

Certificate Course Descriptions

Certified Nurse Aide Training Program (CNA)

A Certified Nurse Aide course prepares students for the responsibilities of assisting and caring for the daily needs of patients in a variety of healthcare settings; courses include supervised clinical experience. This course introduces students to the healthcare delivery system and covers basic nursing skills, including infection control, vital sign measuring, patient safety, emergency care, patient positioning and record keeping. Personal care and restorative services are also covered in CNA courses; students practice helping patients bathe, groom, dress, eat, and use assistive devices. In addition to learning basic medical terminology, anatomy and physiology, students in CNA programs learn techniques for responding to patient and family member concerns as well as how to manage patients with mental health or cognitive impairments. Certification requirements vary by state, but potential Certified Nurse Aides are generally required to complete a minimum number of training and clinical hours in addition to passing a state certified nursing assistant exam.

Pharmacy Technician Training Program

A Pharmacy Technician Training course offers an overview of the pharmacy profession as it relates to pharmacy technicians. Topics covered include the historical evolution of pharmacy practice, contemporary practice settings, basic job responsibilities, professional organizations, and resources available to pharmacy technicians. In addition, this course will survey the major federal laws, regulatory agencies, and ethical principles which standardize the practice of pharmacy.

Medication Aide Training Program

The Medication Aide Training course is designed to train nursing assistants (CNA's) and residential attendants to safely administer non-parenteral medications in long-term care (nursing home) facilities and related areas.

Personal Care Aide Program

The Personal Care Aide (PCA) assists patients with many tasks that they cannot do for themselves while they are in hospitals, rehabilitation clinics, their personal homes, assisted living facilities, nursing homes, or long term care facilities. PCA's may assist patients with tasks such as eating, getting out of bed, taking a bath, and brushing their teeth and hair. The Patient Care Aide can also be called a hospital attendants, nurses' assistants, CNA clinical support associate, health care assistant, and nurse's aides among others depending on the nature of the facility.

Professional Career Institute

9200 Arboretum Parkway Suite 110
Richmond, Virginia 23236
Telephone: (804) 327-9740 • Fax: (804) 327-9745

2018 Program Courses

Pharmacy Technician Training Program

Cost: \$1,250 Classes: (3 week course)

Day Classes: 9 am - 3 pm or Evening Classes: 5 pm - 10 pm

January	8 th	22 nd	July	9 th	23 rd
February	5 th	19 th	August	6 th	20 th
March	5 th	19 th	September	3 rd	17 th
April	2 nd	16 th	October	8 th	22 nd
May	7 th	21 st	November	5 th	19 th
June	4 th	18 th	December	3 rd	17 th

Medication Aide Training

Cost: \$650 Classes: (2 week course)

Day Classes: 9 am - 4 pm or Evening Classes: 4 pm - 10 pm

January	8 th	22 nd	July	9 th	23 rd
February	5 th	19 th	August	6 th	20 th
March	5 th	19 th	September	3 rd	17 th
April	2 nd	16 th	October	8 th	22 nd
May	7 th	21 st	November	5 th	19 th
June	4 th	18 th	December	3 rd	17 th

Nurse Aide Training Program

Cost: \$1,250 Classes: (6 week course)

Day Classes: 9 am - 2:30 pm or Evening Classes: 5:30 pm - 10 pm

January	8 th		July	16 th	
February	19 th		August	6 th	
March	12 th		September	17 th	
April	2 nd		October	29 th	
May	14 th		November	12 th	
June	25 th		December	10 th	

Personal Care Aide Training Program

Cost: \$450 Classes: (2 week course)

Day Classes: 9 am - 2:30 pm or Evening Classes: 5:30 pm - 10 pm

January	8 th	22 nd	July	9 th	23 rd
February	5 th	19 th	August	6 th	20 th
March	5 th	19 th	September	3 rd	17 th
April	2 nd	16 th	October	8 th	22 nd
May	7 th	21 st	November	5 th	19 th
June	4 th	18 th	December	3 rd	17 th

**TIRED OF YOUR
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Professional Career Institute Main Campus

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Medication Aide Training Program

Medication Aides, can provide medications in nursing homes, assisted living centers, intermediate care facilities for the mentally handicapped, schools, child care settings or patient homes. A Medication Aide is trained to work under direct supervision of a caretaker or licensed health care professional. Medication Aides provide routine medication by the oral, inhalation, topical and instillation routes when appropriate direction and monitoring are provided.

Class Schedule for 2018

Classes: Monday thru Friday
(2 week course)
Day Classes: 9:00 am – 4:00 pm
Evening Classes: 4:00pm – 10:00 pm
Cost \$650

Jan	8 th	22 nd		July	9 th	23 rd
Feb	5 th	19 th		Aug	6 th	20 th
Mar	5 th	19 th		Sept	3 rd	17 th
Apr	2 nd	16 th		Oct	8 th	22 nd
May	7 th	21 st		Nov	5 th	19 th
June	4 th	18 th		Dec	3 rd	17 th



Pharmacy Technician Training Program

Pharmacy Technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors' orders. Pharmacy Technicians prepare medications for dispensing to patients. This generally includes retrieving drugs in the correct dosage form and strength, measuring the appropriate amount of drug and producing a prescription label. Pharmacy Technicians work with drugs to be administered orally, topically, for the eye, nose, etc. Depending upon the practice setting, a Pharmacy Technician is also involved in the admixture of drugs for intravenous use.

Pharmacy Technicians — Employment & Education

Pharmacy Technicians may work in retail pharmacies, mail order pharmacies, home infusion pharmacies, long term care facilities, hospitals, clinics, pharmacy benefit managers and large industrial complexes.

The demand for Pharmacy Technicians continues to grow with demand expected to increase substantially through 2020. This high demand is the result of the constant availability of new drugs, the national shortage of registered pharmacists, the establishment of certified pharmacy technicians and the aging population.

Class Schedule for 2018

Classes: (3 week course) Monday thru Friday
Day Classes: 9:00 am - 3:00 pm
Evening Classes: 5:00 - 10:00 pm
Cost \$1,250



Nurse Aide Training Program

Class Schedule for 2018

Classes: (6 week course) • Day Classes: 9:00 am – 2:30 pm
Evening Classes: 5:30 pm – 10:00 pm • **Cost \$1,250**

Jan	8 th			July	16 th		
Feb	19 th			Aug	6 th		
Mar	12 th			Sept	17 th		
Apr	2 nd			Oct	29 th		
May	14 th			Nov	12 th		
June	25 th			Dec	10 th		



Personal Care Aide Training Program

Class Schedule for 2018

Classes: (2 week course) Monday thru Friday
Day Classes: 9:00 am - 2:30 pm
Evening Classes: 5:30 - 10:00 pm
Cost \$450

