

**VALLEY COLLEGE**  
*MARTINSBURG CAMPUS*  
*CATALOG SUPPLEMENT*

**STAFF**

<b>Name</b>	<b>Title</b>
Carriss LaBelle	Campus Director
Gail Kennedy	Senior Admissions Representative
Wesley Mackall	Admissions Representative
Tina Raia	Admissions Representative
Mattie Branch	Placement & Student Affairs Advisor
Maria Wines	Financial Aid Advisor
Rhonda Fridley	Director of First Impressions
Donna Zimmerman	Enrollment Coordinator
Randall Everhart	Mall Kiosk Representative

**FACULTY (Instructors)**

<b>Name</b>	<b>Program(s)</b>	<b>Degree</b>
Pam Divel, CMA (AAMAE)	Director of Academic Affairs	A.A.S. Medical Secretary Assistant Kaplan University
Rick Smith	Office Technology Lead Instructor (PT)	MBA B.A. Education Frostburg State
Open	Nursing Assistant (CNA)	
Open	HVAC Lead Instructor	
Marianela Alberto, GN	Medical Clinical Assistant (PT)	A.A.S. Nursing Lord Fairfax Community College
Judy Bauserman, CBCS (NHA)	Medical Clinical Assistant	A.A.S. Executive Secretary A.A.S. Administrative Assistant Lord Fairfax Community College
Charles Edgar, II	HVAC (PT)	WV Contractors License HVAC Contractor License Plumbing License
Joy Hurst	Medical Clinical Assistant	M.A. Teaching and Learning Kaplan University –Online Certificate Medical Assisting Accutech Career Institute – Master of Forensic Science The George Washington University B.A. Biology and Psychology Hood College

## ADVISORY BOARD MEMBERS

<b>Name</b>	<b>Title</b>	<b>Company Name</b>
Debi Blair	Director of Nursing	Heartland of Martinsburg
Angel Burke	Community Director	HomeInstead
Barbara Campbell	Office Manager/Business Director	Shenandoah Community Oral Health Center
Sandra Gosnell	Office Manager	Work Force WV– Employment Programs
Jeannette King	CEO	Strategic Resolution Experts
Chris McCray	Project Manager	McCray Chiropractic
Michael Ratfliff	Employment Specialist	Workforce WV
Jessica Scherr	Case Manager	Workforce WV

**CHANGE IN CATALOG:** Page 2 Replace the Admissions Requirements Prerequisites with this section:

### ***ADMISSIONS REQUIREMENTS***

#### ***Prerequisites***

**Students applying for admission in the diploma or degree programs must meet the following:**

1. Be a high school graduate, have obtained a General Education Development (GED) certificate/Test Assessing Secondary Completion, (TASC) or an equivalent home school credential.
- 2 Satisfactorily complete Valley College's Admissions Assessment.

All applicants for admission are required to supply the college with evidence of high school graduation or GED/TASC completion by class start date. An official form which students may use to request these records from their high school is available from the Admissions Office.

**Students applying for programs or classes that are under 300 hours**

1. Satisfactorily complete Valley College's Admissions Assessment.

Page 2 and 3 Replace the current section with this section:

#### Additional Program Requirements for Medical Clinical Assistant and Nursing Assistant (CNA) Programs:

**Medical Clinical Assistant (MCA)** students will be working in medical offices and/or clinics assisting in the treatment of patients during the MED251-Externship and Seminar course. They also perform medical procedures during clinical classes on campus. **Nursing Assistant (CNA)** students will be working in long-term nursing home facilities assisting in the care of patients during the clinicals portion of their program.

Valley College provides professional liability insurance for students while they are in their externships, certain lab classes or clinicals. More information will be provided to the students during Orientation or the first day of the courses that require professional liability insurance. Students must recognize that if they require emergency treatment for illness or injury due to needle punctures, lacerations, or contact with infectious diseases while carrying out their assignments, they will be responsible for payment for any emergency treatment rendered and any and all costs that may result from injury and/or illness. Valley College recommends that all students in the Medical Clinical Assistant and Nursing Assistant programs carry personal health/medical insurance. If the clinic/externship site requires that the student carry personal health/medical insurance, the student is responsible for the cost of that insurance.

Both the Medical Clinical Assistant program and Nursing Assistant program share common programmatic requirements. The time frame to obtain the required documentation differs. Nursing Assistant students must provide document proof that they have obtained their TB test, criminal background check and drug screening/test prior to Orientation. Medical Clinical Assistant students will receive a schedule during Student Orientation when they must provide documentation.

#### MCA Requirements

**Criminal Investigation Background check and Drug Screening/Testing:** All students in the Medical Clinical Assistant program are required to submit to a criminal background check and drug screening/testing prior to participating in the MED211, Medical Assisting- Procedures course and Externship Clinical placement. This is a cost incurred by the student and is not part of the Laboratory Fees on the Enrollment Agreement. The results will be shared with the designated person at the clinical site. Based on the guidelines of the site, you may or may not be accepted to their site for Externship. Applicants should make an informed decision about whether to participate in a program that may require background checks and/or drug screenings. There are NO REFUNDS for course work if your clinical site denies your participation or if you do not meet the deadline for completing the background checks and/or drug screenings.

All students in the MCA program are required to show **proof of TB test** (PPD skin test or chest x-ray) with a negative reading. Documentation of a recent TB test is required during the first few weeks after enrollment. TB tests are good for one year. If a student's TB test expires before they finish the program, they will need to repeat it.

#### MCA Recommendation

Medical Clinical Assistant students will be working in medical offices and/or clinics assisting in the treatment of patients during the MED251-Externship and Seminar course. Valley College recommends that all MCA students provided a copy of written documentation from a physician (or health care provider) concerning vaccinations and/or immunization records. This information may be used when assigning externships. Some externships will require that students have written proof of MMR, Hepatitis B and/or other vaccinations. The CDC vaccinations recommendations are listed below.

**All MCA students are asked to provide a copy of written documentation from a physician for:**

- Proof of (a) one (1) Measles, Mumps, and Rubella Vaccination (MMR) **or** (b) a serum titer confirming immunity to each disease **or** (c) proof that the student was born prior to January 1, 1957.
- Proof of (a) a second Measles Vaccination (may be a part of a second MMR) **or** (b) a serum titer confirming immunity **or** (c) proof that the student was born prior to January 1, 1957.
- Proof of (a) a complete (3 injection series) Hepatitis B Vaccination **or** (b) a serum titer confirming immunity. Hepatitis B is given in a three-part series. Dose 2 is taken 1 month after the first dose. Dose 3 is taken 6 months after the first dose.
- Proof of Varicella (Chicken Pox) immunity as shown by (a) physician documented history of the disease **or** (b) documentation of two immunizations **or** (c) a serum titer confirming immunity.
- Proof of Tetanus vaccination within the last 10 years.

**Nursing Assistant Requirements**

All students in the Nursing Assistant (CNA) program are **required** to submit to a criminal investigation background check and drug screening/testing prior to being admitted in Nursing Assistant program and employment. This cost is incurred by the student. The results will be known only to the Valley College staff. If a student fails the criminal background check and/or drug screening/testing, they will **not be** accepted in to the program. There are NO REFUNDS for course work if a clinical site denies a student's participation.

Valley College follows the requirements of the long-term care facilities in regards to the vaccinations listed below. Nursing Assistant students are required to provide a copy of written documentation from a physician (or health care provider) concerning vaccinations and/or immunization records before the students can continue to the clinical section of the course. However, since the program is limited to ten students per course, first consideration for a seat in the program will be given to those students who provide proof that they have all of their vaccinations, a clear criminal investigation background check and negative drug screening/test results prior to Orientation. There are no refunds, if the student is accepted in the program and fails to provide proof of the required vaccinations and are unable to proceed to the clinical portion of the program.

**All Nursing Assistant students are asked to provide a copy of written documentation from a physician for:**

- All students in the Nursing Assistant program are required to show **proof of TB test** (PPD skin test or chest x-ray) with a negative reading. Documentation of a recent TB test is required prior to the first day of class. TB tests are good for one year. If a student's TB test expires before they finish the program, they will need to repeat it. Some long-term care sites that have partnered with Valley College require that the student's TB test be within three months of when the student starts the clinical experience. If Valley College utilizes one of those sites, the students will be required to meet that requirement.
- Proof of (a) one (1) Measles, Mumps, and Rubella Vaccination (MMR) **or** (b) a serum titer confirming immunity to each disease **or** (c) proof that the student was born prior to January 1, 1957.
- Proof of (a) a second Measles Vaccination (may be a part of a second MMR) **or** (b) a serum titer confirming immunity **or** (c) proof that the student was born prior to January 1, 1957.
- Proof of (a) a complete (3 injection series) Hepatitis B Vaccination **or** (b) a serum titer confirming immunity, is preferred. Hepatitis B is given in a three-part series. Dose 2 is taken 1 month after the first dose. Dose 3 is taken 6 months after the first dose. A student may be accepted in the program if they have evidence that they have taken the first dose at the time of Orientation and obtain the second dose 1 month after the first dose.

**It is recommended that the student can show:**

- Proof of Varicella (Chicken Pox) immunity as shown by (a) physician documented history of the disease **or** (b) documentation of two immunizations **or** (c) a serum titer confirming immunity.
- Proof of Tetanus vaccination within the last 10 years.

Page 3 Replace the Additional Admission Requirements by programs (HVAC) with this section

**Heating, Ventilation, and Air Conditioning Program**

Applicant must be in good health and able to lift, bend, and stand on concrete floors for up to six hours per day. Age is a consideration: Students need to be at least 18 years old to take the certification tests. Valley College HVAC graduates will be eligible to take the EPA Universal Refrigerant Certification (Section 608) and R-410A Certification tests.

**Schedule**

## January 1, 2014 to December 31, 2014 Holiday Schedule

(The campus is closed on Holidays)

January 1, 2014	New Year's Day	November 27, 2014	Thanksgiving
May 26, 2014	Memorial Day	November 28, 2014	Thanksgiving
July 4, 2014	Independence Day	December 24, 2014	Christmas Eve
September 1, 2014	Labor Day	December 25, 2014	Christmas

## Student Break Days\*

Dates of Schedule Breaks may change.

December 20, 2013 to January 5, 2014

June 20, 2014 to July 6, 2014

December 19, 2014 to January 4, 2015

**\*Students in their externship are excluded from the long scheduled breaks.**

## Medical Clinical Assistant Start Schedule 2013-2014

Start Date	Projected Completion Date
12/2/2013	10/12/2014
1/6/2014	11/3/2014
1/27/2014	11/7/2014
2/17/2014	12/3/2014
3/10/2014	12/23/2014
3/31/2014	1/13/2015
4/21/2014	2/13/2015
5/12/2014	3/6/2015
6/2/2014	3/27/2015
7/7/2014	4/17/2015
7/28/2014	5/8/2015
8/18/2014	5/29/2015
9/8/2014	6/19/2015
9/29/2014	7/10/2015
10/20/2014	8/14/2015
11/10/2014	9/4/2015
12/1/2014	9/25/2015

The program completion date will vary depending on the dates/hours of the externship. Typically, externships run for six weeks (30 hours a week).

## Heating, Ventilation, and Air Conditioning Start Schedule 2013-2014

Start Date	End Date
6/2/2014	3/5/2015
7/7/2014	3/26/2015
7/28/2014	4/16/2015
8/18/2014	5/7/2015
9/8/2014	5/28/2015
9/29/2014	6/18/2015
10/20/2014	7/23/2015
11/10/2014	8/13/2015
12/1/2014	9/3/2015

## Nursing Assistant (CNA) Start Schedule 2014

<b>START DATE</b>	<b>Projected Completion Date</b>	
January 3, 2014	February 13, 2014	Includes Orientations/Make Up Days
February 14, 2014	March 27, 2014	Includes Orientations/Make Up Days
March 28, 2014	May 8, 2014	Includes Orientations/Make Up Days
May 9, 2014	June 19, 2014	Includes Orientations/Make Up Days
July 3, 2014	August 14, 2014	Includes Orientations/Make Up Days
August 15, 2014	September 25, 2014	Includes Orientations/Make Up Days
October 10, 2014	November 19, 2014	Includes Orientations/Make Up Days

## **Office Technology/Office Administration**

**As of December 2, 2013, Valley College will no longer enroll students in the Office Technology program.**

**The following information is for our current students.**

### **Holidays for 2014\***

\*The 2014 Break Day schedule will be determined and posted at a later date. The Holiday Schedule is as follows:

January 1, 2014	New Year's Day	November 27, 2014	Thanksgiving
May 26, 2014	Memorial Day	November 28, 2014	Thanksgiving
July 4, 2014	Independence Day	December 24, 2014	Christmas Eve
September 1, 2014	Labor Day	December 25, 2014	Christmas

### **Student Break Days\***

**Dates of Schedule Breaks may change. Students in this program do not have the same break schedule as the MCA or NA programs. Break days are scheduled for Fridays.**

January 31, 2014	July 25, 2014
March 14, 2014	September 5, 2014
May 2, 2014	October 17, 2014
June 13, 2014	December 5, 2014

### **NEW Campus Hours:**

\*Effective May 7, 2014.

Valley College operating hours will be 8am to 6pm Monday – Thursday and 8am to 5pm on Friday.

#### **Office Technology Class Schedule**

Monday – Thursday	8am to 6pm
Friday	8am to 5pm

#### **MCA Class Schedule**

Monday – Thursday	9am to 2pm
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#### **HVAC Class Schedule**

Monday – Thursday	9am to 2pm
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#### **Nursing Assistant (CNA) Class Schedule**

Monday – Thursday	9:00am to 3:00pm
Clinicals	9:00am to 3:00pm

See Student Catalog for more details