protective equipment. Students will become familiar with disinfection agents and methods used, reprocessing and decontamination, sterilization methods, and disinfection hazards.

STEC 1007 - Surgical Instrumentation

Hours: 12 Lecture, 6 Lab

Description: The students will learn and demonstrate the proper wrapping of instruments and preparing

of instrument trays, as well as proper PPE. Students will learn the most common general surgical instruments grouped by function, and surgical instrument design. The students will be able to identify different instruments, discuss their design, different uses, and how to identify any instrument defects.

STEC 1008 - Surgical Pharmacology & Anesthesia
Hours: 30 Lecture
Description: The students will learn the procedures for receiving drugs from the circulator on the sterile field, the procedures for handling drugs, labeling, mixing, diluting, and transferring to surgeon. The students will learn the steps of prepping a patient for anesthesia, different types of anesthesia, and what constitutes an anesthesia emergency. Students will learn safe methods for use of syringes, and how to withdraw medications from a vial. Students will learn PACU procedures for postoperative patient care, criteria for discharging the patient, and complications. Students will describe the layout of PACU, elements of handover from circulating nurse, elements of patient assessment, Glasgow Coma scale, types of complications, discharge of patients and patient education.

STEC 1009 - Advanced Surgical Technology
Hours: 24 Lecture, 30 Lab
Description: Students will learn how to position patients on the operating table using several different positioning devices and how to move the operating table for those positions. Students will learn the importance of surgical preparation and draping for maintaining a sterile surgical field. Students will perform a surgical preparation, while taking turns draping each other in several surgical positions. Students will learn how to open, prepare a surgical case, and account for surgical supplies, equipment, and pass instruments. Students will demonstrate the basic setup of the sterile work area and the handling of sharps, preform counts, placement of cords and tubing, while practicing the passing of instruments. Students will learn the different types of sutures and needles, removal of suture safely from packages, and how to load the needle and pass to physician.

STEC 1010 - Surgical Procedures I
Hours: 30 Lecture, 18 Lab
Description: Students will learn the concepts of general surgery, demonstrating the elements of case planning, room set up, special equipment, setting up case from start to finish and room turn over. Students will learn the benefits and challenges of endoscopic surgery. Students will learn how to set up the operating room for an endoscopic procedure and how to convert to open if necessary. Students will learn and demonstrate case planning, instrument, and equipment prep for hysteroscopic procedures as well as open and vaginal procedures. Students will learn diagnostic and instrumentation needed and how to assemble cystoscopes to preform transurethral procedures. Students will learn anatomy, diagnostics, diseases, and key anatomical structures needed for ophthalmic surgery.

STEC 1011 - Surgical Procedures II
Hours: 24 Lecture, 18 Lab
Description: Student will learn key anatomical structures of the ears, nose, and throat and describe common procedures for ENT surgery. They will learn key anatomical structures of the face and be able to describe common procedures involving mid face and the mandible. Students will also learn equipment and proper instruments needed. Students will be able to describe the skin, case plan common procedures involving the skin, and discuss different types of skin grafting techniques. They will understand and practice set up for common procedures such as breast augmentation, breast reductions, and breast reconstruction after a mastectomy. Prerequisite: Complete STEC 1010 – Surgical Procedures I.

STEC 1012 – Surgical Procedures III
Hours: 36 Lecture, 18 Lab
Description: Students will learn instruments and equipment for common peripheral vascular surgeries as well as grafts and common obstructions. They will demonstrate case planning, room set up, and identifying equipment and instrumentation for common thoracic and pulmonary surgeries. Students will be able to tell the difference between pediatric and adult patient physiology. They will demonstrate case planning, including room set up, identification of equipment and instrumentation, as well as identification of special equipment needed for Cardiopulmonary and Pediatric surgery. Students will learn the key structures of the Central Nervous System. They will learn all the elements of planning system. They will learn all the elements of planning for different types of trauma surgeries.
STEC 1013 - Surgical Technician Externship
Hours: 120
Description: Students will demonstrate proficiency and practice their skills in a supervised medical facility operating room for a total of 120 hours.

Academic Procedures

Orientation

North Georgia Nursing Academy schedules orientation during enrollment. The orientation provides the students with necessary information about the facility, instructors, curriculum, use of instructional equipment, code of conduct, requirements for completion of each program, and requirements for extern placement services.

Student Records

The information and records of all students are confidential and only accessed by authorized employees of North Georgia Nursing Academy.

The institution handles all records according to the Family Education Rights and Privacy Act (FERPA) guidelines. Students who wish to review their file may do so by submitting a written request to Assistant Director/Registrar.

The institution will not divulge student information to parties external to the institution unless such requests are within the permissible FERPA guidelines, or the student has provided express written permission to do so.

Learning Management System

NGNA uses Praxischool as the learning management system. Students will receive an email on the first day with instructions for accessing the LMS. This is location that the student will find their grades, attendance, and account activity. If the student has any problems accessing the LMS they should contact Tina Jordan at tjordan@ngnanursing.org.

Canvas

Students will be taking exams and other course work on Canvas. The student will receive an invitation from their instructor to join their class. The student will set up their personal account to access this platform. If the student has problems with this platform the website for login is: https://www.instructure.com or the student can contact Tina Jordan.

Academic Units

NGNA measures course progress and completion in clock and credit hours as applicable to each program.

A “clock hour” is defined as a sixty (60) minute unit consisting of fifty (50) minutes of instruction and a ten (10) minute break.

A credit hour is defined according to the following scale:

- Lecture 15 Clock Hours = 1 Credit Hour
- Lab 30 Clock Hours = 1 Credit Hour
- Externship 45 Clock Hours = 1 Credit Hour

Calculation of Grade Point Average

Cumulative GPA is calculated by multiplying the clock or credit hours for each course by the GPA associated with each letter grade to determine the total quality points. Total quality points are then divided by the number of credits attempted for a cumulative GPA.

Satisfactory Academic Progress

Students must always maintain a minimum cumulative GPA of 2.0. Each student's academic standing is updated at the end of each course and will be reviewed with the student by the instructor. Each student who fails to make adequate academic progress toward his/her academic goal will be notified by the instructor and/or administrative staff.

Percentage Range	Letter Grade	GPA
100% - 90%	A	4.0
89% - 80%	B	3.0
79% - 70%	C	2.0
69% - 60%	D	1.0
59% - 0%	F	0
Grade is NOT calculated in GPA		

Academic Integrity and Responsibility
Since trust is the foundation of our intellectual community, and since student work is the basis for instructors to evaluate student performance in courses, students should not misrepresent their work nor give or receive unauthorized assistance.

Academic Probation
The purpose of academic probation is to alert the student that his/her academic performance is not acceptable and to point out the possible consequences if improvements are not made. A student whose cumulative GPA drops below a 2.0 will be placed on "Academic Probation" for a period of two (2) consecutive modules in which they are in attendance. A student must achieve a minimum 2.0 GPA at the completion of the academic probation period. A student who fails to do so is subject to academic withdrawal.

Academic Withdrawal
A student who fails to maintain a minimum 2.0 GPA at the conclusion of their academic probation is subject to academic withdrawal. A student who is academically dismissed may apply for re-admission after ninety (90) days. The student will have to follow the re-admission policy (This can be found on under admissions).

Academic Dishonesty
In contrast to academic integrity and responsibility, academic dishonesty takes the form of plagiarism and/or cheating and can result in the student being terminated from their program of study.

Plagiarism
Unacknowledged use of the information, ideas, or phrasing of other writers is an offense comparable with theft and fraud, and it is also protected by a copyright. If the student is found to have plagiarized their work, they will not receive a grade for that assignment.

Cheating
The actual giving or receiving of unauthorized, dishonest assistance that might give one student an unfair advantage over another in the performance of any assigned, graded academic work, inside or outside of the classroom, and by any means whatsoever, including but not limited to fraud, duress, deception, theft, talking, making signs, gestures, copying, electronic messaging, photography, unauthorized reuse of previously graded work, unauthorized use or possession of study aids, memoranda, books, data, or other information. If a student is found to be cheating on any graded assignment/test/quiz or final exam they will be disciplined and can include termination from their program of study immediately.

Test/Quiz
The student must achieve a score of at least 70% on all test/quizzes. If the student is absent for a test/quiz they must complete the makeup test request form on the NGNA website: ngnanursing.org and will be informed of the decision of the testing committee via email.

Maximum Time Allotted
Students must pass 66.67% of the clock hours/credits they attempt in a module.

Students must complete their program within the normal length of time + ½ as indicated below:

Program	Normal Completion		Time + ½ Completion	
	Time (weeks)		Time (weeks)	
	AM	PM	AM	PM
Diagnostic Medical Sonography - Associate	95	129	142.5	193.5
Surgical Technology	78	126	117	189
Emergency Technician (Advanced)	15	22.5	N/A	N/A
Basic Emergency Medical Technician	27	N/A	40.5	N/A
Dialysis Technician	15.3	23	22.95	34.5
Medical Assistant	20.6	31	30.9	46.5
Medical Billing & Coding	18.6	28	27.9	42
Nursing Assistant	4	6	6	9
Surgical Technician	42	63	63	94.5

Testing

Program	Approved Testing Associations	Fees
Diagnostic Medical Sonography - Associate	American Registry for Diagnostic Medical Sonography ARDMS	SPI - $225.00 Application Fee - $100.00 Registry Exams $250.00
Surgical Technology - Associate	National Center for Competency Testing (NCCT)	$155.00
Advanced Emergency Medical Technician	National Registry of Emergency Medical Technician (NREMT)	$136.00
Basic Emergency Medical Technician	National Registry of Emergency Medical Technician (NREMT)	$98.00
Billing and Coding	National Healthcareer Association (NHA)	$117.00
Dialysis Technician	Certified Clinical Hemodialysis Technician (CCHT)	$225.00
EKG/ECG Technician	National Healthcareer Association (NHA)	$117.00
Medical Administrative Assistant	National Healthcareer Association (NHA)	$117.00
Medical Assistant	National Healthcareer Association (NHA)	$155.00
Nursing Assistant	Pearson VUE	Written - $27.00. Skills - $85.00
Phlebotomy Technician	National Healthcareer Association (NHA)	$117.00
Surgical Technician – Tech in Surgery - Certified	National Center for Competency Testing (NCCT)	$155.00

National Certification Examinations

Before registering for national certification examinations, students may have to complete additional requirements. Medical Assistant students are provided with six online practice examinations through the

National Healthcareer Association. North Georgia Nursing Academy requires that students complete all six practice examinations and pass a minimum of three with scores of ninety or higher to be eligible to register for the Certified Clinical Medical Assistant certification examination. Students seeking to take their Certified Phlebotomy Technician examination must obtain a minimum of forty live sticks to qualify for that examination through the National Healthcareer Association. Students seeking to take the Certified EKG Technician examination must obtain a minimum of 10 live EKGs to qualify for that examination through the National Healthcareer Association.

Surgical Technology students must complete the required number of surgeries/procedures and submit them to the National Center for Competency Testing to qualify for the Tech in Surgery – Certified national certification examination. North Georgia Nursing Academy requires students to complete the National Center for Competency Testing's practice examinations and pass with a score of eighty or higher to be eligible for the national certification examination.

Cancel/Withdrawal Policy

Cancel

If a student cancels a program prior to attending class, the student will receive a refund of all monies paid, except the $100.00 non-refundable application fee.

Official/Academic Withdrawal

If a student wishes to officially withdraw from NGNA, they will complete and sign the Cancel/Withdrawal form and submit to the Admission Department. To be considered an official withdrawal the student must be in academic and financial good standing with NGNA.

An academic withdrawal is when a student is withdrawn due to their academic standing. A student who is placed on academic probation and fails to achieve the required 2.0 GPA in the allotted time period would be withdrawn from their program of study. The student's last date of attendance will be used to calculate any applicable refund. If a student withdraws after completing 50% of their program of study, no refund will be issued.

Administrative Withdrawal

A student who is withdrawn for financial, attendance, or conduct reasons will be considered an administrative withdrawal. The student's last date of attendance will be used to calculate any applicable refund. If a student is withdrawn after completing 50% of their program of study, no refund will be issued.

Student Services

Special Accommodations
The institution will make all reasonable effort to provide accommodations for students with current and valid medical/occupational/educational documentation. Students who need accommodations should meet with the Assistant Director to make these arrangements.

Learning Resources
The Learning Resource Center at NGNA provides resource material related to the courses of study offered. The Learning Resource Center is available to all students. The center has computers with internet access for student use for study or research for projects or papers for their chosen program, as well as use for job placement after completion of their program. The staff at NGNA will also gladly provide any student with study skills, note taking skills, test taking skills, or stress reduction skills if needed. NGNA has reference books available for students. The student will contact Tina Jordan, Assistant Director to check out reference books.

Computer Use Policy
NGNA has a computer lab for the students' use. Acceptable use of the computers and networks include study, research, resume building, and related activities (including administrative work). Unauthorized use, duplication, or transmission of copyrighted material (including software) is prohibited. NGNA computers may not be used for illegal activities, nor may they be used to threaten or harass others. The staff of NGNA may inspect and remove personal files saved on computers. The student may not download any programs to the computers. NGNA does not guarantee that the computers and networks will always be available when needed, or that any work stored will be safe from system failure or operator errors.

Career Placement Services
North Georgia Nursing Academy believes in following through with all students in achieving success in their career choice. Instructional and Administrative Staff will monitor each student to help them maintain good academic standing in their course of study. NGNA staff will discuss career goals and help each student prepare a professional resume. NGNA will provide each student with job listings from employers, in addition to helping prepare them for the interview process, by providing education related to job placement skills. Please note, while career placement services are offered, NGNA does not guarantee employment.

Transcripts
Each student will receive an Official Transcript upon graduation. Official and Unofficial transcripts are available to students and alumni upon request. There is a $10.00 fee for this service. If official transcripts are being requested for the purpose of enrollment in another institution of higher learning, or to support an employment application, the institution will send these directly to the third party on behalf of the requestor once the online form is completed, the $10.00 fee is paid, and sufficient proof of identity has been determined Please note: Students with an outstanding balance will NOT be provided official transcript but will be provided unofficial transcripts. The institution does not provide unofficial transcripts to third parties, only to students and alumni.
To request a transcript please go to the ngnanursing.org website and complete a documentation/transcript request form or contact the Registrar by phone (770-534-1373) or email at tjordan@ngnanursing.org. Official Transcript email requests should include your name, contact information (current address and telephone number), the name and address of the third party (if requesting this service).

Institutional Plans
The following institutional plans are available for students to review upon request.

- Health and Safety Plan

- Technical Infrastructure Protection Plan
- Operations and Maintenance Plan

TB Clinic

Some programs require that the student obtain a TB skin test before attending clinical/extern. NGNA provides the TB skin test for a cost of $20.00. The student should inquire at the front desk for information on obtaining a skin test. The skin test requires that you be evaluated 48 – 72 hours after the administration of test to have the results recorded. If a student obtains the test and does not have the results recorded it will be deemed invalid and they will have to repeat the test for an additional $20.00.

Complaint Procedure

It is assumed that most student concerns or complaints can be resolved informally through communication between the student and appropriate NGNA personnel. If this does not happen then the student would follow the complaint procedure described below.

All complaints should be addressed through the student's chain of command, which is provided during orientation. If complaint is not resolved through the chain of command, you can address complaints in writing to the NGNA Director.

Please address all complaints to:
North Georgia Nursing Academy
ATTN: April Kidd, Director
3616 Southland Drive
Flowery Branch, Georgia 30542
Email: akidd@ngnanursing.org

Your complaint should include your:

- Name
- Student ID number (if enrolled)
- Current address,
- Current phone number (if available)
- Current email address (if available)
- A description of the complaint including pertinent details (dates, who you spoke to, etc.) of any previous conversations with the school
- Copy of any documents necessary for full understanding of complaint and expectation for how the complaint should be resolved.

The Director and Assistant Director will investigate your complaint. The Director/ Assistant Director will respond in writing to your complaint within 30 days of its receipt.

Level One

The Assistant Director NGNA will provide information on the proper procedures associated with filing and resolving complaints. The Assistant Director NGNA will also help individuals identify specific issues involved in complaints, and assist in developing approaches, including written complaints, for individuals to pursue their complaints within the spirit and intent of the Student Complaint Policy and Procedure.

Level Two

If the complaint cannot be resolved through the process discussed in Level One, the student should contact the Director of NGNA for assistance with filing a written complaint. The written complaint must be submitted to NGNA's Director within ten (10) working days following the meeting with the Assistant Director. The written complaint shall identify:

The name of the aggrieved student

The name and position of the party or parties against whom the complaint is filed.

- The date of filing.
- A concise statement of the nature of the complaint.

- A stated rule, policy, procedure, or regulation which NGNA has allegedly misapplied or misinterpreted.
- How it was misapplied or misinterpreted, and
- The specific redress being sought by the student.

After receiving the written complaint, the appropriate administrator will schedule a hearing with the student and the NGNA employee.

The student and representative of NGNA may each, if they choose, be accompanied at the meeting by legal counsel. At the hearing, the student will be allowed to make a statement regarding his or her complaint, ask questions of the NGNA employee regarding complaint, and present any documentary evidence he or she wishes, including signed written statements from other parties.

The NGNA employee, likewise, will be allowed to make a statement regarding the complaint, ask questions of the student, and present any documentary evidence he or she wishes, including signed written statements from other parties. The student and the NGNA employee may also present evidence through witness testimony.

The hearing may be adjourned and rescheduled at the discretion of the Director, and the Director reserves the right to set limitations as to the length of the hearing.

Within ten (10) working days of the hearing, the Director will provide a written decision on the complaint to the student and the NGNA employee.

All documents considered at the hearing, along with a taped recording of the hearing shall constitute the record of the Level Two complaint.

The Director, at her discretion, may request both parties to present oral statements, or may request additional written information from either or both parties. The Director's decision is final and shall be made in writing fifteen (15) workdays after the hearing.

General Provisions

Time Periods and Limitations

Reasonable efforts shall be made by all parties to expedite the complaint process. A time limitation specified for either party may be extended by mutual agreement. If there is no mutual written agreement to extend the time limits, and if a decision at one level is not appealed by the student to the next level of the procedure within the time limits specified, the right of the student to further appeal is terminated.

Final Option

The right of appeal of the final institutional decision can be made to Non-Public Post-Secondary Education Commissions (NPEC) or The Council on Occupational Education.

NPEC
2028 East Exchange Place
Suite 20
Tucker, Ga 30084-5305
770-414-3300
http://gnpec.georgia.gov

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, Georgia 30350
Phone 770-396-3898

Community Services

Ninth District Opportunity, Inc.
(8 miles from selected location)
Services: This agency provides a broad range of services designed to assist low-income individuals and families to establish self-sufficiency and economic stability. 308 Spring St. | Gainesville, GA 30501 | (770) 532-3191

South Hall Community Food Pantry
(3 miles from selected location)
Services: This agency offers a food pantry, community service, housing projects, heating assistant. 4211 Walnut St. | Oakwood, GA 30566 | (678) 865-6588

Rescate2000, Inc.
(6 miles from selected location)
Services: This agency provides an array of services include food bank, street outreach program, counseling services, after school program and more. This agency also has volunteer opportunities available and accepts donations. 1709 Martin Luther King, Jr., Blvd. | Gainesville, GA 30504 | (770) 899-5410

Joe's Place at Riverbend
(11 miles from selected location)
Services: This agency offers various services which include a food pantry, showers, and clothing to the community. 1725 Cleveland Hwy. | Gainesville, GA 30501 | (770) 287-1619

Family Recovery, Inc.
(9 miles from selected location)
Services: This agency offers various counseling services, anger management and private therapy practices. 703 Grove St. | Gainesville, GA 30501 | (770) 535-1073

Gateway Domestic Violence Center
(13 miles from selected location)
Services: This agency offers a domestic violence hotline, legal services and an emergency shelter for battered women and their children, the shelter is in a confidential location in Gainesville. P. O Box 2962 | Gainesville, GA 30501 | 770-536-5860

Rules and Regulations

Rules and regulations are subject to change from time to time. Students will be notified of such changes and will be asked to sign a document acknowledging any such change.

General Standards of Conduct and Expectations

Any behavior which interferes with the teaching, learning, or administrative process will not be tolerated. Students must abide by all NGNA policies, rules, expectations, and regulations as outlined below.

- First offense: Verbal warning
- Second offense: Written Disciplinary Action.
- Third Offense: Termination from the program and refunds will be based on the refund policy of NGNA.

Students who are terminated from their program for conduct violations will NOT be eligible for readmission to NGNA.

Misconduct – the following activities are strictly prohibited:

Physical or verbal abuse of anyone or threatening anyone while on NGNA Campus.
Use, distribution or possession of alcoholic beverages, dangerous drugs, or controlled substances.
Disorderly conduct or behavior which inhibits or interferes with the learning process or which disrupts program administrative functions.
Irresponsible behavior including vandalism or destruction of NGNA property.
Possession of any weapon.
Sexual harassment of anyone at NGNA or retaliation against a person for complaining of sexual harassment or for cooperating in an investigation of alleged sexual harassment.

Attendance/Make-Up Time Policy:

Students are expected to attend school on the scheduled days for your program of study.
You are only allowed to miss 10% of your program of study. Please see the chart below for the number of days allowed.
If you must be absent – you must email Tina Jordan, Assistant Director at tjordan@ngnanursing.org or Jodi Croy, Assistant Director at jcroy@ngnanursing.org before your scheduled class. If Tina or Jodi do not receive an email you will be considered a no-call/no show. Do not notify your instructor or fellow students to relay the message.
If you are a no-call/no-show, you will not be allowed to make up any assignments or exams that were scheduled for that day. You also will not be allowed to make up the time on a scheduled makeup day.
If the student is absent and have followed the proper protocol, they can attend a scheduled make up day. This would eliminate the time the student was absent. There will only be certain scheduled makeup days during your course of study.
The dates of the makeup days can be found on the website: ngnanursing.org under more – student resources.

Time Allowed Chart		
Program	Days Allowed	Make up Days
Diagnostic Medical Sonography and Surgical Technology	2 days per semester	2 scheduled make up days.
Advanced Emergency Medical Technician	3 days	3 make up days
Basic Emergency Medical Technician	3 days	3 make up days
Dialysis Technician	2 days	2 make up days

Medical Billing and Coding	3 days	3 make up days
Medical Assistant	3 days	3 scheduled make up days.
Nursing Assistant	None	All time must be made up per Georgia State Requirements
Surgical Technician – Tech in Surgery - Certified	6 Days	6 make up days

Students are responsible for obtaining assignments they missed on lecture days due to absences. Students have 7 days to complete all missed assignments. If the assignments are not completed and turned in within the 7 days, the student will receive a zero for the assignment.

If a student misses an exam: The student must go to the NGNA website listed above to apply for a makeup exam. This must be completed within 7 days of the missed exam. The exam must be taken on the scheduled make up test date. If the student is a no-call/no-show on the makeup test date they will receive a zero for that exam/test. Students will be notified of their approval to retake an exam and the date of the makeup exam by their program manager. Every student will receive a 10-point loss per test for makeup exams. (example: your score is 100% minus the 10 points = your final exam score will 90%).

If the student misses a lab day – The student must go to the NGNA website (ngnanursing.org) to complete a missed lab day request form. This must be completed within 7 days of the missed lab day. The program manager will notify you of your approval to make up the lab day and provide you with the date and time for makeup. If the student is a no-call/no-show for the lab makeup day, the student will receive a zero for that lab day.

If the student exceeds the allotted number of days allowed to be absent or they do not make up their assignments, exams, or lab days and this causes them to fail the course or semester, they will be required to retake the course or semester at a later start date and pay additional tuition.

Exceptions to the normal make-up policy will be considered in extenuating circumstances. Exceptions will be determined by the Director/Assistant Director.

Inclement Weather

North Georgia Nursing Academy will close in the event of endangering storms, snow, power outage, etc. Students will be contacted via the notification system of any full day closures, early closures, or late openings due to inclement weather.

Parking

Students should not park directly in front of the main entrance or in the cul de sac behind building one. Parking is available at both buildings.

Loitering

Students should not remain in classroom or labs after class is complete. Planned activities can be held in computer lab and/or cafeteria. Night students are required to leave immediately following class.

Maintenance of Grounds and Buildings

Students are expected to clean up after themselves. All trash including chewing gum should be deposited into trash cans. When eating in the cafeteria – Please make sure that you clean up after yourself (if something is spilled on floor, on table, or in microwave please clean it up) and make sure to place all trash in the trashcan provided.

Students are not allowed to eat in the classroom or lobby of the building – a cafeteria is provided. Students are not allowed to have any container in the classroom that does not have a secure closure. NO cups allowed from restaurants. When disposing of drinks – please empty the liquid into a sink before disposing of the cup in the trash can.

Smoking

Smoking and/or use of any tobacco products is permitted in designated area only. Please do not throw cigarettes

in the parking lot – place them in designated receptacles.

Vandalism and Theft

It is considered vandalism if a student defaces any NGNA property. Defacing furniture, walls, or tables by writing, carving, or breaking them is destruction of property. Removing items that are used for learning, such as stethoscopes or medical supplies without permission is considered theft. We have zero tolerance for this type of behavior. If a student is found to be at fault in any vandalism or theft, the student will be responsible for the cost of replacing said item(s). Violation of the expectation may lead to disciplinary action including suspension and/or expulsion.

Drug/Alcohol Use

Any use of drugs/alcohol will result in immediate termination. This includes drug/alcohol use during breaks and lunch/dinner time. If a student is suspected of drug or alcohol use, NGNA can request a drug/alcohol test. Results will be submitted to NGNA. The test will be paid for by the student. If the student refuses – it will result in immediate termination from NGNA. Refunds will be based on the refund policy.

Classroom Rules

This is a learning environment. Please be respectful of others and always conduct yourself in a professional manner. Profanity, gossip, or abuse will not be tolerated at will handled accordingly, which could include immediate dismissal from NGNA.

Professional dress/grooming standards

- Students must wear appropriate uniform for their program of study.
- Students must wear closed toe and protective shoes.
- Students should not have facial piercing and only stud earrings.
- Students that are in the Surgical Technology Program – not allowed to have artificial nails.
- Students in all other programs – Short, clean fingernails.

If the student is not wearing the appropriate color scrubs, they will have two choices to obtain the scrubs.

- Return home to retrieve the approved scrubs. The student will be counted absent during this time.
- Purchase a new set of scrubs from NGNA. The cost of the scrubs is listed in Addendum A under Schedule of Additional Fees.

Students should be prepared for class by bringing any books and/or supplies needed for their program of study. If books and/or supplies are lost or damaged the students will be required to purchase the items from NGNA. The cost of these items is in the student catalog under Addendum A.

Students are required to email Tina Jordan, Assistant Director at tjordan@ngnanursing.org or Jodi Croy, Assistant Director at jcroy@ngnanursing.org if they are not able to attend their scheduled class. This should be done before the beginning of class. Students who do not notify Tina Jordan or Jodi Croy will be consider a no call/no show and will not be allowed to make up any missed assignments or attend a makeup time day.

Make up Quiz/Final Exam

Students are required to go to the NGNA website: ngnanursing.org to submit a request to make up a quiz/final exam if they were absent on the day of the exam. Students have seven (7) days from the date of the exam to take any missed quiz or final exam. If the request is submitted after the seven (7) days, the student will not be allowed to take the missed quiz or final exam and will receive a score of zero. If the student is a no call/ no show at their scheduled time they will receive a zero.

Make up Lab Days

Students are required to make up any lab days that are missed or not completed. The student will submit a request on the website: ngnanurisng.org. The Program Manager will schedule the makeup lab day. If the student is a no call/ no show on the makeup lab day the student will receive a zero.

Classroom Times

Students are required to be in class on time. If class starts at 8:30 am the student should be at their desk ready

to learn at that time. They are allowed a 15-minute allowance for unforeseen circumstances, such as traffic.

Visitors

No visitors are allowed in the classroom unless it is approved by your instructor.

Controlled Substances and Weapons

No alcohol, controlled substances, firearms, or weapons are allowed at NGNA. Failure to comply can result in immediate dismissal.

Cell Phones

Cellular phone use in the classroom will not be tolerated. If the students has to be reminded numerous time about cell phones, the instructor will send the student to either Tina Jordan or Jodi Croy for disciplinary action, which can include suspension of class for the rest of the day or a disciplinary write up. While in class, cellular phones should be placed on silent or vibrate mode and stored in your pocket, book bag, or purse. Cellular phones use should be limited to emergencies only during class time. Students should exit the classroom and go outside the building to place calls or answer incoming calls. If you need to be contacted for emergencies please provide them with the school phone number, which is 770-534-1373 and we will get the message to you immediately.

School Cafeteria

Students are provided with a cafeteria to utilize for meals. A refrigerator and microwave are provided in the cafeteria for student use. Please remove any personal items from the refrigerator daily. Any personal items left in the refrigerator will be thrown away when it is cleaned. Students are not allowed to eat in the classroom They may have drinks in the classroom that have secured lids.

Financial

Guaranteed Tuition

All students are guaranteed that tuition at the time of registration will not increase if they are actively and continuously enrolled in the program.

Scholarships/Grants

NGNA does not currently offer any scholarships or grants for applicants or students.

Payments

See Addendum A

Student Refund Policy

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund policy:

If a student cancels a program prior to attending class, the student will receive a refund of all monies paid, except the $100.00 non-refundable application fee. If a student withdraws after completing 50% of the program, no refund of tuition is required.

The last date of attendance is used to calculate refunds after the start of the program of study. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

The refund will not include the application fee or any books/supplies that have been given to the student prior to the cancel or withdrawal. The cost of these items is based on your program of study, which can be found in the student catalog. The student will receive a refund of any books/supplies that have not been provided to the student or unopened and unused according to the discretion of the Director of NGNA.

If NGNA cancels or changes a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue, NGNA will make arrangements in a timely manner to accommodate the needs of each student enrolled in the program or NGNA will refund all money paid by the student for the program of study or course if alternative arrangements determined by NPEC are not found to be equitable to both NGNA and the student.

In the event of extenuating circumstances such as student injury, prolonged illness, death, or other circumstances which prohibit completion of the course or program of study, a case-by-case review will be implemented by NGNA to determine whether the standard refund policy will apply.

If NGNA's refund policy is more favorable to the student than NPEC's, NGNA will refund the student the greater amount. Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal. Refunds are mailed within forty-five (45) days of the date of withdrawal.

Students using GI Bill/VA/Post 9/11 for their program will be refunded pro rata.

Staff Directory

Full – Time Faculty		
April Kidd akidd@ngnanursing.org	*West Hall High School (96)*	Owner/Director
Tina Jordan, LPN tjordan@ngnanursing.org	*LPN - Meridian Technical Center (97)*	Assistant Director (Administrative Faculty)
Jodi Croy, BSN, RN jcroy@ngnanursing.org	*BSN – Univ of North Georgia (09),* *BS-Biology, North GA College (93)*	Assistant Director (Administrative Faculty) EMT Director, Diagnostic Medical Sonography Program Manger
Laura Cantrell lcantrell@ngnanursing.org	*Chestatee High School, (2011)*	Director of Admissions
Cody Cantrell ccantrell@ngnanursing.org	*Chestatee High School, (2011)*	Admissions Representative
Donna Calloway dcalloway@ngnanursing.org	*BS Business Education – Emmanuel College (06)*	Placement Coordinator
Christy Rush crush@ngnaursing.org	Central Gwinnett High School, (79)	Administrative Assistant
Faculty		
Full – Time Faculty		
Jennifer Bragg, CST jbragg@ngnanursing.org	*CST, Ivy Technical College (01)*	Surgical Technology Program Manager
Dona Boone, LPN dhboone@ngnanursing.org	*LPN, Athens Technical School (81)*	CNA Program Manager & Instructor
Alisha Jackson, BA, RDMS ajackson@ngnanursing.org	*Grand Valley State University, (01) Allendale MI* *Jackson Community College, (04) Jackson, MI*	DMS Instructor
Michelle Mullins, LPN mmullins@ngnanursing.org	*LPN, Wise County Vocational School (87)*	Dialysis Technician Program Manager & Medical Assistant Instructor

Part - Time Faculty		
Benkam Bobga, PhD, M.S,M,Sc, B.Sc, bbobga@ngnaursing.org	*Ph.D., Mathematics, Auburn (08), M.S., Mathematics, East Tennessee State, (05), M.Sc., Mathematics, University of Buea,Cameroon, (98), B.Sc., (Honors), Mathematics and Computer Science, University of Buea Cameroon/Anglo-Saxon University, (96)*	General Education Math Instructor
Candace Brown, RDMS cbrown@ngnanursing.org	*AS, Radiology, Gwinnett Tech (01) Ultrasound, Athens Tech (03)*	Diagnostic Medical Sonography Instructor
Karen Giacomini, RVT, RDCS kgiacomini@ngnanursing.org	*BA-Biology, Rhode Island College (76)*	Diagnostic Medical Sonography Instructor
Miranda Gragg, AEMT mmiller@ngnaursing.org	*AEMT, Lanier Technical College*	EMT Instructor
Becky Maddox, BSN bmaddox@ngnanursing.org	*BSN, North Georgia College (96)*	Medical Assistant Instructor
Dawn Myers, CCMA dmyers@ngnanursing.org	*AAS Medical Assisting, Erie Community College (97)*	Medical Assistant Program Manager
Julie Payne, BS, RDMS, RVT jpayne@ngnanursing.org	*Georgia Regents University (07*	Instructor
Gail Stowers, RN gstowers@ngnanursing.org	*BSN, Georgia Southwestern (96)*	Instructor
Destiny Welch, CSTFA dwelch@ngnanursing.org	*AS/Oklahoma Community College (02), CFA, Madisonville Community College (16)*	Instructor
PRN Faculty		
Sarah Gott, RN sgott@ngnanursing.org	*BSN, UNG, (20)*	Instructor

Addendum A -Tuition and Payments

Program	Tuition	Books/Supplies	Application Fee	Total
Medical Assistant	$3000.00	$400.00	$100.00	$3500.00
Nursing Assistant	$600.00	$300.00	$100.00	$1000.00
Medical Billing and Coding	$2500.00	$400.00	$100.00	$3000.00
Dialysis Technician	$2400.00	$200.00	$100.00	$2700.00
Surgical Technician - Certificate	$7000.00	$400.00	$100.00	$7500.00
Basic Emergency Medical Technician (BEMT)	$3450.00	$200.00	$100.00	$3750.00
Advanced Emergency Medical Technician (AEMT)	$1900.00	$200.00	$100.00	$2200.00
Diagnostic Medical Sonography – Associate Degree	$16,500.00	$900.00	$100.00	$17,500.00
Surgical Technology – Associate Degree	$14,500.00	$900.00	$100.00	15,500.00

(All amounts are in US Dollars)

Schedule of Additional Fees

ID Badge (Replacement)	$10.00
Scrubs (Additional and/or Replacement)	$45.00
Blood Pressure Cuff (Replacement)	This will be the original cost. Amounts will vary. $40.00 to $60.00
Surgical Technician/Surgical Technology - Additional or Replacement Gowns	$ 65.00
Surgical Technology Scrub Hats – Additional or Replacement Scrub Hats	$15.00
Surgical Technology – Surgical Gloves - Additional or Replacement	$20.00
Technology – Surgical Gloves - Additional or Replacement	$20.00
Textbook/ Workbook - This will be the original cost of the book. Amounts will vary.	

(All amounts are in US Dollars)

Tuition Payment Policy

If a student chooses to utilize the payment plan option, they must begin making their payments on the first day of class. The student decides what payment plan they will be on prior to the first day of class, preferably during the enrollment process. They have the option of a weekly, biweekly, or four-week payment plan. If a student is not able to meet the financial requirements of their program, they will need to discuss alternative options with the Admissions representative. If the student is past due in the amount equivalent to three weeks' worth of tuition (weekly tuition payment times three), the student will be required to meet with an

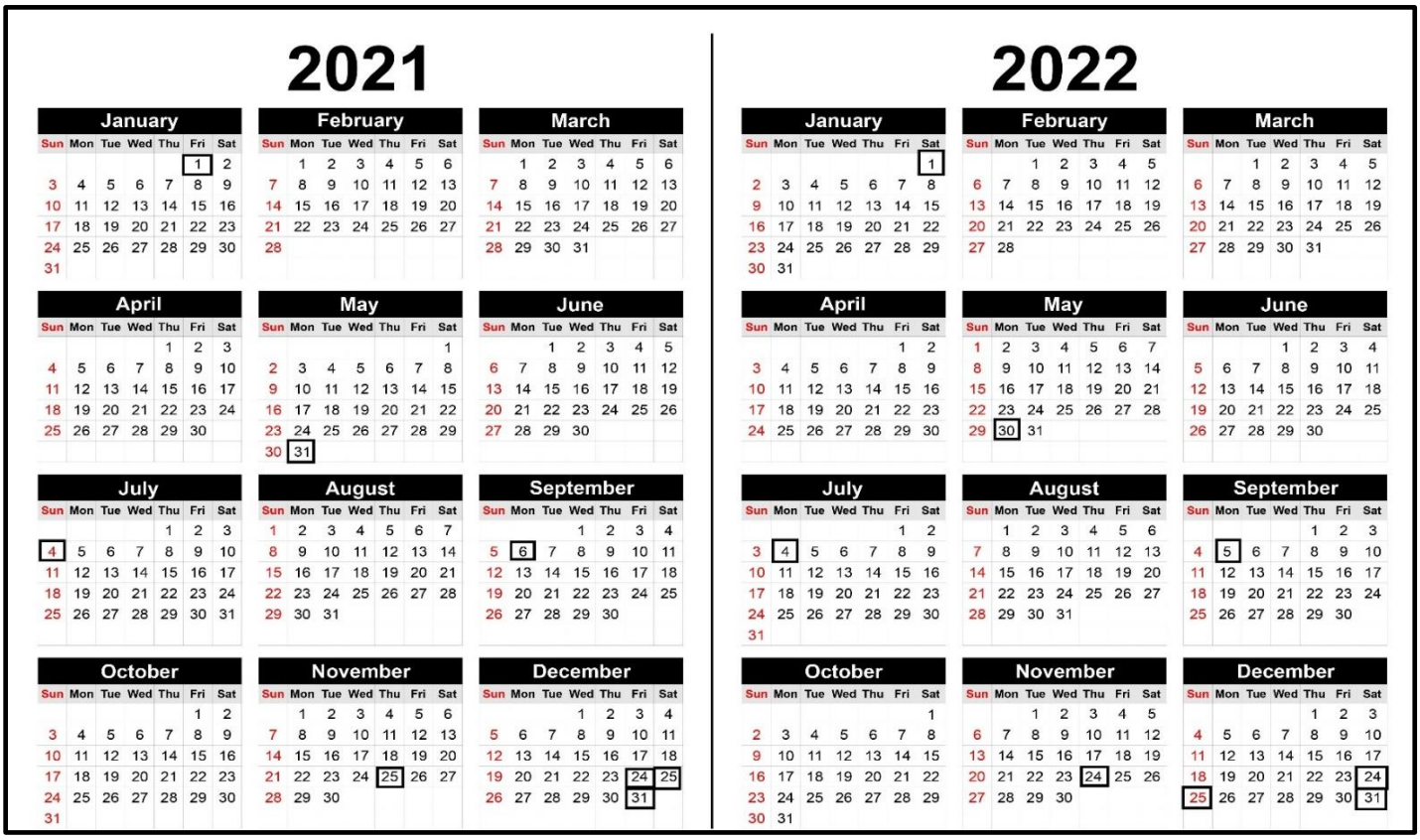
Admissions representative. The Admissions representative will explain and review the potential new payment plan options or alternatives. If they student is past due and provides no communication with the Admissions Team, they will receive an official warning. If the student continues to not respond with NGNA, they will be terminated from their program.

Late Fees

If the student is more than seven (7) days late with their payment a 5% late charge will be assessed.

Tuition Payment Schedules			
Program of Study	Weekly Payments	Bi-Weekly Payments	Four Week Payments
Diagnostic Medical Sonography Day Class	$ 175.00	$ 350.00	$ 700.00
Diagnostic Medical Sonography Night Class	$ 130.00	$ 260.00	$ 520.00
Surgical Technology Day Class	$ 195.00	$ 390.00	$ 780.00
Surgical Technology Night Class	$ 116.00	$232.00	$464.00
Advanced Emergency Medical Technician Day Class	$ 130.00	$ 260.00	$ 520.00
Basic Emergency Medical Technician Day Class	$ 130.00	$ 260.00	$ 520.00
Dialysis Technician Day Class	$ 240.00	$ 480.00	$ 960.00
Dialysis Technician Night Class	$ 160.00	$ 320.00	$ 640.00
Medical Assistant Day Class	$ 215.00	$ 430.00	$ 860.00
Medical Assistant Night Class	$ 145.00	$ 290.00	$ 580.00
Medical Billing and Coding Day Class	$ 210.00	$ 420.00	$ 840.00
Medical Billing and Coding Night Class	$ 140.00	$ 280.00	$ 560.00
Nursing Assistant Day Class	$ 150.00	$ 300.00	$ 600.00
Nursing Assistant Night Class	$ 100.00	$ 200.00	$ 600.00
Surgical Technician Day Class	$ 225.00	$ 450.00	$ 900.00
Surgical Technician Night Class	$ 150.00	$ 300.00	$ 600.00

Addendum B - School Calendar for 2021 – 2022



2021 Observed Holidays are marked with black square.	2022 Observed Holidays are marked with black square.
New Year's Day – January 1, 2021 Memorial Day – May 31, 2021 Labor Day – September 6, 2021 Thanksgiving Date – November 25, 2021	New Year's Day – January 1, 2022 Memorial Day – May 30, 2022 Labor Day – September 5, 2022 Thanksgiving Date – November 24, 2022