Allied Health Continuing Education Schedule

Medical Assisting
Medical Coding
Medication Aide
Medication Aide Update
Nurse Aide
Pharmacy Technician
Phlebotomy
Veterinary Assisting

Allied Health Continuing Education • Health Sciences Center, Suite 136
HealthCareers@VictoriaCollege.edu • (361) 582-2412 • VictoriaCollege.edu/HealthcareProfessions
Medical Assisting

Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. Medical assistants are cross-trained to perform administrative and clinical duties. Duties vary from office to office depending on location, size, specialty, and state law.

A day in the life of a medical assistant might include:

- Taking medical histories
- Explaining treatment procedures to patients
- Collecting and preparing laboratory specimens
- Assisting the physician during exams
- Preparing and administering medications
- Using computer applications
- Updating and filing patient medical records
- Verifying patient health insurance benefits and coverage
- Scheduling appointments

Medical Assisting Course

MDCA 1091 and 1061
132 training hours including 60 clinical hours

Tuition: $775 (textbook and certification exam included)
Textbook: Today’s Medical Assistant Clinical and Administrative Procedures
Study Guide: Today’s Medical Assistant Clinical and Administrative Procedures

2019
VC Main Campus
Sept. 3-Nov. 22
Tues. & Fri.
6–9 p.m.
VC Main Campus
Health Sciences Center, Room 131

VC Gonzales Center
Sept. 4-Dec. 4 (No classes Nov. 25-29)
Mon. & Wed.
2–5 p.m. 1–4 p.m.
VC Gonzales Center

Pre-Registration is required.
For more information: View admission requirements or visit VictoriaCollege.edu/HealthcareProfessions

Class dates and times are subject to change.
Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.
Medical Coders translate a patient's medical diagnosis into universal codes so that hospitals and insurance agencies can communicate about the specific medical services performed. This course emphasizes accurate ICD-10 and CPT coding of office procedures for payment/reimbursement by patient or third party and prevention of insurance fraud.

**Medical Coding/Billing Course**

*HITT 1013*

*72 training hours*

**Tuition:** $835 (textbook and certification exam included)

**Textbooks:**
- Step-by-Step Medical Coding textbook & workbook
- ICD-10-CM Official Codebook

**VC Main Campus**

Dates to be determined.

**Pre-Registration is required.**

For more information: View admission requirements or visit VictoriaCollege.edu/HealthcareProfessions

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A medication aide is a certified nursing assistant (CNA) that has completed additional classroom training to be certified to dispense medications to patients while working under the supervision of a registered nurse.

A medication aide is permitted by the Texas Health and Human Services administer medications to residents in:

- Nursing facilities,
- Intermediate care facilities for individuals with an intellectual disability or related conditions
- Correctional institutions
- Assisted living (personal care) facilities

**Medication Aide for Nurse Aide Course**

*NURA 1013*

**130 training hours including 10 clinical hours**

**Tuition:** $675 (textbook and certification exam included)

**Textbook:** Administering Medications

**2019**

**VC Gonzales Center**

Aug. 12-Dec. 11 (No classes Sept. 2 or Nov. 25-29)

Mon. & Wed.

9 a.m.–1 p.m.

VC Gonzales Center

**Pre-Registration is required.**

For more information: View admission requirements or visit VictoriaCollege.edu/HealthcareProfessions

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Applicants must be employed as Certified Nurse Aides listed on the Texas Nurse Aide Registry in active status and currently employed in a facility licensed under Texas Health and Safety Code Chapter 242 on class start date OR employed on class start date as non-licensed direct care staff in a facility licensed under Chapter 247; a state supported living center or an intermediate care facility for persons with an intellectual disability and have 90 days previous employment in the year preceding the class start date.
Medication Aide Update

Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. Medication Aides MUST renew their permit annually. This includes taking this 7 hour Victoria College Workforce & Continuing Education course and paying the $15 fee to Texas Health and Human Services Commission (HHSC). First year permit holders may renew by paying the HHSC fee only. Permits that have lapsed for one year or more CANNOT be renewed. The 7 hour continuing education course should be taken at least three months before your permit expires. A medication aide is also a nurse aide and must receive nurse aide continuing in-service documentation.

Medication Aide Update Courses
NURA 1041
7 training hours

Tuition: $55

2019

VC Main Campus
Aug. 7
Wed. • 9 a.m.–1 p.m.
VC Main Campus • Health Sciences Center, Room 133
Deadline to register is the Monday prior to class by 5 p.m.

Dec. 4 • Online
Wed. • 9 a.m.–1 p.m.
VC Main Campus • Health Sciences Center, Room 133
Deadline to register is the Monday prior to class by 5 p.m. Noon.

VC Gonzales Center
June 5
Wed. • 9 a.m.–1 p.m.
VC Gonzales Center
Deadline to register is the Monday prior to class by Noon.

Oct. 2 • Online
Wed. • 9 a.m.–1 p.m.
VC Gonzales Center
Deadline to register is the Monday prior to class by Noon.

Pre-Registration is required.
For more information: View admission requirements or visit VictoriaCollege.edu/HealthcareProfessions

Class dates and times are subject to change.
Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.
Certified Nursing Assistants (CNAs) provide intimate, hands-on healthcare to patients in medical settings, helping with bathing, dressing and the basic activities of life. A day in the life of a CNA might also include:

- Turning or repositioning bedridden patients
- Taking patients’ temperature, blood pressure and other vital signs
- Answering patient calls
- Documenting patients’ health issues and report to nurses
- Feeding patients, measuring and recording their food and liquid intake
- Cleaning rooms and bed linens
- Helping with medical procedures
- Dressing wounds

**Nurse Aide Course**

*NURA 1001 and NURA 1060*

110 training hours including 50 clinical hours

**Tuition:** $635 (textbook included)

**Textbook:** Hartman’s Nursing Assistant Care with workbook

**2019**

**VC Main Campus**

Sept. 5-Dec. 12 (No classes Nov. 25-29)

Mon. & Thurs.

Classroom: 5–9 p.m.

Clinical: 3–7 p.m.

VC Main Campus

Allied Health Building, Room 107

**VC Gonzales Center**

Sept. 3-Dec. 3 (No classes Nov. 25-29)

Mon., Tues., & Wed.

1–4 p.m.

VC Gonzales Center

**Pre-Registration is required.**

For more information: View admission requirements or visit VictoriaCollege.edu/HealthcareProfessions

*Class dates and times are subject to change.*

Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.

**State Exam**

Student who complete this course are eligible to take the Texas Nurse Aide Registry Exam.
Are you ready for the Nurse Aide State Exam?

We are here to help.

VC offers a Nurse Aide exam prep class to help refresh your skills prior to taking the exam.

This three hour course will cover the required skills on the state exam and allow you to practice under the supervision of a Nurse Aide Instructor.

This course is only for those who have graduated from a Victoria College Nurse Aide class and have not yet taken the state exam.

AVAILABLE DATES
(Choose one that best fits your schedule.)

May 18, 2019
9 a.m.-Noon
Allied Health Building, Room 107

Cost: 40
Pre-Registration is required.
Deadline to register is the Thursday prior to class at 5 p.m.

For more information: Call (361) 582-2412 or visit VictoriaCollege.edu/HealthcareProfessions

Revised 03/29/2019
Pharmacy Technician Program

PHRA 1001 • textbook included
64 training hours including 10 observation hours

Tuition: $865 (textbook included)
Textbook: Pharmacy Technician Learning Manual and workbook provided by National HealthCareer Association

2019
VC Gonzales Center
Jan. 22-Apr. 9 (No classes March 11-15)
Tues. & Thurs.
6–9 p.m.
VC Gonzales Center

Pre-Registration is required.
For more information: View admission requirements or visit VictoriaCollege.edu/HealthcareProfessions

Class dates and times are subject to change.
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This comprehensive 50 hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the “top 200 drugs,” I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.
Phlebotomists draw blood from patients, collect a variety of other specimen samples as well as label the blood vials. Phlebotomists are also responsible for delivering all blood and specimen samples to the laboratory either in the hospital or locally in the area. A day in the life of a phlebotomist might also include:

- Collect blood samples from patients
- Practice proper patient identification
- Decipher the best method for drawing blood depending on the patient
- Expect to work with patients varying in age and health status
- Be friendly, courteous and sympathetic when working with patients
- Keep your phlebotomy cart or station well-organized at all times
- Practice infection control standards at all times

**Phlebotomy Course**  
*PLAB 1023 and PLAB 1060*  
144 training hours including 72 clinical hours

**Tuition:** $775 (textbook and certification exam included)  
**Textbook:** Phlebotomy Essentials with workbook

**2019**  
**VC Main Campus**  
Sept. 4–Dec. 4 (No classes Nov. 25-29)  
Mon. & Wed.  
5:30–8:30 p.m.  
VC Main Campus  
Allied Health Building, Room 112

Course qualifies student for certification exam

**Pre-Registration is required.**  
For more information: View admission requirements or visit VictoriaCollege.edu/HealthcareProfessions

Class dates and times are subject to change.  
Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.
Veterinary assistants assist the veterinarian during examinations. Students will learn about the care of animals as well as how to recognize signs of illness and disease as well as skills necessary to maintain an efficient front office.

- Restraining animals during procedures
- Applying bandages and splints
- Sterilizing instruments
- Understanding animal behavior
- Calculating accounts receivable and accounts payables
- Interacting with animals and their owners

**Veterinary Assistant Program**

*VTHT 1008 and 1011*

*36 training hours*

**Tuition:** $595 (textbook included)
**Textbook:** Elsevier’s Veterinary Assisting Textbook & Workbook

**2019**

**VC Main Campus**

June 10–Aug. 7

Mon. & Wed.

6–8 p.m.

VC Main Campus

Health Sciences Center, Room 133
Allied Health – Continuing Education Registration Form

Fax, mail, email, or deliver this form in person. Payment is due at time of registration. It is student’s responsibility to follow up with our office to confirm registration form was received and student was registered for course.

Student Information
Course Title: ______________________________________________________________

Date of Classes: __________________________________________________________ CRN:( for office use only)_________________

Last Name: __________________________ First Name: ____________________________ MI: ________

SSN: _______________________________ Date of Birth: ________________________ Sex: ______________

County of Residence: ______________________________________________________

Mailing Address: __________________________________________________________ City: ________________________________

State: _______________________________________________________________ Zip Code: __________________________

Primary Phone #:______________________Email Address: _________________________________________

Work Phone #: _______________________ Employer: _____________________________________________

If a High School Graduate:

Year Graduated: ______________________ High School Attended: ________________________________

Yes, I would like to receive information on upcoming classes and workshops.

Demographic Information

These questions are used by the state to help provide support for VC programs. Not required, but cooperation is appreciated.

1. Please indicate your ethnic origin: (Check one)

   African American       Alaskan Native/American Indian   Asian or Pacific Islander   Hispanic

   White                  Non-Resident Alien              Other (Indicate) ______________

2. Highest level of Education: (Check one)

   Not a high school graduate   GED                      High School Graduate
   Some College, but no degree State-Approved Certificate Associate Degree
   Bachelor’s Degree            Graduate Degree(s)

3. Marital Status: (Check one)

   Single (Never Married)       Separated                   Divorced
   Married                      Widowed

5/2/2018 Revised
4. Are you currently receiving financial assistance?
   Yes  No  If yes, what type: _____________________________________

5. Are you currently reported as a dependent for income tax purposes by a parent or guardian?
   Yes  No

6. Indicated the number of family members, including yourself and others, whom your parents or you/your spouse support: (Check one)
   1 2 3 4 5 6 7 8 9 10 11 12

7. Please indicate your household income level: (Check one)
   Less than $20,000  $20,000 to $39,999  $40,000 to $59,999
   $60,000 - $79,999  $80,000 and greater

8. Do you have difficulty speaking, reading, or writing English because it is not your native language?
   Yes  No

9. Have you devoted yourself to making a home, been left alone because of death, separation/divorce or an absent spouse and find it necessary to obtain marketable skills?
   Yes  No

10. Are you a single parent (divorced, legally separated, widowed, or never married with sole or joint custody of a minor child/children) or a single pregnant female?
    Yes  No

11. Please indicate the highest level of education attained by: (Check one in each column)

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<thead>
<tr>
<th>Level of education</th>
<th>Mother</th>
<th>Father</th>
</tr>
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<tbody>
<tr>
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<tr>
<td>Some high school but did not graduate</td>
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<tr>
<td>A high school graduate/GED</td>
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<tr>
<td>Some college but not degree</td>
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</tr>
<tr>
<td>Associate Degree</td>
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<tr>
<td>Bachelor’s Degree</td>
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<tr>
<td>Master’s/Ph.D.</td>
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Payment Information
Bottom portion to be destroyed.

Charge My:
AMEX  Discover  MasterCard  Visa  Amount: ______________________
Card #: _______________________ Expiration Date: ________________ CID # on front or back: __________
Billing Address: _____________________________________________________________________________
Name on card: _____________________________________________________________________________
Authorized Signature: ________________________________________________________________________

Please note: A hold will be placed on the records of any student who is delinquent in their financial obligations to the College. Future registrations and transcript requests will be denied until all obligations have been met.