



NORTH GEORIGIA NURSING ACADEMY
2025-2026 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 allied health 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 instructed 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
Laura Cantrell, Admissions 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 allied health 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 healthcare needs of the community the institution expanded its scope to include Phlebotomy Technician, Medical Assistant, Electrocardiogram 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 Emergency Medical Technician and Diagnostic Medical Sonography programs. Most currently, NGNA added Massage Therapy in 2021. Throughout its operation the institution's emphasis of hands-on training, hiring qualified allied healthcare instructors, and providing 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.

Facilities

North Georgia Nursing Academy is located at 3616 Southland Drive in Oakwood Georgia. The campus consists of a total of 10,600 square feet. The space contains six classrooms, seven laboratory spaces, seven administrative offices, a computer lab, and numerous common spaces such as lounges, breakrooms, and restrooms for use by students and staff. There are eighty parking spaces included as well.

The building is supported by dedicated wireless networks for students and staff. These networks allow for online access for library resources, internet, and printers.

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 door or in the cul-de-sac behind the building.

Loitering

Students should not remain in classroom or labs after class is dismissed. Planned activities can be held in the 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 breakroom is provided. Students are not allowed to have any container in the classroom that does not have a secure closure. NO cups are 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 areas only. Please do not throw cigarettes in the parking lot – place them in designated receptacles.

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 – Exception - State Certification Testing

Catalog Version

The 2025 - 2026 catalog published April 10th, 2025, 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 in their understanding.

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 and Alliant Healthcare Solutions* to offer Nurse Aid instruction.
- North Georgia Nursing Academy is approved by the *Georgia Department of Public Health Office of EMS and Trauma* to teach Basic and Advanced Emergency Medical Technician programs
- North Georgia Nursing Academy is approved by the *Georgia Board of Massage Therapy* and the *National Certification Board for Therapeutic Massage and Bodywork* to offer Massage Therapy instruction.
- North Georgia Nursing Academy is an approved testing site for the *National Center for Competency Testing, National Health Career Association, Credentia, and Pearson Vue.*

Programs

Certificate of Completion

- Medical Assistant
- Emergency Medical Technician (Basic)
- Emergency Medical Technician (Advanced)
- Nursing Assistant
- Surgical Technician
- Massage Therapy

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 exams and/or checkoffs within thirty 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.

Externship

Most programs of study at North Georgia Nursing Academy involve a clinical extern portion of training.

NGNA works with students one-on-one to help find extern placement sites within thirty 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 an externship. NGNA cannot guarantee the location or specialty choice. Students may have to travel up to 100 miles depending on extern site availability. 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 or leaves an extern site for any reason (i.e., personality issues, 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.

Admissions Information

Admissions Procedure

Students interested in one of the programs that NGNA offers should call or visit the website to schedule an initial appointment to discuss admissions. During the interview, the 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 given the school policies and an overview of what is expected during their course while attending North Georgia Nursing Academy.

General Admissions Requirements

Additional Admissions requirements specific to a student's program of study are listed at the beginning of each program section. Students must meet both the "General Admission Requirements" and those applicable to the program.

All Applicants to NGNA must meet the following requirements:

- High school diploma or GED (except for the Nursing Assistant program)
- Provide two 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) and immunization records (if applicable) within two (2) weeks of admission.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Completion of an enrollment application package from NGNA

Readmission Policy

Any student that would like to apply for readmission must follow the guidelines listed below: If the student was an **official or unofficial 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 or academic 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 readmission, they will need to contact the NGNA Admissions 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 re-admission to any student.

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.

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.

Financial Information

Guaranteed Tuition

All students are guaranteed that tuition at the time of registration will not increase.

Tuition, Fees, Payments

See Appendix A: Tuition/Fee/Payment Schedule

Tuition Payment Policy

If a student chooses to utilize the payment plan option, they must begin making their payments in the first week of class. 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 the 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.

Institutional Refund Policy

Should a student's enrollment be 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 institutional 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.

Cancelation 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.

Official Withdrawal Procedure

If a student wishes to officially withdraw from NGNA, they must contact their program manager to provide notification in writing of their intent to withdraw. The effective date of the withdraw cannot be earlier than the date of the written notification submitted to the program manager.

Unofficial Withdrawal Procedure

For students who fail to attend their courses, the institution will determine whether the student earned the non-passing grades while in attendance or ceased attending but did not officially withdraw. Students who did not officially withdraw may be required to repay a portion of their financial aid for the applicable semester. If it is determined that a student did not attend a course at all, financial aid may be cancelled. This review process will be completed by the institution within thirty (30) days after the end of each semester. The last date of attendance will be used to determine the percentage of Title IV aid earned in the R2T4 calculation. If a student attended a course for at least 60% of the semester no return of funds may be required.

Satisfactory Academic Progress Policies

Clock Hour Programs

A student's Satisfactory Academic Progress (SAP) in the program is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of whether they are receiving Title IV funds. SAP is measured at the following intervals for each clock hour program:

Program	Review Interval 1	Review Interval 2
Medical Assistant	124	248
Emergency Medical Technician (Basic)	160	319
Emergency Medical Technician (Advanced)	197	394
Surgical Technician	252	504
Nursing Assistant	48	96
Massage Therapy	307	615

The institution must determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. At the first review interval if a student is not meeting the SAP requirement, they will be placed on financial aid warning status for the next evaluation period. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid warning. At the second review interval, if the student is not meeting the SAP requirements the student that wishes to remain in school must appeal the unsatisfactory progress status.

The appeal must be given to the Financial Aid Director for evaluation. If the director approves the appeal, the student would be placed on probation for the next evaluation period. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point.

There are two SAP requirements. One is qualitative and one is quantitative.

Qualitative

A student must maintain a cumulative GPA of "C" or better in order to remain in school and be considered in good academic standing at each review interval.

If the student's cumulative GPA is below a "C" at the first review interval, the student will be placed on financial aid warning for the next review interval. The student must raise their cumulative GPA to a "C" or better by the end of the warning period. If they fail to do so financial aid eligibility is terminated. They must file an appeal with the School Director if they want to remain in school. After a successful appeal the student will be placed on financial aid probation and will not be eligible for additional funding.

Quantitative

Course attempts are reviewed each review interval. A student must have passed at least 66.67% of courses attempted at each review interval, or the student will be placed on financial aid warning. If the student fails to pass 66.67% of courses attempted by the end of the warning period, financial aid eligibility is terminated. The student must file an appeal with the School Director if they wish to remain in school. If the appeal is approved the student will be placed on financial aid probation and will not be eligible for any additional financial aid.

The students must also complete the program within maximum timeframe. Maximum timeframe is 1.5 times the normal time frame required to complete the program. Lengths (in weeks) for normal and maximum timeframe completion for clock hour programs are listed below:

Program	Normal Timeframe (AM)	Normal Timeframe (PM)	Max Timeframe (AM)	Max Timeframe (PM)
<i>Weeks (rounded up where applicable)</i>				
Medical Assistant	21	31	31	47
Emergency Medical Technician (Basic)	27	N/A	40.5	N/A
Emergency Medical Technician (Advanced)	27	N/A	40.5	N/A
Surgical Technician	42	63	63	95
Nursing Assistant	8	12	12	18
Massage Therapy	44	77	66	116

Academic Information

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 their instructor or program manager.

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 their instructor or program manager.

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

Grading Scale

The institution uses the following grading scale:

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

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.

Tests/Quizzes

The student must achieve a minimum score of 70% on all test/quizzes. If the student is absent for a test/quiz they must submit a makeup test request form on the NGNA website: ngnanursing.org within seven (7) days. The student will be informed of the decision of the testing committee via email.

Attendance/Make-Up

Students are expected to attend school on the scheduled days for their program of study. A student may only miss 20% of the total weeks of instruction in the program. The institution offers make-up days at frequent intervals throughout the program.

If a student is a no-call/no-show, the student will not be allowed to make up any assignments or exams that were scheduled for that day. The student will not be allowed to make up the time on a scheduled makeup day.

If the student is absent and has 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 the course of study.

The program manager will provide the dates of the makeup 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 to apply for a makeup exam. This must be completed within 7 days of the missed exam. The exam must be taken on a 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 take an exam and the date of the 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 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. The Director/Assistant Director will determine any exceptions given.

National Certification Examinations

Before registering for national certification examinations, students may have to complete additional requirements.

- 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 125 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.

Academic and Conduct Standards

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 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.

Code of Conduct

Code of Conduct standards are subject to change at any time. Students will be notified of changes and will be asked to sign a document acknowledging notification of the 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.

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 and will be handled accordingly, which could include immediate dismissal from NGNA.

Professional dress/grooming standards

- Students must wear appropriate uniforms for their program of study.
- Students must wear a closed toe protective shoe.
- 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.

Classroom Times

Students are required to be in class on time. If a student arrives 15 mins late, they will receive a tardy and may not be allowed in the classroom until the next break.

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 have to be reminded numerous times about cell phones, the instructor will send the student to either the program manager or Assistant Director 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 in silent or vibrate mode and stored in your pocket, book bag, or purse. Cellular phone 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 give the message to you immediately.

School Breakroom

Students are provided with a breakroom to utilize for meals/or snacks. A refrigerator and microwave are provided 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.

Computer Use Policy

NGNA has a computer lab for the students' use. Acceptable use of 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.

Student Services

Special Accommodations

The institution will make all reasonable effort to provide accommodation for students with current and valid medical/occupational/educational documentation. Students who need accommodation should meet with the Admissions 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. Please see your program manager.

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. Students can also request assistance with creating a resume by requesting an appointment. Email the request to lcantrell@ngnanursing.org. Please note, while career placement services are offered, NGNA does not guarantee employment.

Transcripts

Each student will receive an Official Transcript upon graduation. Additional 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 with an official transcript but will be provided with an unofficial transcript upon request. 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. 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.

- Corporate Calendar Management
- Emergency Purchases
- Equipment Maintenance & Disposal Plan
- Equipment/Supply Inventory & Ordering
- Equipment/Supply Review & Maintenance
- Grievance Address and Documentation
- Health and Safety Plan
- Incident Reporting
- Institutional Budget
- Make-Up Work
- Media Services Plan
- New Student Orientation
- New Employee Orientation
- Operations and Maintenance Plan
- Outcome & Performance Follow-Up Plan
- Placement Plan
- Placement Verification
- Physical Facilities & Technical Infrastructure Improvement Plan
- Pre and Post Externship Orientation
- Strategic Plan
- Student Accommodations
- Student Account Management
- Student Records Access
- Student Retention Plan
- Technical Infrastructure Protection Plan
- Transfer of Credit

TB Clinic

All programs require that the student obtain a TB skin test within two weeks of admission. NGNA provides the TB skin test for a cost of \$40.00. The student should inquire at the front desk for information on obtaining a skin test. The skin test requires that you be evaluated in person between 48 – 72 hours after the administration of the 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 \$40.00.

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 will follow the complaint procedure described below.

All complaints should be addressed through the student's chain of command, which is provided during orientation. If the 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.

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).

NPEC
 2028 East Exchange Place
 Suite 20
 Tucker, Ga 30084-5305
 770-414-3300
[http://gnpec.georgia.gov/
 student-resources/complaints-
 against-institution](http://gnpec.georgia.gov/student-resources/complaints-against-institution)

Community Services

In addition to student services offered by the institution, the following community resources are available to students in need.

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

Emergency Medical Technician

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock Hours			
EMTB 1101	Introduction to EMS Profession	20	9	0	29
EMTB 1102	Anatomy and Physiology for the EMT	29	0	0	29
EMTB 1103	EMS Operations for the EMT	16	13	0	29
EMTB 1104	Assessment, Airway Management, & Pharmacology for the EMT	29	23	0	52
EMTB 1105	Shock & Trauma for the EMT	33	27	0	60
EMTB 1106	Medical Emergencies for the EMT	33	4	0	37
EMTB 1107	Special Patient Populations for the EMT	11	0	0	11
EMTB 1108	Clinical	0	0	72	72
	Totals	171	76	72	319
Day Class		27 Weeks			
Night Class		N/A			

State of Georgia Employment Requirements

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
Georgia Department of Public Health	Yes	Y (NREMT)	<ul style="list-style-type: none"> Background check free of felony convictions, violent crimes, crimes of moral turpitude. US Residency proof

Program Admission Requirements

- High School Diploma or GED
- 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) and immunization records within two weeks of start of class.
- 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:

Upon completion of the Emergency Medical Technician course students will be able to

- Provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries.
- Apply fundamental knowledge of the EMS System,
- Apply knowledge for the workforce safety/well-being of the EMTB.
- Identify roles within the scope of practice for an EMTB.
Apply fundamental knowledge of the medical, legal, and ethical issues to the provision of emergency care.
- Understand the basic Anatomy and Physiology of patients, as well as the life-span development of individuals.
- Apply fundamental knowledge of the basic EMS Operations.
- Complete full patient assessments and devise a plan of care best suited for the patient.
- Airway Management, Pharmacology, Shock, Trauma, Medical Emergencies, and caring for special patient populations.

Graduation Requirements:

- Student must complete all courses successfully with a minimum grade of 70%.
- Student must participate in all lab activities while maintaining a minimum grade of 70%.
- The student must attend 60 clinical hours in a field setting at a minimum.

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

Emergency Medical Technician (Basic) Course Descriptions

EMTB 1101 - Introduction to EMS Profession

Hours: 20 Lecture, 9 Lab

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.

EMTB 1102 - Anatomy and Physiology for the EMT

Hours: 29 Lecture

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.

EMTB 1103 - EMS Operations for the EMT

Hours: 16 Lecture, 13 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 online during this class.

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

Hours: 29 Lecture, 23 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.

EMTB 1105 - Shock & Trauma for the EMT

Hours: 33 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.

EMTB 1106 - Medical Emergencies for the EMT

Hours: 33 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.

EMTB 1107 - Special Patient Populations for the EMT

Hours: 11 Lecture

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.

EMTB 1108 - Clinical

Hours: 72 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 perform assessments and interventions through practical experiences. Students will demonstrate competency through performing 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.

Emergency Medical Technician (Advanced)

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock Hours			
EMTA 1201	Fundamental Concepts for the Advanced EMT	26	16	0	42
EMTA 1202	Advanced Airway Management, Medication Administration & Pharmacology for the Advanced EMT	23	24	0	47
EMTA 1203	Shock and Trauma for the Advanced EMT	12	20	0	32
EMTA 1204	Medical Emergencies for the Advanced EMT	16	28	0	44
EMTA 1205	Special, Complex, and Pediatric Patient Considerations for the Advanced EMT	7	8	0	15
EMTA 1250	Clinical Rotation for the Advanced EMT	0	0	214	214
	Totals	84	96	214	394
Day Class		27 Weeks			
Night Class		N/A			

State of Georgia Employment Requirements

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
Georgia Department of Public Health	Yes	Y (NREMT)	<ul style="list-style-type: none"> Background check free of felony convictions, violent crimes, crimes of moral turpitude. US Residency proof

Program Admission Requirements

- High School Diploma or GED
- 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) and immunization records 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) for Basic EMT.

Program Objectives

- The student will be able to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries.
- Students will learn to effectively communicate within the EMS system as well as with patients.
- The student will continue learning the fundamental concepts needed for the scope of practice for an advanced level EMT and effectively apply the concepts.
- The student will become competent in providing advanced airway management.
- The student will become competent in assessing and treating shock.
- The student will be able to apply fundamental knowledge of the medical, legal, and ethical issues to the provision of emergency care.
- The student will apply the knowledge needed for workforce safety, including fire prevention, PPE, and health and wellbeing for the EMTA.
- The student will add to their medication knowledge with the addition of advanced pharmacology concepts and new drugs added to the scope of practice for an advanced EMT.
- The student will learn how to initiate intravenous and intraosseous access for treatment of patients in the pre-hospital setting.

Graduation Requirements

- Student must complete all courses successfully with a minimum grade of 70%.
- Student must participate in all lab activities while maintaining a minimum grade of 70%.
- The student must attend 24 hours of clinical experience in a hospital setting and 48 hours in a field setting.

Required Courses

- Fundamental Concepts for the Advanced EMT
- Advanced Airway Management, Medication Administration, & Pharmacology for the Advanced EMT
- Shock & Trauma for the Advanced EMT
- Medical Emergencies for the Advanced EMT
- Special, Complex, and Pediatric Patient Considerations for the Advanced EMT
- Clinical Externship for the Advanced EMT

Emergency Medical Technician (Advanced) Course Descriptions

EMTA 1201 - Fundamental Concepts for the Advanced EMT

Hours: 26 Lecture, 16 Lab

Description: This course serves to introduce students to the role of the Advanced EMT in the prehospital setting. The student will also review the Anatomy & Physiology along with common Pathophysiology's encountered in the prehospital setting.

EMTA 1202 - Advanced Airway Management, Med Administration, & Pharmacology for the Advanced EMT

Hours: 23 Lecture, 24 Lab

Description: 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 proficiency using a variety of airway interventions and medications appropriately.

EMTA 1203 – Shock & Trauma for the Advanced EMT

Hours: 12 Lecture, 20 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 injuries, burns, face and neck injuries, head and spine injuries, chest trauma, abdominal and genitourinary injuries, orthopedic injuries, environmental injuries, multisystem trauma, and pediatric trauma.

EMTA 1204 – Medical Emergencies for the Advanced EMT

Hours: 16 Lecture, 28 Lab

Description: This course serves to expand on basic knowledge of common medical emergencies learned in a basic EMT course, by providing a more in-depth discussion of the common emergencies. Students will also be introduced to advanced level skills including EKG, capnography, CPAP, BIPAP, and various other cardiac life support interventions. Emergencies

included are Respiratory, Cardiac, Neurological, Genitourinary, Gastrointestinal, Endocrine, Hematological, Immunology, Toxicology, Psychological, and Gynecological.

EMTA 1205 – Special, Complex, and Pediatric Patient Considerations for the Advanced EMT

Hours: 7 Lecture, 8 Lab

Description: During this course students will expand on their understanding of special patient populations through assessment and high-fidelity simulations. Populations included are Special Needs, Pediatric, OB, Newborns, and Geriatric. Geriatric and Pediatric Abuse will be discussed with signs and symptoms to look for.

EMTA 1250 – Clinical Rotation for the Advanced EMT

Hours: 214 Clinical

Description: During this course, students will expand their understanding of prehospital care under the direct supervision of a skilled clinical preceptor. Students will seek to apply the knowledge gained through performing patient assessments and interventions. Students will demonstrate competency with PPE, equipment selection, patient assessments, care plan development, transferring patients, and situational awareness. Students are required to complete 24 hours in a hospital setting, and 48 field hours at a minimum. Performance will be evaluated by the clinical preceptor.

Surgical Technician

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock Hours			
ST 101	Medical Terminology	12	0	0	12
ST 102	Anatomy & Physiology	24	0	0	24
ST 103	Introduction to Surgical Technician	18	0	0	18
ST 104	Healthcare Facility & Safety	30	0	0	30
ST 105	Surgical Patient Care	24	18	0	42
ST 106	Sanitation, Sterilization & Aseptic Technique	12	12	0	24
ST 107	Surgical Instrumentation	12	12	0	24
ST 108	Surgical Pharmacology & Anesthesia	24	0	0	24
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	Externship			120	120
	Totals	270	114	120	504
Day Class		32 Weeks			
Night Class		48 Weeks			
Externship		120 Hours			

State of Georgia Employment Requirements

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N ¹	<ul style="list-style-type: none"> Background check (if employer required)

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

Program Admission Requirements

- High school diploma or GED
- 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) and immunization records 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.

Course Objectives

- The student will be prepared to assist in surgical procedures in a medical facility.
- Students will learn 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 externship, 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.

Graduation Requirements

- All courses are taught in sequence and each student must successfully complete each course with a minimum grade of 70% to complete the program.
- Student must participate in all lab activities while maintaining a minimum grade of 70%.

- The student must attend 120 hours of clinical experience in a clinic or hospital.

Required Courses

- 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 Course Descriptions

STEC 1001 - Medical Terminology

Hours: 12 Lecture

Description: Students will learn root words, combining 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 Lecture

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 Lecture

Description: The students will learn and understand the development 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 gain experience in etiquette, the importance of protecting patient information, and the different types of communications techniques. They will learn to differentiate between law, standards of practice, and codes of conduct. The students will also learn the difference between 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 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 distinct 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 and 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 the 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 it to physicians.

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 the open procedure if necessary. Students will learn and demonstrate case planning, instruments, 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 perform 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 distinct 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 mastectomy.

Prerequisite: 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 for diverse types of trauma surgeries.

STEC 1013 - Surgical Technician Externship

Hours: 120 Clinical

Description: Students will demonstrate proficiency and practice their skills in a supervised medical facility operating room for a total of 120 hours. The student will be evaluated by a preceptor.

Massage Therapy

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock Hours			
BIOL 1200	Anatomy and Physiology I	30	0	0	30
BIOL 1201	Anatomy and Physiology II	30	0	0	30
BIOL 1202	Anatomy and Physiology III	30	0	0	30
MASS 1001	Kinesiology	45	0	0	45
MASS 1002	Pathology	45	0	0	45
MASS 1003	Massage Business and Ethics	15	0	0	15
MASS 1004	Fundamentals of Massage I/Lab	45	30	0	75
MASS 1005	Fundamentals of Massage II/Lab	45	30	0	75
MASS 1006	Massage Practice and Techniques I/Lab	45	60	0	105
MASS 1007	Massage Practice and Techniques II/Lab	45	60	0	105
MASS 1008	Massage Clinical/Extern	0	0	60	60
Totals		375	180	60	615
Day Class		44 Weeks			
Night Class		77 Weeks			
Clinical		60 Hours			

State of Georgia Employment Requirements

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
Georgia Board of Massage Therapy	Yes	Y (MBLEx)	<ul style="list-style-type: none"> Varies by employer

Program 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.
- All applicants are required to achieve a minimum passing score on an entrance exam before admission to the program.

Graduation Requirements

- Successfully complete the program with a least a 70%
- Achieve 100% in lab participation
- 60 hours of clinical experience in a clinical setting. This will allow the student to apply the knowledge obtained in the massage therapy program.

Philosophy

The massage therapy program at North Georgia Nursing Academy will include instruction in massage theory, technique, practice, kinesiology, pathology, business and ethics, anatomy and physiology. We will train skilled practitioners that will perform therapeutic massage services to the community we serve. Our students will practice the integration of professionalism and self-growth as it relates to the standards of practice for massage therapist and patient care.

Program Description

As a Massage Therapist you will be trained in the principles of massage. The student will be trained in anatomy and physiology, as well as pathology that will be considered when planning a massage session, kinesiology, massage business and ethics, fundamentals of massage, and massage practice and techniques. The students will be trained using verbal, written, visual and hands-on instruction throughout the classroom and clinic. The massage therapy classes will not exceed the 20/1 student/teacher ratio. The students will have hands-on demonstrations and

supervised practice whenever possible to advance their knowledge and techniques to allow them to succeed in their new careers.

Required Courses

Anatomy and Physiology I
 Anatomy and Physiology II
 Anatomy and Physiology III
 Kinesiology
 Pathology
 Massage Business and Ethics
 Fundamentals of Massage I
 Fundamentals of Massage II
 Massage Practice and Techniques I
 Massage Practice and Techniques II

Course Materials

Mosby's Essential Sciences for Therapeutic Massage

Author: Sandy Fritz

ISBN # 978-0-323-393058

This book provides full-color, easy-to-read coverage of anatomy and physiology, biomechanics, kinesiology, and pathologic conditions for the entire body. Realistic examples show why you need to learn the information, and exercises and activities help you develop critical thinking skills and prepare for certification exams.

Mosby's Fundamentals of Therapeutic Massage

Author: Sandy Fritz

ISBN # 978-0-323-35374-8

This book provides the student with the knowledge to obtain Success. Success in massage therapy begins with a solid foundation in the fundamentals! It helps the student build the skills they need, from assessing problems and planning treatment to mastering massage techniques and complementary bodywork. Case studies bring concepts to life, and guidelines to professionalism include topics such as ethics, legal issues, and best business practices.

Massage Therapy Course Descriptions

BIOL 1200 – Anatomy and Physiology I

Clock Hours: 30

Description: This course will the students with the opportunity to learn the meaning of the terms anatomy and physiology. Students will have the opportunity to learn the importance of the relationship of the structure and function of the body as a whole. Students will have the opportunity to learn how to compare the yin/yang theory to anatomy and physiology. Students will have the opportunity to learn that the body is organized on several different levels, beginning

with atoms and molecules, and progressing through various systems of the body as a whole. Students will have the opportunity to learn about homeostasis, self-regulatory mechanisms, and body rhythms, and Asian and Ayurvedic theories of health. Students will have the opportunity to learn the terminology associated with disease, what constitutes disease, and the risk factors for disease. Students will have the opportunity to learn about pain and stress and the chemical reactions involved in stress. Students will have the opportunity to learn the types of pain. Students will have the opportunity to learn how medical terms are put together from roots, suffixes, and prefixes. Students will have the opportunity to learn the most common abbreviations of medical terms. Students will have the opportunity to learn how to use a charting method that incorporates clinical reasoning and problem solving. Students will have the opportunity to learn the general structure of the human body, including its regions, the regions and quadrants of the abdomen, body positions, planes, and movements. Students will have the opportunity to learn the language used to determine parameters for quality-of-life measures. Students will have the opportunity to learn that modern therapeutic massage draws extensively on modern and ancient Chinese health systems as well as Western science and that these two schools of thought are not necessarily diametrically opposed.

BIOL 1201 – Anatomy and Physiology II

Clock Hours: 30

Description: This course will provide the students the opportunity to identify the parts of the neuron and explain the function of the nerve cell. Students will have the opportunity to learn the function of several of the major neurotransmitters. Students will have the opportunity to learn about the connections between brain chemistry and behavior. Students will have the opportunity to learn the parts and functions of the central nervous system. Students will have the opportunity to learn about consciousness and altered states of consciousness and explain how memory and learning work. Students will have the opportunity to learn the common pathologic conditions of the central nervous system. Students will have the opportunity to learn which drugs influence the central nervous system and how massage can influence the system as well. Students will have the opportunity to learn about the peripheral nervous system and list its components. Students will have the opportunity to learn about the cranial and spinal nerves and be able to name the function of each. Students will have the opportunity to learn about the four nerve plexuses.

Students will have the opportunity to learn the similarities and differences between dermatomes and myotomes. Students will have the opportunity to learn about reflex mechanisms, sensory receptors, and reflex arcs and their relationship to massage and bodywork. Students will have the opportunity to learn the two divisions of the autonomic nervous system—sympathetic and parasympathetic—and explain the function of each. Students will have the opportunity to learn the major medications that affect the autonomic nervous system and the Eastern/Western connection as it relates to the function of the system. In addition, students will become familiar with the science behind four of the five major senses. Students will have the opportunity to learn the way therapeutic massage supports health in the peripheral nervous system and some of the pathologic conditions associated with the system. Students will have the opportunity to learn the traditional endocrine glands and hormone-producing tissues in the body and the definition of endocrine tissues. Students will have the opportunity to learn the function of several major hormones. Students will have the opportunity to learn the difference between

hormones and neurotransmitters. Students will have the opportunity to learn about the relationship between traditional culturally based chakra theory to the endocrine system.

Students will have the opportunity to learn about pathologic conditions of the endocrine system caused by hypersecretion and hyposecretion.

BIOL 1202 – Anatomy and Physiology III

Clock Hours: 30

Description: Students will have the opportunity to learn the components of the integumentary system and how it works, as well as become familiar with two main concerns about integumentary pathologic conditions. Students will have the opportunity to be able to list and describe the components of the cardiovascular system, learn the components of blood, and be able to describe the functions of the cardiovascular system. Students will have the opportunity to learn the components of the lymphatic system, including lymph, and be able to describe the functions of the system. Students will have the opportunity to become familiar with the concept of immunity, including nonspecific and specific immunity. Students will have the opportunity to be able to describe and explain the implementation of Standard Precautions, as well as be able to justify the effectiveness of therapeutic massage in supporting health maintenance for the integumentary, cardiovascular, lymphatic, and immune systems. Students will have the opportunity to learn the components of the respiratory system and describe its function as well as the opportunity to learn about breathing pattern disorders. Students will have the opportunity to learn the components and function of the digestive system and be able to list and describe the main food groups. Students will have the opportunity to learn the components of the urinary system and describe its function. Students will have the opportunity to learn about the male and female reproductive systems and the three stages of pregnancy. Students will have the opportunity to learn about the effectiveness of therapeutic massage modalities for support of health maintenance for the respiratory, digestive, urinary, and reproductive systems.

MASS 1001 - Kinesiology

Clock Hours: 45

Description: Students will have the opportunity to become familiar with the framework of the human body—the skeletal system—as well as being able to list the seven main functions of the skeletal system. Students will have the opportunity to describe the structure of bone and how it develops and be able to identify bony landmarks throughout the body. Students will have the opportunity to learn the six different shapes of human bones and become familiar with the difference between the axial skeleton and the appendicular skeleton and which bones make up each. Students will have the opportunity to be able to list and describe the individual bones of the body by region. Students will have the opportunity to learn the elementary principles of joint design and the two main types of joints. Students will have the opportunity to learn the meanings of the terms “arthrokinematics” and “osteokinematics” and become familiar with joint play. Students will have the opportunity to learn the structures that contribute to the stability of individual joints. Students will have the opportunity to learn the major joints in the body and how to palpate them. Students will have the opportunity to learn about the functions of skeletal muscles and how they relate to massage therapy, as well as being able to learn about both cardiac and smooth muscles. Students will have the opportunity to become familiar with types of skeletal

muscle fiber in addition to learning how muscles function in groups called myotatic units. Students will have the opportunity to learn how to describe individual muscles throughout the body as well as be able to identify the attachments, actions, synergist, antagonist, and common trigger points of individual muscles. Students will have the opportunity to learn to apply knowledge of the muscular system to therapeutic massage application. Students will have the opportunity to learn the basic principles of biomechanics. Students will have the opportunity to learn the three main biomechanical dysfunctional patterns. Students will have the opportunity to learn how to assess biomechanical function for the regions of the body.

MASS 1002 – Pathology

Clock Hours: 45

Description: The student will understand the mechanisms of these diseases related to each body system. The student will cover the definition, demographics, etiology, signs and symptoms, treatment options, and role of massage.

MASS 1003 – Massage Business and Ethics

Clock Hours: 15

Description: Students will have the opportunity to learn how to define professionalism, therapeutic massage, and a scope of practice for therapeutic massage. Students will have the opportunity to learn about a code of ethics and standards of practice for therapeutic massage and use these to maintain professional boundaries and the therapeutic relationship. Students will have the opportunity to learn about the informed consent process and be able to identify other legal and credentialing concerns. Students will have the opportunity to learn the communication skills to listen effectively, deliver messages, and identify and resolve conflict in the professional setting. Students will have the opportunity to learn to use a problem-solving approach to enhance ethical decision making and be able to identify and report unethical conduct of colleagues. Students will have the opportunity to learn about each of HIPAA's three sections.

MASS 1004 – Fundamentals of Massage I/Lab

Clock Hours: 45/30 Lab

Description: The student will learn the rich heritage and history of therapeutic massage. Students will have the opportunity to learn about the process of self-evaluation as they explore personal responses to touch. Students will have the opportunity to learn what contributions they can make to the future of the profession. Students will have the opportunity to learn about current massage research. Students will have the opportunity to learn how to perform a literature search using PubMed. Students will have the opportunity to learn about the research process, levels of evidence, and critiquing a research article. Students will have the opportunity to learn the benefits of massage based on an evidence-informed approach. Students will have the opportunity to explore indications and contraindications to massage. Students will have the opportunity to be introduced to three treatment approaches—therapeutic change, condition management, and palliative care—and they will use clinical reasoning to determine the appropriate intervention process for selected case studies. Students will have the opportunity to demonstrate a basic understanding of pathology and will learn when the stress response, inflammatory response, and pain response are indications for massage. Students will have the

opportunity to learn when massage is contraindicated and how to refer clients for evaluation by a licensed health care professional. Students will have the opportunity to learn about the field of pathology and a broad range of concepts and terms used in the discipline. Students will have the opportunity to learn to distinguish among diseases, disorders, and syndromes, and they will become familiar with several major categories of each of these pathologies. Students will have the opportunity to learn the types of pathogens and routes of infectious disease transmission. Students will have the opportunity to learn about infection control as it relates to massage practice. Students will have the opportunity to learn universal precautions and sanitary procedures, such as hand washing and glove use, as well as basic safety and life support practices. Students will have the opportunity to learn the basic principles of body mechanics, which allows them to use the body, especially the hands and forearms, in an efficient and biomechanically correct manner during the massage application. Students will have the opportunity to learn methods that maximize body mechanics by altering the position of both the client and the practitioner. Students will have the opportunity to become familiar with the importance of body mechanics, which helps practitioners to provide 8 hours of massage daily without any dysfunction, fatigue, or injury.

MASS 1005 – Fundamentals of Massage II/Lab

Clock Hours: 45/30 Lab

Description: Students will have the opportunity to demonstrate unique skills necessary for each of the three career environments. Students will have the opportunity to explore cross-training options to support skills necessary for each of the three career areas. Students will have the opportunity to use massage terminology as presented by the Massage Therapy Body of Knowledge (MTBOK) and Entry-Level Analysis Project (ELAP) documents. Students will have the opportunity to learn to identify and use the medical terminology most often encountered by the massage professional, particularly as it relates to charting and record-keeping procedures. Students will be able to use effective communication and documentation when completing client data collection. Students will have the opportunity to learn to determine their personal motivation for developing a therapeutic massage career. Students will have the opportunity to compare the advantages and disadvantages of self-employment and employee status and will also understand the commitment required to develop a massage therapy business. Students will have the opportunity to learn to develop a 5-year business plan and design a marketing strategy as well as advertising materials for the massage business. Students will have the opportunity to learn to negotiate rental and employment contracts and will develop a business management and record-keeping system.

MASS 1006 – Massage Practice and Techniques I/Lab

Clock Hours: 45/60 Lab

Description: Students will have the opportunity to learn about the purchase, setup, care, and use of the equipment and supplies required to begin a massage practice in different massage environments through essays, discussions, research, and evaluated demonstrations. Students will have the opportunity to learn about conducting client interviews, focusing on procedures, client expectations, and outcome; self-evaluate client and practitioner feedback; and take a client

through an orientation process. Students will have the opportunity to learn about and explore their own gender-based touch history and feelings about touch and gender. Students will have the opportunity to learn about focusing and centering methods, the two styles of draping, and positioning clients. Students will have the opportunity to learn definitions, directions, and descriptions for the application of the most common massage methods and techniques. Students will have the opportunity to understand the basic theories of the physiologic effects of massage methods and techniques. Students will have the opportunity to learn how to organize various methods of massage into basic flow patterns using effleurage, gliding, petrissage, kneading, compression, friction, tapotement/percussion, vibration. Students will have the opportunity to design and perform a full-body massage using the techniques and methods presented such as direct pressure, superficial warming, pumping, stretching, jostling, shaking, and rocking. Students will have the opportunity to deal with difficult and unusual situations (body hair and skin problems) and make thoughtful decisions regarding application of massage techniques for each area of the body. Students will have the opportunity to learn how to conduct an effective interview. Students will have the opportunity to learn the basics of physical assessment for various parts of the body, including the skin, muscles, joints, and fascia. Students will have the opportunity to learn the interpretation of assessment information and how to develop a care/treatment plan on their own. Students will have the opportunity to discuss and describe the basic physiology, theoretic principles, and therapeutic effects of several complementary bodywork systems. Students will have the opportunity to discuss and focus on incorporation of the principles and techniques described into general wellness massage sessions and the importance of additional education and specialization. Students will have the opportunity to explore the relationship of complementary bodywork methods to therapeutic massage. Students will have the opportunity to compare the similarities and differences of the application of the various methods.

MASS 1007 – Massage Practice and Techniques II/Lab

Clock Hours: 45/60 Lab

Description: Students will have the opportunity to learn how to develop a massage environment to best serve individuals with special needs. Students will have the opportunity to demonstrate the communication skills that are important for working with a client with special needs. Students will have the opportunity to learn to gather information on additional training to help massage therapists better serve clients with special needs. Students will have the opportunity to be able to identify the basic components of a wellness program and be able to locate resources to develop a wellness program. Students will have the opportunity to learn how to develop a personal wellness program as well as providing wellness guidelines to clients. Students will have the opportunity to learn through case studies, which provide for an integration process wherein the students can experience how all the textbook content is used to work toward specific outcomes for specific clients. Students will have the opportunity to become familiar with case studies that cover the most common situations a massage therapist encounters. Students will have the opportunity, through the case studies, to be presented with multiple factors that must be considered to develop the treatment plan. Students will have the opportunity to interject their own ideas into the studies.

MASS 1008 – Massage Clinical/Extern

Clock Hours: 60

Description: Massage Clinical/Extern

Student will utilize the knowledge in a more realistic setting. Students will be required to complete 60 hours of practical hands-on massage therapy sessions. Students may only be allowed to start this course if they have completed all classes with at least a 70%. Students will have the ability to develop their own style while building confidence in themselves. They will develop skills to finish a massage in an allotted time frame, draping, different body types, and learn to maintain files and records.

Medical Assistant

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock 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 Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N ¹	<ul style="list-style-type: none"> Varies by employer

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

Program Admission Requirements

- High school diploma or GED.
- 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) and immunization records 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

- Students will gain the ability and knowledge to work directly with patients and assist with their care. Students will be provided with relevant skills and knowledge in assisting the physician with minor surgical procedures, taking vital signs, recording EKG's, and administering injections.
- Students will also receive training in basic office procedures, such as setting appointments, accounting procedures, maintaining patient's charts.
- The student will be provided with the ability to take the CCMA, CET, and CPT Certification Exam with the National Health Career Association.

Graduation Requirements

- All courses are taught in sequence and each student must successfully complete each course with a minimum grade of 70% to complete the program.
- Student must participate in all lab activities while maintaining a minimum grade of 70%.
- The student must attend 80 clinical hours 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 Course Descriptions

MAST 1001 -Introduction to the Allied Health Profession

Hours: 12 Lecture

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 performing 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: 12 Lecture, 18 Lab

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 performing 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 performing blood drawing techniques. Students will become competent utilizing eclipse and butterfly needles for venipuncture.

MAST 1003 - Responsible Medical Practice

Hours: 18 Lecture

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 for 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 Clinical

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.

Nursing Assistant

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock Hours			
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 (Part-Time)		8 Weeks			
Night Class (Part-Time)		12 Weeks			
Day Class (Full-Time)		4 Weeks			

State of Georgia Employment Requirements

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
Georgia Medical Care Foundation	Yes	Y (National Nurse Aid Assessment Program)	<ul style="list-style-type: none"> Background Check

Program 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) and immunization records 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 student will be introduced to basic nursing skills and clinical skills which include.
- The student will gain knowledge about communication.
- The student will learn residents' rights.
- The student will define infection control and be able to apply proper use of it.
- The student will be able to demonstrate proper body mechanics needed in caring for residents.
- The student will demonstrate how to assist in activities of daily living for the resident in a Long- Term Care facility.
- 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.

Graduation Requirements

- All courses are taught in sequence and each student must successfully complete each course with a minimum grade of 70% to complete the program.
- Student must participate in all lab activities while maintaining a minimum grade of 70%.
- The student must attend 24 clinical hours in a Long-Term Care facility.

Required Courses

- 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 Course Descriptions

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 with 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 signs 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 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 student will gain understanding of how important it is to communicate and empathize with the residents during this difficult time of major changes in a person's life. The student will learn the basics about proper nutrition, the purpose of nutrients, vitamins, and minerals for the body. They will obtain 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 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.

Appendix A: Tuition and Fees*All Amounts are in US Dollars*

Application Fee is Non-Refundable

Program	Tuition	Books/Supplies	Application Fee	Total
Medical Assistant	\$3,000.00	\$400.00	\$100.00	\$3,500.00
Nursing Assistant	\$600.00	\$300.00	\$100.00	\$1,000.00
Surgical Technician	\$7,000.00	\$400.00	\$100.00	\$7,500.00
Emergency Medical Technician Basic (EMTB)	\$3,450.00	\$400.00	\$100.00	\$3,950.00
Emergency Medical Technician Advanced (EMTA)	\$1,900.00	\$400.00	\$100.00	\$2,400.00
Massage Therapy	\$8,400.00	\$500.00	\$100.00	\$9,000.00

Schedule of Additional Fees

Fee	Amount
ID Badge Replacement	\$10.00
Scrubs (Additional and/or Replacement)	\$65.00
Blood Pressure Cuff (Replacement)	\$40.00
Stethoscope (Additional and/or Replacement)	\$70.00
Surgical Technician - Additional or Replacement Gowns	\$ 65.00
Surgical Technician Scrub Hats – Additional or Replacement Scrub Hats	\$15.00
Surgical Technician – Surgical Gloves - Additional or Replacement	\$20.00
Textbook/ Workbook - This will be the original cost of the book. Amounts will vary.	

Tuition Payment Schedules

Tuition Payment Schedules			
Program of Study	Weekly Payments	Bi-Weekly Payments	Four Week Payments
Emergency Medical Technician Advanced Day Class	\$ 130.00	\$ 260.00	\$ 520.00
Emergency Medical Technician Basic Day Class	\$ 130.00	\$ 260.00	\$ 520.00
Medical Assistant (Day Class) – Standard Payments	\$ 215.00	\$ 430.00	\$ 860.00
Medical Assistant (Day Class) – Extended Payments	\$160.00	\$320.00	\$640.00
Medical Assistant - Night Class	\$ 145.00	\$ 290.00	\$ 580.00
Nursing Assistant (Part-Time) - Night Class	\$ 100.00	\$ 200.00	\$ 600.00
Nursing Assistant (Full-Time) – Day Class	\$150.00	\$300.00	\$600.00
Surgical Technician (Day Class) – Standard Payments	\$ 225.00	\$ 450.00	\$ 900.00
Surgical Technician (Day Class) – Extended Payments	\$ 180.00	\$ 360.00	\$ 720.00
Massage Therapy - Day Class	\$191.00	\$382.00	\$764.00
Massage Therapy - Night Class	\$110.00	\$220.00	\$440.00

Appendix B: Faculty & Staff Directory

Employee	Title/Position	Credentials	Email	Status
April Kidd	<ul style="list-style-type: none"> Owner/Director 	<ul style="list-style-type: none"> West Hall H.S. (Diploma) (09) 	akidd@ngnanursing.org	Staff (FT)
Laura Cantrell	<ul style="list-style-type: none"> Director of Admissions 	<ul style="list-style-type: none"> Chestatee H.S. (Diploma) (11) 	lcantrell@ngnanursing.org	Staff (FT)
Cody Cantrell	<ul style="list-style-type: none"> Admissions Representative 	<ul style="list-style-type: none"> Chestatee H.S. (Diploma) (11) 	ccantrell@ngnanursing.org	Staff (FT)
Christy Rush	<ul style="list-style-type: none"> Administrative Assistant 	<ul style="list-style-type: none"> Central Gwinnett H.S. (Diploma) (79) 	crush@ngnanursing.org	Staff (FT)
Michael Kidd	<ul style="list-style-type: none"> Admissions Representative 	<ul style="list-style-type: none"> West Hal H.S. (Diploma) (17) 	mkidd@ngnanursing.org	Staff (FT)

Employee	Title/Position	Credentials	Email	Status
Karen Alexander, PN	<ul style="list-style-type: none"> Nursing Assistant Instructor EMT Instructor 	<ul style="list-style-type: none"> AS (Nursing) Oconee Falls Line Tech (20) AS (Paramedic Technology) NGTC (97) 	kalexander@ngnanursing.org	Faculty (FT)
Richie Carignan	<ul style="list-style-type: none"> EMT Instructor 	<ul style="list-style-type: none"> BS (Fire Admn) Columbia Southern Univ (17) AS (Paramedicine) Lanier Tech (15) 	rcarignan@ngnanursing.org	Faculty (FT)
Michelle Mullins, LPN	<ul style="list-style-type: none"> MA Instructor NA Instructor 	<ul style="list-style-type: none"> LPN, Wise County Vocational School (87) 	mmullins@ngnanursing.org	Faculty (FT)
Miranda Gragg, EMT-P	<ul style="list-style-type: none"> EMT Program Manger EMT Instructor 	<ul style="list-style-type: none"> Paramedic, Lanier Technical College (21) 	mgragg@ngnanursing.org	Faculty (PT)
Kelley Anderson, LMT	<ul style="list-style-type: none"> Massage Therapy Program Manager 	<ul style="list-style-type: none"> Licensed Massage Therapist 	kanderson@ngnanursing.org	Faculty (PT)
Sarah Gott, RN, BSN	<ul style="list-style-type: none"> Medical Assistant Instructor 	<ul style="list-style-type: none"> BS (Nursing) University of North Georgia (20) 	sgott@ngnanursing.org	Faculty (FT)
Stacy Green	<ul style="list-style-type: none"> Surgical Technician Instructor 	<ul style="list-style-type: none"> TS-C AS (Surgical Technology) Athens Tech (05) 	sgreen@ngnanursing.org	Faculty (PT)
Sherri Bisciotti, RN, BSN	<ul style="list-style-type: none"> BLS/First Aid/CPR Instructor 	<ul style="list-style-type: none"> BSN, RN 	sbisciotti@ngnanursing.org	PRN
Holly Hughes Green	<ul style="list-style-type: none"> DMS Instructor 	<ul style="list-style-type: none"> RDMS, RVT, RDCS 	hhughes@ngnanursing.org	Faculty (FT)

