



Coordinated Health

MEDICAL CAREERS INSTITUTE



Program Catalog



Coordinated Health

MEDICAL CAREERS INSTITUTE

2300 Highland Avenue
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610-861-8080 x36547

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www.TheMedicalCareersInstitute.com

Administration and Admissions Board Officers

Dr. Emil J. DiIorio, M.D., CEO

Sean B. Conkle, OTC, Director

Debra Mannicci, Acting Director

The Medical Careers Institute at Coordinated Health, Inc. was established in 2006 and is licensed as a Private Licensed School by the Pennsylvania Department of Education.

The Medical Careers Institute at Coordinated Health, Inc. reserves the right to make all necessary changes to this catalog without notice. The combination of the student catalog and the completed enrollment agreement is considered a binding contract.

Publication Date: May 2015

The Orthopedic Technology Program

Educational Objectives:

Students successfully completing all courses/modules of The Orthopedic Technology Program will be awarded a diploma in Orthopedic Technology, and will be prepared to work in orthopedic clinics, hospitals, operating rooms and skilled nursing facilities as an Orthopedic Technologist. The student will be able to articulate descriptions of common orthopedic conditions based upon an understanding of anatomical structures and their relationship with one another. The student will be proficient in the application and removal of common orthopedic devices including casts, splints, braces and traction. The student will be able to interpret common radiographs and may perform in an operating room setting as a first or second assistant or scrub technician under the direct supervision of an orthopedic surgeon as per the policies of the facility.

After completing the Orthopedic Technology Program, the student will be eligible to sit for the Orthopedic Technologist Certification Exam which is given by the National Board for Certification of Orthopedic Technologists (NBCOT). All exam candidates must meet the requirements of the NBCOT prior to taking the examination. Admission to The Orthopedic Technology Program does not ensure that you will meet the requirements to proceed with the certifying examination. Completion of The Orthopedic Technology Program does not guarantee that you will pass the certifying examination. Certifying examination costs are not included in The Orthopedic Technology Program tuition. It is not mandatory that you obtain certification, however it is strongly recommended.

The Orthopedic Technology Program at The Medical Careers Institute at Coordinated Health, Inc. is a 42 week program. The classroom portion of the program will be conducted in the evenings, Monday through Thursday from 6:30-9:30 p.m., and is 34 weeks in length. This portion contains both lecture and hands-on experience. The externship portion of the program will continue for 8 weeks, Monday through Friday from 8:30 a.m. -5:00 p.m., and allows the student to develop skill competencies in wound care, traction, immobilization, assessment and documentation, and sterile technique. This portion of the program will be conducted in the day and includes rotations in the clinic, hospital and operating room settings.

The Orthopedic Technology Program Required Courses

Module One: Introduction to Orthopedic Technology and Introduction to Anatomy and Physiology (6 weeks/6 credit hours)

This course is designed to introduce the student to the profession of Orthopedic Technology. The student will learn the professional responsibilities and scope of practice of the Orthopedic Technologist. The student will learn medical terminology and related anatomy and physiology.

Prerequisites: Pass all aspects of the admission requirements.

Module Two: The Upper Extremity (8 weeks/6 credit hours)

This course is designed to teach anatomy and physiology of the upper extremities. The student will learn conditions and diseases associated with the upper extremity and the appropriate treatments. The student will demonstrate proper examination techniques, casting, splinting and bracing of the upper extremity. The student will identify surgical procedures and radiographic studies of the upper extremity.

Prerequisites: Completion of Module One with a grade of "B" or better.

Module Three: The Lower Extremity (8 weeks/6 credit hours)

This course is designed to teach anatomy and physiology of the lower extremities. The student will learn conditions and diseases associated with the lower extremity and the appropriate treatments. The student will demonstrate proper examination techniques, casting, splinting and bracing of the lower extremity. The student will identify surgical procedures and radiographic studies of the lower extremity.

Prerequisites: Completion of Module Two with a grade of "B" or better.

Module Four: Spine and Pelvis (6 weeks/5 credit hours)

The student will learn the anatomy, physiology and function of the nervous system. The student will identify conditions, disorders and fractures common to the spine and pelvis and their appropriate treatments. The student will demonstrate a physical examination of the spine and pelvis as well as bracing/orthosis application. The student will learn surgical procedures common to the spine and pelvis.

Prerequisites: Completion of Module Three with a grade of "B" or better.

Module Five: Surgical Techniques (6 weeks/3 credit hours)

The student will learn safety standards and current OR standards of practice including peri-operative protocols. The student will become familiar with operating room equipment, and instrumentation. The student will learn and demonstrate aseptic technique including performing a surgical scrub, sterile draping and the donning of a sterile gown and gloves.

Prerequisites: Completion of Module Four with a grade of "B" or better.

Externship: Hospital / Office/Clinical /Operating Room (7 credit hours) the student will participate in a 320 hour rotation through various orthopedic settings. The student will demonstrate learned skills in the clinic/office, hospital and operating room settings. Externships are available only during daytime hours.

Prerequisites: Completion of Module Five with a grade of "B" or better.

The successful completion of the entire program will result in the awarding of a diploma in Orthopedic Technology. Students may be permitted to take individual courses. The successful completion of an individual course will result in the awarding of a certificate of completion for that course.

Externships/clinical will be performed in the Lehigh Valley and surrounding areas. Arrangements for alternate clinical sites in Pennsylvania may be made if an appropriate Affiliation Agreement can be established, the clinical site meets the clinical site requirements, and at the discretion of the Director of The Orthopedic Technology Program.

Application Process and Requirements:

- Applicants must have a high school diploma or hold a General Education Development (GED) certificate as a prerequisite for admission. In lieu of documenting high school graduation applicants who graduated with a bachelor's degree (or higher) earned at an accredited institution of post-secondary education can provide an official college transcript showing the degree granted.
- Applicants are required to independently conceive a short essay regarding their choice to apply to The Orthopedic Technology Program at The Medical Careers Institute at Coordinated Health, Inc. The essay should include educational and employment goals of the prospective student.
- Applicants are required to submit a complete, signed and dated application packet with a fee of \$35.00.
- Applicants must submit two (2) letters of recommendation.
- Applicants will be scheduled for a personal interview with the Admissions Committee as part of the application process.
- Applicants will be required to take the Wonderlic Scholastic Level Exam (SLE) and pass with a minimum score of 21. If an applicant fails to obtain the minimum required score he/she may take the SLE a second time for an additional fee of \$15.00. If an applicant fails the SLE a second time they will not be eligible for admission to the program.

Required Prior to any Patient Contact:

- Due to professional and safety standards, the student will need to have proof of recent (within one year) tuberculosis screening prior to the start of the program.
- Due to the direct contact that students will have with children and other vulnerable populations including the elderly and the disabled, applicants are required to undergo a criminal history screening. If the applicant has lived in Pennsylvania for greater than 2 years, the criminal history screening will be obtained from the Pennsylvania State Police by The Medical Careers Institute at Coordinated Health, Inc. at no additional charge to the applicant. If the applicant is not currently a Pennsylvania resident, or has been a resident of Pennsylvania for less than 2 years, the applicant will be required to submit a criminal history record that they obtain from the Federal Bureau of Investigation (FBI). The applicant is responsible for the cost of this request. The FBI charges \$18.00 for this service. Certain offenses which may cause the student to be excluded from admission include any offense involving a child victim, conviction for a sexual crime, a recent (within 2 years) drug felony conviction, or conviction of a crime involving violence or theft.
- Applicants are required to submit evidence of reasonable good health and prophylaxis by submitting results of a recent (within 3 months) physical examination signed by an attending physician, current immunizations for poliomyelitis, measles, rubella, tetanus, diphtheria, and chickenpox. If unable to provide documentation of immunization or of having had the disease, a chickenpox titer, rubella titer and measles titer are required. The cost of the examination and immunizations are the responsibility of the applicant.
- Applicants must submit a valid BLS (CPR) certification for the Healthcare Provider.
- Applicants must obtain and show proof of professional liability insurance. Minimum liability limits are \$1,000,000 per incident and \$3,000,000 aggregate.

To receive an application packet or for more information, please contact The Medical Careers Institute at 610-861-8080 x36547 or info@TheMedicalCareersInstitute.com.

Tuition and Fees:

- (1) Application Fee (not included in tuition)\$ 35.00
- (2) Tuition:
- Module I Introduction to Orthopedic Technology and Anatomy and Physiology\$ 1550.00
 - Module II The Upper Extremity.....\$ 1550.00
 - Module III The Lower Extremity\$ 1550.00
 - Module IV Spine and Pelvis.....\$ 1550.00
 - Module V Surgical Techniques\$ 1550.00
 - Externship.....\$ 1250.00
 - Total Tuition.....\$ 9000.00
- (3) Textbooks, Lab Coats, Lister Bandage Scissors and Stethoscope are items to be purchased by the student and costs are not included in the Program's tuition. These items may be purchased at the students' vendor of choice.

Approximate student costs in addition to program tuition are:

<u>Memmler's The Human Body in Health and Disease.</u> Cohen, Barbara Janson. Lippincott Williams & Wilkins; 11 th edition, 2008. (required)	\$40.00
<u>Memmler's The Human Body in Health and Disease Study Guide.</u> Cohen, Barbara Janson. Lippincott Williams & Wilkins; 11 th edition, 2008... (recommended)	\$25.00
<u>Essentials of Musculoskeletal Care.</u> Griffin, Letha Yurko, (ed). American Academy of Orthopedic Surgeons, 4 rd edition, 2010. (required)	\$125.00
<u>Trail Guide to the Body</u> Biel, Andrew Books of Discovery 4 th edition (required)	\$ 75.00
<u>Alexander's Care of the Patient in Surgery.</u> Rothrock, Jane C. (ed). St. Louis: Mosby, 14 th edition, 2011. (required)	\$ 85.00
<u>Physical Examination of the Spine and Extremities</u> Hoppenfeld, Stanley. Appleton- Century-Crofts, 1976. (required)	\$ 85.00
<u>Handbook of Fractures</u> Koval, Kenneth J., M.D. and Zuckeman, Joseph D., M.D. Lippincott Williams & Wilkins, 3 rd Edition, 2006. (recommended)	\$65.00
Lab Coat (white, ¾ length)	\$ 30.00
Stethoscope	\$ 60.00
Liability Insurance (per year).....	\$ 35.00
BLS (CPR) for the Healthcare Provider.....	\$ 55.00
TB Screening/Hepatitis B vaccine/Physical Examination.....dependent on provider and private healthcare insurance	

Payment Options

- Payment of the tuition in full for The Orthopedic Technology Program
- Tuition payment schedule:
 - Initial payment due 2 weeks prior to the start of the program \$ 1550.00
 - Payment due 2 weeks prior to the start of Module II..... \$ 1550.00
 - Payment due 2 weeks prior to the start of Module III \$ 1550.00
 - Payment due 2 weeks prior to the start of Module IV \$ 1550.00
 - Payment due 2 weeks prior to the start of Module V \$ 1550.00
 - Final Payment due prior to the start of Externship \$ 1250.00
 - Finance Charge.....\$0.00
 - Annual Percentage Rate.....0%
 - Total of Payments (when you have made all scheduled payments).....\$ 9000.00

The Orthopedic Technology Program Calendar
2015 - 2016

September 2015

7 Monday Module One Begins

October 2015

16 Thursday Final Exam, Module One Ends

20 Monday Module Two Begins

November 2015

26 Wednesday Thanksgiving Holiday, No Classes

27 Thursday Thanksgiving Holiday, No Classes

December 2015

10 Wednesday Final Exam (lecture)

11 Thursday Final Exam (lab), Module Two Ends

12 Friday Winter Break Begins

January 2016

4 Monday Module III Begins

February 2016

25 Wednesday Final Exam (lecture)

26 Thursday Final Exam (lab), Module III Ends

March 2016

2 Monday Module IV Begins

April 2016

8 Wednesday Final Exam (lecture)

9 Thursday Final Exam (lab), Module IV Ends

13 Monday Module V Begins

May 2016

20 Wednesday Final Exam (lecture)

21 Thursday Final Exam (lab), Module V Ends

25 Monday Memorial Day Holiday, No Classes

26 Tuesday Externship Begins

June 2016

Externship Continues

July 2016

20 Tuesday Review

21 Wednesday Final Exam, Externship Ends

22 Thursday Graduation



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The Orthopedic Technology Program

Admission Application

(please print)

Name: _____
Last First Middle Initial

Home Address: _____
Street City

State Zip Code

How Long at this Address? _____
If less than 2 years, please list previous address: _____

Home Phone: _____ - _____ - _____ Cell: _____ - _____ - _____

Email Address: _____

Social Security Number: _____ - _____ - _____ DOB: ____/____/____

Gender: Male Female

Are you a U.S. citizen? Yes No U.S. INS status: _____

If no: Country of Birth _____ Country of Citizenship _____

Ethnicity: This information will be used only to monitor cultural diversity. We will not use this information in our admission decision. (circle one)

- I decline to answer
- African American
- American Indian
- Asian
- Hispanic or Latino
- Caucasian
- Other _____

List any activities, honors, community service, and published work:

List any professional organizations to which you are a current member:

To begin the application process, please forward a completed application and the \$35.00 application fee along with the following:

- A short essay on why you are choosing to apply to The Orthopedic Technology Program at The Medical Careers Institute at Coordinated Health, Inc. Please include your educational and employment goals.
- Official transcripts from any high schools or colleges that you have attended
- 2 letters of recommendation

Please make checks payable to: The Medical Careers Institute at Coordinated Health. An admission representative will contact you to schedule an in-person interview and the Wonderlic (general ability) Exam.

After your interview and successful completion of the Wonderlic Exam, please forward the following to complete the application process:

- Any certifications that you currently hold (CPR/BLS).
- Evidence of reasonable good health and prophylaxis by submitting results of a recent (within 3 months) physical examination signed by an attending physician, current immunizations for poliomyelitis, measles, rubella, tetanus, diphtheria, and chickenpox. If you have had chickenpox, rubella or measles and are unable to provide documentation of having had the disease, a chickenpox titer, rubella titer and measles titer are required
- Verification of a recent TB screening (within one year)
- If you are not currently a resident of Pennsylvania or have lived in Pennsylvania for less than 2 years, please attach a criminal history record obtained from the Federal Bureau of Investigation.

After being admitted, please forward the following:

- Proof of professional liability insurance noting minimum liability requirements of \$1,000,000 per incident and \$3,000,000 aggregate.

The Medical Careers Institute at Coordinated Health, Inc. does not discriminate on the basis of race, color, age, sex, religious beliefs, nation or origin, or non-job related handicap as those terms are defined under applicable law. The policy of non-discrimination applies to application to and participation in all activities and programs sponsored by Coordinated Health.

I consent to a criminal history review.

I certify that all information contained in this application and all supporting documentation is complete and accurate.

_____/_____/_____
Signature Date

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Academic Policies/Regulations

Policies/Regulations:

All students must maintain satisfactory progress, which is at least an 80% grade average. Students who do not achieve a minimum grade of 80% will be given written notice and placed on academic probation. Students on academic probation will be allowed to continue with the program only after consulting with the school Director and Course Instructor. Students who achieve less than an 80% grade in a course will be unable to advance to the next course and will be dismissed from the school. Students dismissed from the school due to academic performance may request reinstatement by written request to the school Director. Re-admission will be granted based on the Director's determination that the student can benefit and achieve a level necessary to maintain satisfactory academic progress.

Attendance

Attendance is an important element in professional development. Attendance will be maintained. Students are required to attend all classes as scheduled and report on time. A minimum of 90% attendance is required for each course to achieve satisfactory attendance. Failure to maintain satisfactory attendance will be cause for dismissal from that course. If a student is unable to attend class, every possible attempt should be made to advise the instructor of the reason for their absence before the scheduled class. Students will be given the opportunity to make up absences. Students absent for greater than 10% of the total number of hours in any course will be considered withdrawn from the program. If the student wishes to continue, they must request reinstatement, in writing, from the school Director. If a student is considered to have withdrawn based on a failure to maintain satisfactory attendance, the last date of attendance will be considered as the date of withdrawal. Any exam/quiz missed due to an absence can be made-up by making arrangements with the Instructor. An exam/quiz must be made-up within one week of the date of the original exam/quiz. There is no additional charge for student make-up work or exams.

Dishonesty

Anyone caught cheating on a quiz/exam will be given a zero for that quiz/exam and be referred to the school Director for disciplinary action. Cheating may result in a failure in the course and/or dismissal from the school.

Homework

In addition to regular attendance, the student will be required to devote additional time outside the classroom studying and working on additional assignments.

Leave of Absence

A student may submit a written request to the Program Director for a leave of absence (Orthopedic Technology Programs only). The written request must include the reasons for the leave of absence and be dated and signed by the student. All leave requests must then be properly approved, dated, and signed by the Director. Students granted a leave of absence are considered in good standing with the school during the leave, however if the student does not return to the program within the agreed upon time frame, this will be considered a withdrawal from the school. A leave of absence shall not exceed more than 180 days in a 12 month time period. Upon the student's return from the leave of absence, the student is permitted to complete the coursework that he/she began prior to the leave of absence.

Requirements for Graduation

Students must complete all courses with a grade of 80% or better in order to graduate from The Orthopedic Technology Program or The Accelerated Orthopedic Technology Program. Successful students will be awarded a diploma in Orthopedic Technology. Student's financial obligations to The Medical Careers Institute, Inc. must be paid in full before a diploma or certificate may be awarded and before transcripts will be issued.

Dismissal from the School

A student may be dismissed for the following reasons:

- Destruction of school property
- Absenteeism of greater than 10% of the total number of hours in any course
- Activity which infringes on the rights of others and/or possession or consumption of alcoholic beverages or illegal drugs at any time
- Failure to maintain the required academic progress

Cheating

Insubordination to faculty or administrative staff

Inability to meet financial obligations

Failure to follow school rules or policies

Behavior inconsistent with professional medical or business standards

Failure to return from an approved leave of absence (The Orthopedic Technology Programs only)

Failure to demonstrate appropriate level of competency during the externship element of the Program

Dress Code

All students are required to purchase a ¾ length white lab jacket. Students must wear khaki slacks, comfortable white sneakers or medical shoes for externship/clinical. “Scrubs” will be supplied for use.

Jewelry:

Due to safety and professional standards, students must limit jewelry. Only small earrings in each ear are acceptable. No dangling earrings and no facial jewelry is permitted. Students are permitted to wear only one ring, a watch with a second hand and professional pins. Necklaces and bracelets are not permitted.

Hair:

Hair must be clean and off the collar. Hair cannot contain beads or jewelry. Functional barrettes, hair clips or pins in soft or hair-matching color is acceptable. Males may have facial hair if it is well trimmed and not excessive.

Fingernails:

Must be short, clean and neatly filed. Nail color/polish should not be worn during externship/ clinical.

Make-up:

Use of cosmetics should be limited to compliment facial features.

Personal hygiene:

A health care professional must be constantly aware of their personal hygiene. Proper daily care is essential in all health care environments for both the safety of the student and everyone they associate with.

Grading System

The student’s work is measured by a system of letter grades and grade point. The meaning of each grade and equivalent percent and point value are as follows:

A	90-100	4.0	Excellent
B	80-89	3.0	Good
C	70-79	2.0	Average
D	60-69	1.0	Below Average
F	59 and below		Failure
I	Incomplete*		
W	Withdrawal		

*This grade is given when the student has made prior arrangements with the instructor to complete the requirements within two weeks of the end of the course due to extenuating circumstances. If the requirements are not met within this time frame the grade will revert to an F.

* Grade Point Average is determined by dividing the total grade points earned by the total courses attempted. (It is the practice of The Medical Careers Institute, Inc. to round the GPA to the nearest tenth percent.)

Refund and Withdrawal:

For a student canceling after the 5th calendar day following the date of enrollment but prior to the beginning of classes, all monies paid to the school shall be refunded except the application fee. If a student enrolls and withdrawals or discontinues after the course has begun, but prior to completion of the course the following minimum refunds apply:

1. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the course the tuition charges refunded by the school shall be at least 75% of the tuition for the course/module.
2. For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the course the tuition charges refunded by the school shall be at least 55% of the tuition for the course/.
3. For a student withdrawing or discontinuing after 25% but within 50% of the course, the tuition refunded by the school shall be at least 30% of the tuition for the course.
4. For a student withdrawing or discontinuing after 50% of the course, the student is entitled to no refund of tuition.

Termination date

The termination date for refund computations is the last day of recorded attendance for the student.

Period of Refund

Refunds will be made within 30 calendar days of the date that the student fails to enter the program, leaves the program, or fails to return from a leave of absence.

Student's Right to Cancel:

The student may cancel their enrollment without any penalty or obligation at any time prior to midnight of the 5th calendar day after signing the enrollment agreement. The student may also cancel the enrollment if, upon a physician's order, the student cannot physically receive these services, or if the services cease to be offered. If the student cancels their enrollment for any of these reasons The Medical Institute at Coordinated Health, Inc. will refund the appropriate portion of the tuition or other charges for which the student did not receive services.

Job Placement Disclaimer

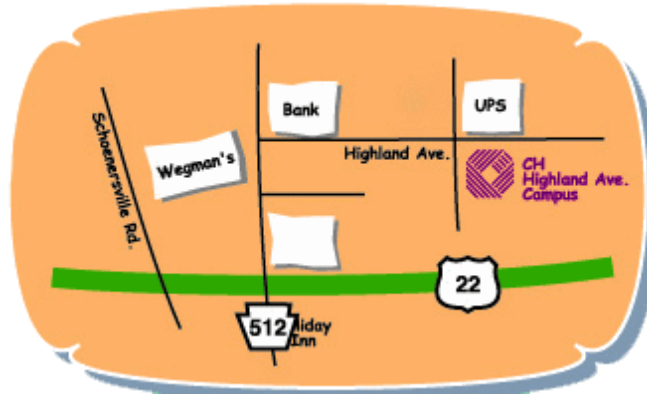
The Medical Careers Institute at Coordinated Health, Inc. does not guarantee job placement to graduates upon program/course completion or upon graduation. Upon graduation, students may need to relocate in order to find employment opportunities. We do not provide any occupational assistance.

Housing

The Medical Careers Institute at Coordinated Health, Inc. does not provide student housing.

Transfer of Credits

The Medical Careers Institute at Coordinated Health, Inc. neither implies nor guarantees that credit for courses completed will be accepted by any other institution.



The Medical Careers Institute at Coordinated Health, Inc. is a state of the art facility located in the heart of the Lehigh Valley with convenient access to many major highways including Route 22, Route 33, I-78, and I-476 (the northeast extension of the Pennsylvania Turnpike). We offer ample parking and are handicap accessible. The Medical Careers Institute at Coordinated Health, Inc offers a large conference room which can comfortably seat up to 80 people, and is equipped with the latest in audiovisual equipment. Two private seminar rooms, available for small groups, are furnished to encourage interaction and collaboration among learners. In addition, a clinical training room serves as an adjunct to the classrooms and provides an environment for the students to gain real-life, hands-on experience. The clinical training room is stocked with a complete line of orthopedic casting/splinting and bracing materials as well as cast removal equipment for students to learn and practice fracture/extremity immobilization if required by their course syllabus. The Orthopedic Technology students will also have the opportunity to demonstrate learned skills in sterile gowning and gloving, patient positioning, draping of the surgical patient, site preparation and instrument set-up.

Travel Directions:

From Philadelphia: Take I-476 North to US-22E via exit 56 toward PA-309/I 78 E/ Allentown. Follow US 22E to Route 512 Exit. Go North on Route 512. Turn Right onto Highland Avenue. Follow to 2300 Highland Avenue.

From Points North: Take Route 33 South to US-22W toward Allentown/Bethlehem. Follow US 22W to Exit at Route 512 North. Turn Right onto Highland Avenue. Follow to 2300 Highland Avenue.

From NJ and Points East: Take Route I-78W into Pennsylvania. Merge onto Route 33 North. Follow Route 33 North to US 22W Exit. Follow US 22W to Exit at Route 512 North. Turn Right onto Highland Avenue. Follow to 2300 Highland Avenue.

From Harrisburg and Points West: Take I-81 North toward Hazelton/Allentown. Merge onto I-78E via Exit 89 toward Allentown. Merge onto US-22E via Exit 51 toward I-476/Pennsylvania Turnpike/PA-309N/LVI Airport. Follow US 22E to Route 512 Exit. Go North on Route 512. Turn Right onto Highland Avenue. Follow to 2300 Highland Avenue.



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