

HEALTH EDUCATION

EMERGENCY MEDICAL SERVICES

CPR Healthcare Provider

BLS for Healthcare Provider Course provides updated content including adult and pediatric CPR (including two-rescuer scenarios and use of the bag mask), foreign-body airway obstruction, and automated external defibrillation (AED).

Instructor: Randal Tanaka, MICT, KCC Emergency Medical Services Instructor

Course No. 091EMHP202 Course Fee: \$75 (Textbook included)

| Sec | Day | Dates | Time | Room |
|------------|------------|--------------|--------------|-------------|
| E | F | May 22 | 8:30-3:30 pm | Kauila 207 |

Course No. 092EMHP202 Course Fee: \$75 (Textbook included)

| Sec | Day | Dates | Time | Room |
|------------|------------|--------------|--------------|-------------|
| A | F | Jun 12 | 8:30-3:30 pm | Kauila 207 |
| B | W | Jul 8 | 8:30-3:30 pm | Kauila 207 |
| C | W | Aug 19 | 8:30-3:30 pm | Kauila 207 |

HEARTSAVER First Aid (CPR - Heartsaver/AED & Basic First Aid)

The Heartsaver First Aid Course teaches rescuers to recognize and treat adult emergencies in the critical first minutes until emergency medical services personnel arrive. The course also provides a complete health and safety solution for adult first aid, environmental emergencies, adult/child CPR with mask and adult/child CPR AED.

Instructor: Randal Tanaka, MICT, KCC Emergency Medical Services Instructor

Course No. 091EMHF102 Course Fee: \$75 (Textbook included)

| Sec | Day | Dates | Time | Room |
|------------|------------|--------------|--------------|-------------|
| J | F | May 1 | 8:30-3:30 pm | Kauila 207 |
| K | W | May 6 | 8:30-3:30 pm | Kauila 207 |
| L | M | May 11 | 8:30-3:30 pm | Kauila 207 |
| M | W | May 27 | 8:30-3:30 pm | Kauila 207 |

Course No. 092EMHF102 Course Fee: \$75 (Textbook included)

| Sec | Day | Dates | Time | Room |
|------------|------------|--------------|--------------|-------------|
| A | M | Jun 1 | 8:30-3:30 pm | Kauila 207 |
| B | W | Jun 17 | 8:30-3:30 pm | Kauila 207 |
| C | M | Jun 22 | 8:30-3:30 pm | Kauila 207 |
| D | Th | Jul 2 | 8:30-3:30 pm | Kauila 207 |
| E | M | Jul 13 | 8:30-3:30 pm | Kauila 207 |
| F | F | Jul 24 | 8:30-3:30 pm | Kauila 207 |
| G | W | Jul 29 | 8:30-3:30 pm | Kauila 207 |
| H | M | Aug 3 | 8:30-3:30 pm | Kauila 207 |
| I | F | Aug 14 | 8:30-3:30 pm | Kauila 207 |
| J | M | Aug 24 | 8:30-3:30 pm | Kauila 207 |

HEALTH SCIENCES

CERTIFICATE OF COMPETENCE in MEDICAL CODING

The student must achieve a minimum grade of 70% in tests and other requirements in Professional Medical Coding Curriculum in order to earn this certificate of competence.

Basic Medical Coding

Prepare for a career in the medical coding profession. You will learn today's coding systems, including Current Procedural Terminology (CPT), International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM), and HCPCS. **Students must bring their own copy of 2009 CPT (Professional or Standard version), 2009 HCPCS, and 2009 ICD-9-CM to class.** Books are not available at the KCC Bookstore. You may purchase your books at any bookstore or website, or by calling JEL Enterprises at 678-8636. *Prerequisite: Background in Medical Terminology.*

Instructor: Essie White, CPC, CPC-H, GSS

Course No. 092HSMC130 **Course Fee: \$425**

| Sec | Days | Dates | Time | Room |
|-----|------|--------------|--------------|-------------|
| A | S | May 16-Jun 6 | 8:00-3:00 pm | 'Iliahi 107 |

Professional Medical Coding Curriculum

You will get a brief overview of medical terminology and human anatomy, with emphasis on accurate CPT and ICD-9 coding. Receive practice in accurate CPT and ICD-9 coding, as well as application of coding guidelines and rules. This course prepares you for the coding certification exam. *Prerequisite: completion of credit or non-credit medical terminology course.* Two years work experience in coding, and two letters of recommendation attesting to the work experience is required for certification. Those without two years of experience may take the course and exam and can be recognized as an "Apprentice" until completion of two years of work experience.

Required Textbook: Step-by-Step Medical Coding book and workbook (included).

Other Textbooks: **Students must supply their own copies of the current 2009 ICD-9, CPT (Standard or Professional version), and HCPCS.**

Additional: Membership fee to be paid to the American Academy of Professional Coders, which is a national association (required).

(Note: The course fee does not include the cost of the exam, to be paid to the American Academy of Professional Coders. Exam to be held September 19.)

Instructor: Essie White, CPC, CPC-H, GSS

Course No. 092HSMC201 **Course Fee: \$1,200 (includes textbook)**

| Sec | Days | Dates | Time | Room |
|-----|------|---------------|--------------|-------------|
| A | S | Jun 13-Aug 29 | 8:00-4:30 pm | 'Iliahi 107 |

CERTIFICATE OF COMPETENCE in MEDICAL BILLING

Students must achieve a minimum grade of 70% in tests & other requirements in both Medical Billing I and Medical Billing II in order to earn this certificate of competence.

Medical Billing I

Be able to define terminology pertaining to medical billing, understand compliance issues, correctly use medical and surgical terms, and get practical knowledge of Vol. I & II of ICD-9CM. Discuss the CPT-4 format and index and three levels of HCPCS coding

conventions, search for various HCPCS codes, and much more. Students are highly recommended to bring their own copy of the following books (older editions okay) to class: CPT (Professional or Standard version), HCPCS, and ICD-9-CM. You may purchase these books at any bookstore or website, or by calling JEL Enterprises at 678-8636.

Instructor: Ray Tremblay

Course No. 093HSMB101 Course Fee: \$359 (textbooks included)

| Sec | Days | Dates | Time | Room |
|------------|-------------|---------------|--------------|-------------|
| A | S | Sep 26-Oct 24 | 8:00-4:00 pm | Kauila 109 |

Medical Billing II

Continue learning practical skills in all aspects of medical billing incorporating textbook and case study scenarios, completing the HCFA 1500 claim form for all major insurance carriers, and applying fundamental concepts from Part I. Students are highly recommended to bring their own copy of the following books (older editions okay) to class: CPT (Professional or Standard version), HCPCS, and ICD-9-CM. You may purchase these books at any bookstore or website, or by calling JEL Enterprises at 678-8636. Satisfactory completion of Medical Billing I and II results in a Certificate of Competence.

Instructor: Ray Tremblay

Course No. 093HSMB201 Course Fee: \$359 (uses textbooks from Part I)

| Sec | Days | Dates | Time | Room |
|------------|-------------|---------------|--------------|-------------|
| A | S | Oct 31-Nov 28 | 8:00-4:00 pm | Kauila 109 |

Medical Transcription Online Program

Work from home! The medical transcription online program is a complete medical transcription training curriculum intended to bring a beginning student to entry-level competency, and give the skills to progress rapidly once employed. It is designed for independent study. Graduates are thoroughly trained and capable of being employed as competent transcriptionists. Job placement is not guaranteed, however assistance is available. The online course prepares the student to take the American Association for Medical Transcription (AAMT) Registered Medical Transcriptionist (RMT) exam.

The course, which includes Modules 1, 2, and 3, takes an average of 640 hours to complete. The average student who works at the course part-time will complete the course in approximately 9 months, depending on the amount of medical, English grammar, and typing experience of the student.

Students have one year to complete the course. The course can be extended in 3-month increments. There will be one mid-term and one final exam. A minimum score of 85% is required on the final exam to pass the course.

The course is non-refundable after enrolled for 10 days. Prior to 10 days, the course is 100% refundable, less a \$50 administrative fee. All shipped materials must be returned (shipped back) in good condition for full credit.

Minimum PC Requirements:

- Internet access

- Pentium class PC
- Windows 98/ME/2000/XP
- 32 MB of RAM
- 56 kbps modem
- Monitor & video card (SVGA, 800x600 res)
- Sound card & speakers
- Available USB port (A USB foot pedal is standard. If you have a Serial port, please indicate this upon enrollment so the correct foot pedal can be shipped to you.)
- Printer
- Internet Explorer or Netscape Navigator
- Real Audio browser plug-in (free internet download)

Module 1

Course No. 092HSMTr1

Course Fee: \$559

Materials: 092HSMTrMat
shipping)

Fee: \$349 (includes all materials, foot pedal, and

Module 2

Course No. 092HSMTr2

Course Fee: \$559

Module 3

Course No. 092HSMTr3

Course Fee: \$559

Extensions beyond 1 year (4 months)

Course No. 092HSMTrExt

Course Fee: \$125

To enroll, complete a registration form at www2.hawaii.edu/~emchang and submit as instructed.

CERTIFICATE OF COMPETENCE in PHARMACY TECHNICIAN

This Certificate of Competence program prepares students with no background in the field for the national Pharmacy Technician Certification Examination. Pharmacy technicians assist pharmacists in serving patients (receiving, processing, and filling prescriptions and medication orders; determine charges and obtain reimbursement, including insurance and Medicare payments), maintaining medication and inventory control systems, and participating in the administration and management of the pharmacy practice. The program consists of a series of four modules conducted in the evenings, and a clinical module with hours arranged.

The student must achieve a minimum grade of 75% in tests and other requirements in the courses Elements of Pharmacy Practice I, Elements of Pharmacy Practice II, Elements of Pharmacy Practice III, the Pharmacy Technician Practicum, and Elements of Pharmacy Practice V in order to earn this Certificate of Competence.

Prerequisites:

- “C” grade or higher in ENGLISH 100 (Expository Writing) or higher, OR current COMPASS placement reading score of 74 or higher;
- “C” grade or higher in MATH 24 (Elementary Algebra I) or higher; OR current COMPASS placement math score of Math 25 or higher;
- Keyboarding skills with typing speed of at least 40 words per minute.

Technical Requirements:

- Auditory ability sufficient to hear and communicate with co-workers and patients and/or their representatives;
- Fine motor abilities sufficient to dispense exact amounts of fluids and for safe, effective handling of medications;
- Ability to perform multiple motor tasks simultaneously and manipulate/handle bulk quantities of supplies; and
- Ability to distinguish shades of color and viscosity.

Cost: The program consists of the following five modules, and is priced as follows:

| | |
|-----------------------------------|-------|
| Elements of Pharmacy Practice I | \$500 |
| Elements of Pharmacy Practice II | \$400 |
| Elements of Pharmacy Practice III | \$400 |
| Pharmacy Technician Practicum | \$400 |
| Elements of Pharmacy Practice V | \$400 |

The cost for the first module (Elements of Pharmacy Practice I) includes basic textbooks. You are not required to pay for the entire program all at once; however, you are required to pay for each module before it begins.

Additional Cost: Liability insurance (\$15) is required for all students before starting the practicum module. It is valid from September 1-August 31. Additional costs for supplementary texts, handouts, field trips, or other supplies may be incurred during the course of the program.

Admission Procedures:

1. Complete an application form, which can be obtained at Kauila 122 or online at programs.kcc.hawaii.edu/health/pharm
2. For verification of your eligibility, submit the following to Elaine Chang by appointment only (ph. 734-9138):
 - I. College transcripts or report cards noting completion of ENGLISH 100 and MATH 24 or its equivalence -or- current COMPASS placement scores of Reading 74 or higher and Math 25 or higher. COMPASS testing may be done on campus. Please call 734-9144 for details. College diploma showing degree completion is acceptable;
 - II. Completed application form.

3. Submit your “approved” application form and full payment of the module(s) you wish to register for to the Non-Credit Registration Office at ‘Ilima 102. Students will be enrolled on a first-come-first-served basis. Textbooks will be issued at the first class meeting.

Elements of Pharmacy Practice I (30 hours)

This first module provides an introduction to the field of pharmacy practice. The role of the pharmacy technician is discussed and you are introduced to computer applications in the pharmacy, names of drugs, review of math used in calculating drug dosages, pharmacy law, and communications with pharmacists, patients, health care personnel, and insurance providers.

Instructor: Philip Tagariello, Pharm.D.

Course No. 093HSPHT101 Course Fee: \$500 (Textbooks included)

| Sec | Days | Dates | Time | Room |
|------------|-------------|--------------|--------------|-------------|
| A | MW | Sep 28-Nov 4 | 6:00-8:30 pm | Kauila 109 |

Elements of Pharmacy Practice II (30 hours)

The second module in the pharmacy technician program provides instruction in medications (both prescription and over-the-counter) and their effects/applications, along with brand and generic names of drugs; preparation of medications; receiving and processing prescription orders for pharmaceuticals and medications; collecting patient information; computer entry; and preparing orders for distribution. *Prerequisite:*

Satisfactory completion of Elements of Pharmacy Practice I.

Instructor: Philip Tagariello, Pharm.D.

Course No. 093HSPHT105 Course Fee: \$400

| Sec | Days | Dates | Time | Room |
|------------|-------------|---------------|--------------|-------------|
| A | MW | Nov 16-Dec 23 | 6:00-8:30 pm | Kauila 109 |

Elements of Pharmacy Practice III (30 hours)

This module covers: therapeutic agents prescribed for specific body systems, electrolyte solutions, principles, practices, and communications in pharmacy inventory control, placing orders and receiving goods, record-keeping systems, and communication with suppliers. *Prerequisite: Satisfactory completion of Elements of Pharmacy Practice II.*

Instructor: Philip Tagariello, Pharm.D.

Course No. 101HSPHT110 Course Fee: \$400

| Sec | Days | Dates | Time | Room |
|------------|-------------|--------------|--------------|-------------|
| A | MW | Jan 4-Feb 17 | 6:00-8:30 pm | Kauila 109 |

Pharmacy Technician Practicum (200 hours)

This course places students in appropriate clinical settings for clinical practice under the supervision of a licensed pharmacist, in synthesizing, articulating, and applying the competencies and knowledge base achieved in previous courses to perform all duties and functions of an entry-level pharmacy technician. Liability insurance is required. Liability insurance coverage is from September 1 to August 31. If you do not complete your practicum before August 31, you are required to register for another liability insurance period. *Prerequisite: Instructor approval.*

Course No. 101HSPHT120 Course Fee: \$400 (Plus cost of liability insurance)

Liability Insurance 101InsHSPHT Fee: \$15

| Sec | Days | Dates | Time | Room |
|-----|------|-------------|------|------------|
| A | TBA | Mar 1-Apr 7 | TBA | Off Campus |

Elements of Pharmacy Practice V (30 hours)

This module covers medications and therapeutic agents prescribed for all remaining body systems, repackaging for dispensing, quality assurance testing and reporting, compliance with legal and professional standards, drug administration functions under supervision, maintenance of information systems, communication with third-party payers, and staff training. *Prerequisite: Satisfactory completion of Elements of Pharmacy Practice III.*

Instructor: Philip Tagariello, Pharm.D.

Course No. 101HSPHT115 Course Fee: \$400

| Sec | Days | Dates | Time | Room |
|-----|------|---------------|--------------|------------|
| A | MW | Apr 19-May 26 | 6:00-8:30 pm | Kauila 109 |

MASSAGE THERAPY PROGRAM

CERTIFICATE OF COMPETENCE in GENERAL MASSAGE THERAPY (320 HOURS)

AND

CERTIFICATE OF COMPETENCE in SPECIALTY MASSAGE THERAPY (300+ HOURS)

Kapi`olani Community College's Massage Therapy Program is a 600+-hour non-credit, evening/weekend program comprised of coursework with competency testing and clinical experience. The length of the program is approximately 11 months. It includes two certificates of competence, one in General Massage Therapy and another in Specialty Massage Therapy. Students may choose to enter an apprenticeship program after completion of the first certificate by applying directly with the Board of Massage Therapy for approval to complete remaining requirements for state licensure.

Students who successfully complete both certificates in its entirety at Kapi`olani Community College will be eligible to take the Hawaii State Board of Massage Licensing Examination, as well as the National Certification Examination for Therapeutic Massage and Bodywork.

KCC offers a very high quality massage therapy education provided by some of the finest instructors from Hawaii and from the mainland. Besides lectures and lab experiences, students are also encouraged to take an active role in the community outside of the campus and are given ample opportunities to participate and provide student massages at community fairs and conventions.

Class meeting times are usually limited to Mondays through Thursdays from 6pm to 9pm to meet the needs of many who work or attend school during the day. Occasionally, the class may meet on Fridays, Saturdays, or Sundays with advance notice to students. Student clinical times may be tailored to meet each student's schedule, but are available from 2pm to 6pm, Mondays through Saturdays.

The following are some of the topic areas covered in the program:

Introduction to Massage Therapy
Anatomy and Physiology with Structural Kinesiology and Pathology
Basic Massage Theory and Practice
Professional Issues
Acupressure
Shiatsu
Sports Massage
Trigger Point
Reflexology
Lomi Lomi
Medical Massage
Massage for People Living with Cancer
Thai Massage
Pregnancy Massage
CPR and First Aid
Review Courses
Clinical Internships.

For more specific program information or registration, please visit the program website at <http://programs.kcc.hawaii.edu/health/massage/index.htm> or contact Martin Chong, Program Coordinator, at 734-9540 or email him at *martincs@hawaii.edu*. Free program information sessions will be available for prospective students to attend.

PHLEBOTOMY PROGRAM

This nationally approved program will prepare you to obtain specimens from health care clients for the purpose of laboratory testing. You will learn to collect and process blood samples and other body fluids in a safe and accurate manner. A certificate of competence will be awarded when you complete the program requirements with a minimum grade of 70%.

Participants who complete the program are eligible to take the national certification exam provided by the National Certifying Agency for Medical Laboratory Personnel or the American Society of Clinical Pathologists.

The program consists of 2 courses. Part I (64-hours) will be taught on campus. Upon completion of Part I with a minimum score of 70%, the student will take the second course, Part II. It is a 100-hour clinical internship in a clinic or hospital. The following choices are available:

1. Monday through Friday, 8 hour days - lasts 2 1/2 weeks; ***or***
2. Monday through Friday, 4 hour mornings - lasts 5 weeks
(No weekends or evenings available.)

In order to participate in the internship, you need to provide:

- I. A copy of valid one-man CPR and Basic First Aid cards;
- II. Required proof of immunizations:
 - A. Mumps immunization
 - B. DPT immunization
 - C. Polio immunization

- D. Measles immunization or titer (blood test)*
- E. Rubella immunization or titer (blood test)*
- F. Varicella immunization or titer (blood test)*
- G. 2-step TB skin test results or chest x-ray results**

* Available through KCC at a discounted cost - can be done after the on-campus class has begun.

** Hawaii State Department of Health will provide the 2-step TB skin test at no charge but **you must identify yourself as a Health Science student from KCC**, and that you are required to take the 2-step TB skin test.

Cancellation Policy: A course refund (less a 4% processing fee) will be given if cancellation is made at least 15 business days prior to the start of class. Liability insurance (\$15) is non-refundable.

Instructor: Caroldean Cummings; Sally Pestana, MT (ASCP), KCC Professor

Course No. 092HSLP100 Course Fee: \$995 (textbook included)

Liability Insurance: 092InsHSLP Insur Fee: \$15 (required)

A MTWTh May 18-Jun 16 5:00-9:00 pm Kauila 209

Course No. 093HSLP100 Course Fee: \$995 (textbook included)

Liability Insurance: 093InsHSLP Insur Fee: \$15 (required)

A MTWTh Aug 24-Sep 17 5:00-9:00 pm Kauila 209

B MTWTh Oct 12-Nov 5 5:00-9:00 pm Kauila 209

Mammography for Radiologic Technologists

This course provides comprehensive knowledge and skills required to perform as a radiologic technologist in the specialty of mammography. In addition to this course, the student is required to perform 25 mammography procedures under the direct supervision of a qualified specialist. This experience is needed to meet the requirements of the MQSA and the ARRT, in order to take the ARRT specialty certification examination in mammography. Course content includes patient education and assessment for breast cancer examinations, requirements of film-screen mammography units, MQSA quality control tests, breast anatomy and physiology, BIRADS, positioning, and critique/evaluation.

Instructor: Jodi Nakaoka, BA, RT (R) (M)

Course No. 092HSRA301 Course Fee: \$749 (includes textbooks)

| Sec | Days | Dates | Time | Room |
|-----|------|-------|---------------|------------|
| A | S | Aug 1 | 9:00-6:00 pm | Kauila 104 |
| | Su | Aug 2 | 8:00-5:00 pm | Kauila 104 |
| | S | Aug 8 | 8:00-5:00 pm | off-campus |
| | Su | Aug 9 | 8:00-12:00 pm | Kauila 104 |

Mammography 2009 Update

Review of anatomy & physiology, physics, processor QC, QA program, basic and advanced positioning, and MQSA guidelines. Update on current breast imaging techniques. This is a refresher course for current mammographers or technologists brushing up for the mammography registry exam.

Instructor: Jodi Nakaoka, BA, RT (R) (M)

Course No. 092HSRA302 **Course Fee: \$175**

| Sec | Days | Dates | Time | Room |
|-----|------|--------|--------------|------------|
| A | S | Aug 15 | 8:30-4:30 pm | Kauila 104 |

Nursing

NLN Pre-Entrance Test

Course No. 092NUNLN100 **Course Fee: \$99**

| Sec | Days | Dates | Time | Room | Registration Deadline | Refund Deadline |
|-----|------|--------|---------------|------------|-----------------------|-----------------|
| A | W | May 20 | 8:30-12:30 pm | Kopiko 128 | Apr 15, 2009 | Apr 8, 2009 |
| B | S | Jun 20 | 8:30-12:30 pm | Kopiko 128 | May 15, 2009 | May 8, 2009 |
| C | S | Jul 18 | 8:30-12:30 pm | Kopiko 128 | May 15, 2009 | May 8, 2009 |
| D | S | Aug 8 | 8:30-12:30 pm | Kopiko 128 | May 15, 2009 | May 8, 2009 |

Course No. 093NUNLN100 **Course Fee: \$99**

| Sec | Days | Dates | Time | Room | Registration Deadline | Refund Deadline |
|-----|------|--------|---------------|------------|-----------------------|-----------------|
| A | S | Sep 12 | 8:30-12:30 pm | Kopiko 128 | Aug 7, 2009 | Jul 31, 2009 |
| B | S | Oct 10 | 8:30-12:30 pm | Kopiko 128 | Sep 4, 2009 | Aug 28, 2009 |
| C | W | Nov 18 | 8:30-12:30 pm | Kopiko 128 | Oct 14, 2009 | Oct 7, 2009 |
| D | S | Dec 5 | 8:30-12:30 pm | Kopiko 128 | Oct 30, 2009 | Oct 23, 2009 |

ARCH for RN's and LPN's (16 hours)

This course is designed for RN's and LPN's with a current license who want to operate an adult residential care home (ARCH) business in Hawai'i. The course covers care home and residents' records, and rules and regulations governing care home operators in Hawai'i. Guest speakers, including Department of Health surveyors and social security administration representatives, share their areas of expertise. Obtain and bring a copy of Chapter 100.1 from the web at <http://gen.doh.hawaii.gov/sites/har/AdmRules1/11-100-1.pdf> or call the DOH at 692-4000 to purchase a copy there.

Prerequisites: RN or LPN licensed in Hawaii.

Instructor: Maryrose Roldan

Course No. 092NUARCH101 **Course Fee: \$195**

| Sec | Days | Dates | Time | Room |
|-----|------|--------|---------------|----------------|
| A | Th | Jul 30 | 4:00-7:30 pm | Kopiko 241/242 |
| | S | Aug 1 | 8:00-11:30 am | Kopiko 241/242 |
| | Th | Aug 6 | 4:00-7:30 am | Kopiko 241/242 |
| | Th | Aug 13 | 4:00-7:30 pm | Kopiko 241/242 |
| | S | Aug 15 | 8:00-10:00 am | Kopiko 241/242 |

Nurse Aide Recertification

Recertification of Nurse Aides is the official 24-hour course to evaluate Nurse Aides for Recertification as required by State of Hawai'i regulations. The course is organized to

evaluate competent performance of nurse aide skills. After successful completion of the course, Nurse Aides will be qualified to be recertified in the State of Hawai'i. The 24-hour course will consist of classroom, and laboratory and clinical sessions. Additional hours for supervised assistance will be available through the Kapi'olani Community College Nursing Department Laboratory Resource Center at no additional cost. *Prerequisites: CPR for health care providers and First Aid certificate; Tuberculosis (TB) clearance (2-step); Hep B immunization; Personal health insurance.* A criminal background check and drug testing will be done by Leahi Hospital (\$25).

Course No. 092NUNARec Course Fee: \$200 (plus \$15 liability insurance)

Course No. 092InsNUNARec Insurance Fee: \$15 (required)

Times and dates to be determined. Please send an email to kapnurs@hawaii.edu with the course title in the subject line. You will receive an email when the course dates and times are set.

ATI Test of Essential Academic Skills (TEAS)

Pre-Admissions Exam-PN

You must have a working email address in order to take this test. Instructions for creating a new account on the ATI website will be emailed to the address you provide. If you do not have an email address, you may create one through Yahoo, Gmail, etc. Remember your user name and password as you will need it to access the test.

Course No. 092NUATI Course Fee: \$60

| Sec | Days | Dates | Time | Room | Registration Deadline | Refund Deadline* |
|------------|-------------|--------------|---------------|-------------|----------------------------------|-----------------------------|
| A | F | Jun 26 | 8:30-12:30 pm | Kopiko 104 | June 24, 2009 | May 15, 2009 |
| B | F | Jul 17 | 8:30-12:30 pm | Kopiko 104 | July 15, 2009 | May 15, 2009 |
| C | F | Aug 14 | 8:30-12:30 pm | Kopiko 104 | August 12, 2009 | July 31, 2009 |
| E | F | Jul 10 | 8:30-12:30 pm | Kopiko 104 | July 8, 2009 | May 15, 2009 |

*Absolutely no refunds will be given after the refund deadline.

Medical Terminology for Prospective Health Care Workers (15 hours)

Instructor: Pat Taylor, RN

Course No. 092NUSTMT Course Fee: \$195

| Sec | Days | Dates | Time | Room |
|------------|-------------|--------------|---------------|-------------|
| A | T | Jun 2-Jun 30 | 9:00-12:00 pm | Kopiko 240 |
| B | MTWTh | Jul 2-Jul 23 | 8:00-11:00 am | Kopiko 240 |



Continuing Ed

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Surgical Technology Program (900 hours)

Surgical Technology is an 11 month, 900 hour (500 hours clinical, 400 hours lecture) program to prepare graduates to assist the surgeon in the operating room. Surgical technologists are important members of the surgical team who prepare the operating room equipment and instruments, assist the patient before, during and after surgery, and pass the instruments to the surgeon during procedures. There is a continuing need for these workers. Starting salaries are approximately \$16 - \$23 per hour, which may increase with experience.

The next Surgical Technology program will begin Fall 2009, with prerequisite courses available in the Summer 2009. Applications for the program will be available and accepted only at the Intro to Surgical Technology prerequisite course.

What is the program like? The first part of the program includes the Surgical Technology Science series which includes a set of classroom courses to provide you with a science and terminology base. The classes usually meet 2-3 days per week for about three hours per day. After completing the Surgical Technology Science series, and once the Surgical Technology I, II, III, IV and V courses begin, you will be in the classroom for one full day of classroom instruction, and at the hospital for two full days per week (7:00 a.m. to 3:30 p.m.) per week.

What is required to apply? A COMPASS Placement Test score of 79 or higher or credit in ENG 100 (Composition I) is required. Completion of the prerequisite science courses and the Introduction to Surgical Technology course. A letter of reference from a current or previous employer attesting to your work habits and general ability.

The work of the surgical technologist includes long hours of standing, wearing full surgical garb, lifting, and turning to reach instruments and equipment or to assist the patient. The environment can be stressful and fast-paced. Team work is a high priority. Many agencies also require a criminal background check and urine drug screening.

What can I do to prepare for the program?

Interested students must first attend a KCC Nursing Information Session. Sessions are offered at Kapi'olani CC, Leeward CC and Windward CC. For a copy of the session schedule, please click into [Nursing Information Session](#).

After attending the Nursing Information Session and if you think you may be interested in the program, you can begin by taking the **prerequisite science courses**. You will need a **biology course** consisting of at least 30 hours; a **microbiology course** consisting of at least 20 hours; and a **medical terminology course** consisting of at least 15 hours.

The Surgical Technology Science series include the non-credit **Surg-Tech Biology (30-hour) course**, **Surg-Tech Microbiology (20-hour) course**, **Medical Terminology (15-hour) course** and **Introduction to Surgical Technology (10-hour) course**, which are offered prior to the Surgical Tech I, II, III, IV and V courses and will enable you to complete the science course requirement. See below for the list of courses being offered in Summer 2009.

Prerequisite Courses for the Surgical Technology Program

Medical Terminology (15 hours)

Instructor: Pat Taylor, RN (Section A) and *Julie Rosado, RN* (Section B)

Course No. : **092NUSTMT**

Course Fee: **\$195**

| Sec | Days | Dates | Time | Room |
|-----|------|--------------|---------------|------------|
| A | T | Jun 2-Jun 30 | 9:00-12:00 pm | Kopiko 240 |
| B | Th | Jul 2-Jul 23 | 8:00-12:00 pm | Kopiko 240 |

Introduction to Surgical Technology (10 hours)

Instructor: Chris Nadamoto, RN

Course No. : **092NUST100**

Course Fee: **\$189**

| Sec | Days | Dates | Time | Room |
|-----|------|---------------|---------------|-----------|
| A | M-Th | Jul 13-Jul 18 | 1:30-3:30 pm | Leahi 007 |
| | S | Jul 18 | 8:00-10:00 am | OR Tour |

Surgical Technology Biology (Anatomy & Physiology) (30 hours)

Instructor: Charles Matsuda

Course No. : **092NUSTBIO**

Course Fee: **\$389**

| Sec | Days | Dates | Time | Room |
|-----|-------|---------------|--------------|------------|
| A | MTWTh | Jul 13-Jul 28 | 4:30-7:30 pm | Kokio 202C |

Surgical Technology Microbiology (20 hours)

Instructor: John Berestecky

Course No. : **092NUSTMICRO**

Course Fee: **\$255**

| Sec | Days | Dates | Time | Room |
|-----|------|--------------|---------------|------------|
| A | S | Aug 8-Aug 18 | 8:30-12:30 pm | Iliahi 203 |
| | MW | Aug 8-Aug 18 | 6:00-9:00 pm | Iliahi 203 |

As an alternative to the above, below are credit courses that will also enable you to complete the science requirements in biology, microbiology and medical terminology. Courses previously taken will be accepted if they were taken with the last five (5) years.

Biology Requirement may be completed via one of the following:

BIOL 130 at KapCC

ZOOL 141 & 142 at KapCC or HonCC

ZOOL 240 & 241 at LeeCC

Microbiology Requirement may be completed via:

MICR 130

Medical Terminology Requirement may be completed via:

HLTH 110 or 125 at KapCC or LeeCC or any 15-hour medical term course offered for credit or non-credit.

How are students selected for the program?

To be considered for the Program, the following must be submitted before the deadline:

- Successful completion of the Introduction to Surgical Technology prerequisite course;
- A completed application form (available only at the Introduction to Surgical Technology prerequisite course);
- A Compass reading score of 79 or higher or credit in ENG 100;
- Transcripts for the prerequisite courses or enrollment in the summer prerequisite science courses;
- One employer letter of reference attesting to your work habits and general ability.

A lottery may be used for the selection of qualified students. Pending sufficient clinical spaces, 10-15 qualified applicants will be selected. Qualification is based upon completion of the prerequisite courses, transcripts, letter of reference, AND submission of a completed application. **Accepted students** will need to provide evidence of health and TB clearance, immunization status, and CPR certification. Liability insurance will be required prior to entering the clinical settings.

When does it start? If you have not yet taken the prerequisite science courses, you may enroll in the Surgical Technology Series in Summer 2009 at Kapi'olani Community College as referenced above. The Surgical Technology Science Series will include **Surg-Tech Biology, Surg-Tech Microbiology, Medical Terminology** and an **Introduction to Surgical Technology**. You must show successful completion of these prerequisites before being admitted into Surg Tech I, the first surgical technology course.

The **Surgical Technology I, II, III, IV and V courses** will begin in **Fall 2009**. The program will cover two semesters and a summer, concluding in mid-June 2010. You must pass each Surg Tech course to continue the program. Each course will include class lectures, lab and clinical practicum.

For a description of the Surgical Technology Science Series and the Surgical Technology I, II, III, IV and V courses, please access the KCC Catalog at <http://www.kcc.hawaii.edu/page/catalog>, and then click to "Catalog, Fall 2008 – Spring 2009, Health Career Education Programs (PDF)", and scroll down to page 93.

How do I pay for this? Tuition assistance via private scholarships may be available for eligible applicants. **Federal financial aid via the Free Application for Federal Student Aid (FAFSA) is not applicable, since the Surgical Technology course is a non-credit program.** Due to the demands of the program, you may be able to work part-time. Full time employment is not recommended during the program. Additional costs include: Books (about \$200), Program Modules, program assessment exam, and protective eyewear, personal medical insurance, health requirements, and liability insurance fee (\$15).

Surgical Technology Science Series

| | |
|-----------------------------------|-------|
| Surg Tech Biology (30 hours) | \$369 |
| Surg Tech Microbiology (20 hours) | \$255 |
| Surg Tech Introduction (10 hours) | \$189 |
| Medical Terminology (15 hours) | \$195 |

Surgical Technology Program

| | |
|-------------------------------|---------|
| Surgical Tech I (175 hours) | \$2,495 |
| Surgical Tech II (175 hours) | \$2,495 |
| Surgical Tech III (175 hours) | \$2,495 |
| Surgical Tech IV (175 hours) | \$2,495 |
| Surgical Tech V (130 hours) | \$2,495 |

Is certification available? After completing the program, graduates may apply to complete the Certification as Surgical Technologist (CST) Exam via the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The NBSTSA was formerly known as the Liaison Council for Certified Surgical Technologists (LCC-ST). More information may be obtained via the URL address: <http://www.lcc-st.org/>

After acquiring certification status, surgical technologists may become members of the Association for Surgical Technologist (AST). More information may be obtained via the URL address: <http://www.ast.org/>

Will the Surgical Technology Program provide me with skills to work as a nurse in the operating room?

The Surgical Technology Program prepares its graduates to work as Surgical Technologist and is not intended to provide training to become a nurse in the operating room. Additional training via nursing school is required.

How do I apply? To register for the non-credit Surgical Technology prerequisite science courses as well as the Introduction to Surgical Technology course in Summer 2009, please access the Registration Page for the KCC Continuing Education Office by clicking to the URL address <http://programs.kcc.hawaii.edu/~continuinged/register.htm>.

To apply for the Surgical Technology Program in Fall 2009, please register for the Introduction to Surgical Technology course as referenced above. The program application will be distributed during the course.

How do I obtain more information? Interested students may also contact the KapCC Nursing Department office at (808) 734-9305 or kapnurs@hawaii.edu or the KapCC Continuing Education Office at (808) 734-9211.