

Guidelines for Allied Health

2010-2011

Please note these **IMPORTANT** points:

- ❖ All diploma and degree programs have designated courses that must be completed prior to entering program courses.
- ❖ Health Care Assistant is the pre-certificate for Practical Nursing and Surgical Technology effective for Fall Quarter 2010 competition.
- ❖ Radiology Diploma students will be allowed to compete for the **last** time for Fall Quarter 2010. After this quarter of entry, all Radiology students will have to follow the degree track.
- ❖ Radiology Degree students will have to complete an Imaging Service Assistant TCC before competing for the Fall Quarter 2012 program.

✓ **Technical Certificates of Credit** (HOPE Grant eligible only)

Emergency Medical Technician (EMT)

- Begins each Fall Quarter
- First 24 students who meet admissions requirements are accepted. Then a waiting list of 10 is held until final registration shows how many spots are left. Students are then called to come the night of final registration to claim spots that are empty.

Health Care Assistant (HCA)

- Begins each quarter starting Summer Quarter 2010
- Must be completed before competition for Practical Nursing and Surgical Technology
- You **MUST** complete the following specialty to graduate:
 - Certified Nurse Assistant (additional 16 credit hrs beyond core)

Patient Care Assisting (PCA)

The Patient Care Assisting program is designed to prepare students to take the National Nurse Aid Assessment Program (NNAAP) examination. **Effective July 1, 2007 students who complete the CNA 100 class must pass this national examination to be certified as Certified Nursing Assistants. The student is responsible for the payment of the testing fee which will be assessed when students register for CNA 100. HGTC will schedule the exam on its campus, and times and location will be announced.**

- Does not require a high school diploma or GED to begin; however, completion of high school diploma or GED is required to graduate.
- Classes include:
 - AHS 103 Nutrition and Diet Therapy
 - AHS 109 Medical Terminology for Allied Health Services
 - EMP 1000 Interpersonal Relations and Professional Development
 - CNA 100 Patient Care Fundamentals

✓ **Diploma Programs** (HOPE Grant and Pell eligible)

Practical Nursing, Surgical Technology and Radiologic Technology (For Radiology, there are 15 spots each Fall: 8 spots for diploma students and 7 spots for degree students)

Competitive: Starting with Fall Quarter 2010 competition, you must complete Health Care Assistant to be eligible to compete in Practical Nursing or Surgical Technology.

****Radiology Diploma will compete for last time Fall Quarter 2010. If you do not get in by Fall 2010, you will have to pursue the degree track.**

- Only the designated courses listed on the reverse side will be used towards GPA ranking. However, the entire certificate including one of the specializations must be completed prior to acceptance into the program for Practical Nursing and Surgical Technology.
- Applications to compete **must be completed no later** than the quarter prior to entry into the specific program. Students without an application on file will **NOT** be considered for competition. Applications will signify you have completed the designated courses, will finish the specialization courses prior to entry (for Practical Nursing and Surgical Technology), registered for PSB testing, and understand the competitive process including deadlines for work experience forms and official college transcripts.
- PSB testing must be completed in order to compete.

****Noncompetitive:**

Medical Assisting, Paramedic Technology, Pharmacy Technology

- Applications to be put on the list of potential program students must be submitted by the deadlines below. Students without an application on file will **NOT** be considered for program courses. Applications will signify you have completed the designated courses and understand the deadlines for official college transcripts.

✓ **Associate Degrees** (Pell Grant and HOPE Scholarship eligible)

Competitive: Radiologic Technology (For Radiology, there are 15 spots each Fall: 8 spots for diploma students and 7 spots for degree students)

- The program is competitive and designated courses must be completed before entering the program.
- Applications to compete **must be completed** the quarter prior to entry into the specific program. Students without an application on file will **NOT** be considered for competition. Applications will signify you have completed the designated courses, registered for PSB testing, and understand the competitive process including deadlines for work experience forms and official college transcripts.
- PSB testing must be completed in order to compete.

****Noncompetitive: Respiratory Care Technology**

- Applications to be put on the list of potential program students must be submitted by the deadlines below. Students without an application on file will **NOT** be considered for program courses. Applications will signify you have completed the designated courses and understand the deadlines official college transcripts.

****If more students apply to compete than there are seats available, the competitive process will be followed with the exception of PSB testing. All expiration policies apply regardless of whether or not a program is competitive.**

Designated Courses and Deadlines

Program	Designated Core Courses used to Calculate GPA See Curriculum Info in Next Column->	Curriculum for HCA TCC	Quarter of entry (after completion of designated courses)	Deadlines: Application to Compete, Work Experience Forms, Transcripts from other schools
<i>Practical Nursing</i> <small>Graduation from HCA is required prior to entering the program.</small>	ENG 1010 AHS 1011 SCT 100 MAT 1012 AHS 104 PSY 1010 AHS 109	Core Courses (in previous column), PLUS CNA100, AHS 103 and Elective (5 cr. hours)	Fall 2010 Winter (Eastman) 2011 Spring 2011	June 24, 2010 September 30, 2010 December 23, 2010
<i>Surgical Technology</i> <small>Graduation from HCA is required prior to entering the program.</small>	ENG 1010 AHS 1011 SCT 100 MAT 1012 AHS 104 PSY 1010 AHS 109	Core Courses (in previous column), PLUS CNA100, AHS 103 and Elective (5 cr. hours)	Fall 2010	June 24, 2010
<i>Medical Assisting</i>	ENG 1010 AHS 1011 SCT100 MAT 1012 AHS 104 PSY 1010 AHS 109	n/a	Fall 2010 Spring 2011	September 2, 2010 March 3, 2011
<i>Paramedic Technology</i>	MAT 1012 AHS 1011	n/a	Spring 2011	March 3, 2011
<i>Pharmacy Technology</i>	ENG 1010 SCT 100 AHS 104 MAT 1012 AHS 1011 PSY 1010 AHS 109 AHS 1015 (offered Winter & Summer only)	n/a	Fall 2010	September 2, 2010
<i>Radiologic Technology</i> DIPLOMA PROGRAM <small>If you do not get in Fall 2010, you will have to pursue the degree track.</small>	ENG 1010 AHS 1011 MAT 1013 AHS 104 PSY 1010 SCT 100	n/a	Fall 2010	September 2, 2010
<i>Radiologic Technology</i> DEGREE PROGRAM <small>Effective Fall Quarter 2012, Imaging Science Assistant must be completed prior to competition</small>	ENG 1101 BIO 2114 BIO 2113 ENG 2130 PSY 1101 AHS 104 MAT 1111 SPC 1101 SCT 100	n/a	Fall 2010	September 2, 2010
<i>Respiratory Technology</i>	ENG 1101 BIO 2113 SCT 100 ENG 2130 BIO 2114 PSY 1101 ENG 1105 BIO 2117 MAT 1111	n/a	Winter 2011	December 2, 2010

ALLIED HEALTH PROGRAMS COMPETITIVE SELECTION PROCESS

Effective Summer Quarter 2006

Following the successful completion (a grade of "C" or better) of all designated courses for specific degree, diploma, and technical certificate of credit programs, students will enter into a competitive process for determining eligibility to progress into occupational program courses. The formula used for the competitive process is:

Total score = (designated courses GPA x 65%) + (PSB X 35%) + possible bonus points

- The GPA is calculated using grades earned in the designated core courses. When courses have been repeated, the best grade will be used in the GPA calculation. AHS, biology, chemistry, and physics courses must have been completed within the past three (3) years. The HGTC registrar will calculate GPA's for all students.
- The Psychological Services Bureau Aptitude exam (PSB) is a requirement for competition. The test may be taken more than once, but students must wait 30 days before retesting. The highest overall score will be used in the competitive process.
- Bonus points may be earned through documented program specific, paid full-time work experience. One (1) bonus point for every three (3) months of full-time work experience will be awarded with a maximum of five (5) bonus points for work experience. Work experience will be evaluated by the Dean of Instruction and the program chair.
- Bonus points may be awarded for completing designated courses at HGTC. One (1) point will be awarded for each designated course completed at HGTC with a maximum of three (3) bonus points.
- All students' total scores will be ranked from the highest to the lowest--with the students having the highest total scores being accepted. The total number of students accepted is based on the number of available openings.

Reentry or Transfer Students

Students who have been unsuccessful or have withdrawn from an Allied Health program at HGTC or another DTAE school and desire to reenroll must compete for reentry.

Reentry to first quarter. Students who wish to reenroll in the first quarter of a program must follow the same guidelines listed above. PSB exam scores and documented program specific, paid full-time work experience already on file at HGTC will be used in calculating the total score using the formula above. Students in programs that previously did not require PSB scores must take the exam to be considered for reentry into a program.

Reentry to other quarters. All students applying for reentry into other quarters must first meet HGTC first quarter entry requirements. Competition for reentry will be based upon the student's program GPA which includes required designated courses and all program specific occupational courses that have been attempted. If a course has been repeated, the best grade will be used in the GPA calculation. Student GPA's will be ranked from the highest to the lowest--with the students having the highest GPA's being accepted. The total number of students accepted is based on the number of available openings.

Residency Requirements for Graduation

Heart of Georgia Technical College requires that a minimum of fifty percent (50%) of the course work of a particular program of study be completed at Heart of Georgia Technical College.

