



Medical Careers Readiness

North Carolina | 2021

Welcome!

As your site Director, I am pleased to welcome you to Medical Careers Readiness of North Carolina. You have chosen an outstanding career path in Phlebotomy. We encourage you to take full advantage of all Medical Careers have to offer!

The Standard of Excellence

At Medical Careers we have an unapologetic goal to excel in everything we do and you play an important role in upholding this tradition.

As a result of the coronavirus pandemic, this year's Medical Careers experience will be different. Though classes will be taught at a hybrid pace we are still eager to provide you with the best virtual and interactive experience possible. I encourage you actively engage in your coursework and other opportunities that will be made available to you!

This handbook represents one small effort to make your matriculation easier. Outline in these pages are the policies and procedures contained herein should serve the as a guide for you.

Enjoy your MCR Experience!
NaOnnie Lee, Director





HOW CAN I PROTECT MYSELF

AGAINST COVID-19?

SOURCE: WORLD HEALTH ORGANIZATION

Wash your hands frequently

Avoid touching your eyes, nose, and mouth

Avoid crowded places and put space between yourself and others

Cough or sneeze into your **bent elbow or a tissue**

If you have fever, cough, or difficulty breathing, **seek care early and do NOT come to class!**



If you leave home, know your 3 Ws!



WEAR a cloth mask over your nose and mouth.



WAIT 6 feet apart. Avoid close contact.



WASH your hands or use hand sanitizer.

@NCDHHS

#StayStrongNC

Medical Careers Readiness is committed to supporting our students and staff. We've taking extra precautionary steps to ensure the safety of each other. The best resources for the latest scientific information and safety guidelines remain the AAO, the CDC and your local health authorities.

Welcome to Medical Careers Readiness of North Carolina!

Medical Careers Readiness (MCR) is a Certificate Training Center specializing in healthcare related career paths. Our Mission Statement is to offer quality education at an affordable price, providing a means of self-improvement for the future Healthcare Professional and promote self-sufficiency for all people through training.

Staff/Contract Members

Name	Title	Email
NaOnnie Lee	CEO/Executive Director	Medical@careersreadiness.com
Kevin Hayes	Administrative Assistant	Admin@careersreadiness.com
Chivon Anderson	Career Services Director	Careers@careersreadiness.com
TBD	Phlebotomy Instructor	<u>Instructor@careersreadiness.com</u>
Terrill Bell	CPR and First Aid Instructor	FirstAid@careersreadiness.com

FACILITY DESCRIPTION: Medical Careers Readiness of North Carolina is located at 232-B Dabney Drive, Henderson, NC 27536. Our classrooms are furnished with modern equipment for educational and skills practice. Charts, diagrams, and videos are available to enhance classroom activities. The school meets all standards and requirements for safety and disability accommodations.

ENTRANCE REQUIREMENTS: Medical Careers does not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students who have a documented disability and need accommodations in the classroom should make this known at enrollment.

- Prospective students must have access to a valid email address, a computer with internet access, and the technical skills necessary to operate the computer and online-learning platform.
- Prospective students must: 18 years of age or older and pay at least the minimum non-refundable registration deposit or provide documentation showing Workforce or Social Services will be paying for the course.

ENROLLMENT: Prospective students may enroll for courses online at our website, www.careersreadiness.com. Seats are limited for each class and enrollment is on a first come/first served basis. No late enrollments are permitted. Upon successful course enrollment, students will be given a class schedule and instructor contact information.

PAYMENT: Students can pay through invoice or by phone. Students may opt to either pay in full or pay only the registration deposit with the understanding that they must pay any remaining balances prior to course completion. Final exams and course completion certificates may be withheld due to non-payment. Registration deposits are non-refundable and vary depending on course. MCR does not accept FAFSA, GI Bill, or other federal student financial aid currently.

REFUND POLICY: Students not accepted to the school are entitled to all monies paid. Students who cancel registration by notifying the school within (14) business days of the class start date are entitled to

a full refund of all tuition and fees paid. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:

- a. The date on which the school receives notice of the student's intention to discontinue the training program; or
- b. The date on which the student violates published school policy, which provides for termination.
- c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

The student will receive a full refund of tuition & fees paid if the school discontinues a course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation. The policy for granting credit for previous training shall not impact the refund policy.

ATTENDANCE REQUIREMENTS

- At least 80% of scheduled classes must be attended or students may be dropped from the course. Students are allowed reasonable accommodations to meet required hours/attendance. Any absences will need to be approved by the course instructor. Any required makeup time or class will need to be scheduled directly with the course instructor.
- If a student is withdrawn from a course due to absenteeism, the student is allowed a onetime transfer to a later course provided that the course is paid in full. Once the one-time transfer has been utilized, students may enroll in a later course and will be responsible for paying the full course price again. If a student is withdrawn due to absenteeism, the student will be notified, and any monies paid will be subject to the terms of the refund policy.

Career Services Assistance: Provided virtually through class lecture. The career coach provides pre-employment guidance and preparation after students have completed Careers Readiness course work. Career Coach assists students with their resumes, cover letters and career counseling. After completing coaching sessions students will:

- Have a better understanding of Professional Development.
- Have a working resume and cover letter.
- Know how to navigate popular Job Board to include uploading resume and creating a professional statement.
- Be prepared for job success after successfully completing mock interviews as needed.

UNIFORM POLICY: The purpose of uniform standardization is to help patients distinguish roles of the health care team and enhance overall professional image. Standard uniforms and colors are navy and solid black shoes.

- A. Uniforms/Scrubs must always be clean and in good condition.
- B. Long sleeve white shirts underneath scrubs to prevent skin contact on any barriers or others.

Uniform Grid – Direct Patient Care Scrubs	
Approved Brands and Styles:	Cherokee, Dickies, Landau, Urbane, Medline, Grey’s Anatomy
Approved Styles:	Any style within the approved brand. Solid Navy Blue only.
Approved Uniform Vendors:	Work Choice Uniforms, Henderson NC
Approved Outerwear: Scrub jackets in Solid White Only. Additional approved styles as available through the Work Choice Online Store Vendor listed above.	

CONDUCT POLICY: All students are expected to act maturely and are required to respect other students and staff members. Any violations of these policies or of any city or state laws and/or agency policies may result in permanent dismissal from the school, and/or legal actions. Visitors to the school shall observe these regulations while on school property. Non-compliance by their visitors may subject students to sanctions imposed by the school as well as to the provisions of local and state law. It is the obligation of students to treat all other members of the academic community with dignity and respect, including other students, staff members, and visitors of MCR.

The following acts are NOT permitted: academic dishonesty, falsification of student records, use of alcoholic beverages or illegal drug activity on school property, harassment, assault, disorderly or indecent conduct, destruction/damage/misuse of property, unauthorized entry/theft, failure to obey official orders or comply with official notification, possession or use of firearms/weapons, or fiscal misconduct.

Dismissals: Any student may be dismissed for violations of rules and regulations of the school. A student also may be withdrawn from classes if he or she fails to meet basic standards for academic performance and/or attendance, or the student fails to make payment of tuition and/or fees in the manner, amount, and at the time agreed upon between student and the school. The Executive Director, after consultation with all parties involved, makes the final decision. If the school elects to initiate an administrative dismissal, written notification will be sent to the student. Students have five business days to appeal an administrative dismissal. An administrative dismissal does not relieve students of their financial obligations to the school. All charges that are unpaid by students at the time of withdrawal become immediately due and payable. Refunds are issued in accordance with the School’s refund policy.

Postponement of Start Date: Courses have specific minimum and maximum enrollment numbers. If it becomes necessary to cancel or postpone a course due to insufficient enrollment, all tuition and fees are refundable to the student. The School reserves the right to cancel or postpone courses regardless of the advertised start date. The School also reserves the right to reschedule or extend any course in the event of power failure or technical issues. Postponement of a starting date, whether at the request of the School or the Student, requires a written agreement signed by the Student and the School.

The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and,
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

School Calendar: Class schedules vary by course. When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible, and notification of cancellation will also be posted on the school's website www.careersreadiness.com or by email. No classes will be held on the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the Friday following, Christmas Eve, Christmas Day.

Program Descriptions / Clock Hours / Costs

Program(s)	Clock Hours	Length	Tuition	Uniform	Exam	Total
Phlebotomy	48	8weeks	\$400	\$31.80	\$160	\$591.00

Student Progress Measurement System and Course Completion:

- Students must complete all didactic coursework.
- Students must demonstrate proficiency in their course Skills Competency Checks.

Certified Phlebotomy Technician Training Program CPT

Objective: Students will learn how to draw blood, explain procedures, perform basic point-of-care testing, and maintain medical equipment. Many Phlebotomy employers require a professional certification. Upon successful completion, students are eligible to sit for the certification exam through the National Phlebotomy Exam to gain CPT credentials. The graduate should be able to acquire an entry-level position as a Phlebotomy Technician or career advancement to their current skill.

PRIVACY POLICY: Student records will be kept confidential unless the student gives written permission for their release. Records will only be provided upon request. The following records may be disclosed to Workforce or DCF for billing purposes: academic performance, attendance, class schedule, transcripts, financial records.