Allied Health
Continuing Education Schedule

Completed applications will be accepted from October 21-November 8, 2019. Accepted applicants will be notified via email November 11-15, 2019.

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

Pearson’s Comprehensive Medical Assisting with workbook

Jan. 27 - April 22, 2020 (No classes Spring Break March 16-20)
9 a.m. - Noon
Monday & Wednesday
VC Main Campus
Allied Health Building, Room 107

Certification Exam: Student who complete this course are eligible to take the 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.
Medical Coding/Billing

Medical coders identify different classification systems and assign codes using appropriate rules, principles, guidelines, and conventions. Coders describe and explain the differences and similarities among insurance plans.

**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 The Complete Official Codebook

Jan. 21-April 16, 2020 *(No classes Spring Break March 16-20)*
6-9 p.m.
Tuesday & Thursday
VC Main Campus
Health Sciences Center, Room 133

**Certification Exam:** Student who complete this course are eligible to take the exam.

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

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Medication Aide

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**

*140 training hours including 10 clinical hours*

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

**Textbook:** Administering Medications

Jan. 13-May 13, 2020 *(No classes Jan. 20 and Spring Break March 16-20)*

9 a.m.-1 p.m.

Monday & Wednesday

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.

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 including renewal: $55

Online Course Dates:
Feb. 5, 2020
April 1, 2020
June 3, 2020
Aug. 5, 2020

Pre-Registration is required.
Deadline to register is the Monday prior to class by Noon.
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

Jan. 13-April 27, 2020 (No classes Jan. 20 and Spring Break March 16-20)  
4-8 p.m.  
Monday & Thursday  
VC Main Campus  
Allied Health Building, Room 107

**State Exam:** Student who complete this course are eligible to take the Texas Nurse Aide Registry 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.
Pharmacy Technician

Pharmacy technicians review dosage calculations, drug classifications, dispensing of prescriptions, billing and reimbursement in a retail or other pharmacy setting. They work in pharmacies, including those found in grocery and drug stores, and in hospitals.

- Aseptic technique and the handling of sterile products
- Prescription Interpretation; Parts of a Prescription Label; Parts of a Written Prescription; and Auxiliary Labels
- Inventory management and financial issues

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

Feb. 17-April 22, 2020 (No classes Spring Break March 16-20)
6-9 p.m.
Monday & Wednesday
VC Main Campus
Health Sciences Center, Room 131

State Exam: Student who complete this course are eligible to take Pharmacy Technician Certification Board’s (PTCB) 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.
Phlebotomist draw blood from patients, collect a variety of other specimen samples as well as label the blood vials. Phlebotomist 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 a 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

Feb. 3-April 29, 2020 (No classes Spring Break March 16-20)
6-9 p.m.
Monday & Wednesday
VC Main Campus
Health Sciences Center, Room 133

**Certification Exam:** Student who complete this course are eligible to take the 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

The program is offered in the summer.
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
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)

<table>
<thead>
<tr>
<th>Level of education</th>
<th>Mother</th>
<th>Father</th>
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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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<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
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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.