

**Active Nursing Assistant Training of Clear Lake**

**2511-B NASA Pkwy, Ste #102**

**Seabrook, Texas 77586**

**(832) 265-2824**

**CAREER SCHOOL: NURSE AIDE**

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**TABLE OF CONTENTS**

History.....3  
Accreditation and Approvals.....3  
Facilities and Equipment.....3  
Board, Administration, Faculty and Staff.....4  
Tuition/Fees.....4  
Holidays.....4  
Enrollment Periods.....4  
Program Term Dates (calendar).....4  
Daily Class Schedule.....5  
Office Hours.....5  
Admission Requirements.....5  
Credit for Previous Training/Transfer of Credit .....6  
Cancellation Policy.....6  
Refund Policy.....6-7  
Refund Policy for Students Called to Active Military Service .....7  
Course Objectives: Nurse Aide.....7  
Program outline.....8-10  
Externship Description.....9-10  
Grading Policy.....11  
Satisfactory Progress and Probationary period.....11-12  
Remedial Work .....12  
Incomplete, Leave of Absence, and Withdrawal.....12  
Attendance Policy, Make-up Work.....12  
Student Conduct.....12-13  
Sexual Harassment.....13  
Readmission.....13  
Job Placement Services.....14  
Student Complaints.....14  
Graduation requirements.....14-15  
Continuing Education Seminar: Long Term to Acute care Transition.....16  
Continuing Education Seminar (24 CEU's).....17  
Telemetry Monitoring Seminar (24 CEU's).....18  
Phlebotomy Seminar.....19-20  
Safe Sitter Seminar.....21-22  
Seminar Refund Policy.....23-24  
True and Correct Statement.....24

## **HISTORY**

Active Nursing Assistant Training of Clear Lake is a new Career School founded by Brenda Manning beginning in July 2014. Brenda Manning has been a nurse since 1998 with vast clinical experience in many fields of nursing. Prior to 1998, Brenda Manning's high school vocational instructor inspired her to teach others the trade of nursing. In 1991, Brenda Manning became a nursing assistant, an EMT, and then an RN. Now, after many years of bedside nursing in the hospitals, in the home, and in skilled nursing units, Brenda Manning, RN has decided to make teaching and business ownership her full time job. Active Nursing Assistant Training of Clear Lake has been created to teach many new students the ongoing and exciting paths in nursing by teaching people age 16 and up how to become an excellent healthcare provider as a nurse aide. Brenda Manning prides herself with her "hands on", interactive, and visual teaching styles to make learning as easy and fun as possible.

In her own town of Seabrook Texas, Brenda Manning looks forward to teaching nurse aide students in the best environment possible- a relaxing spot on the water. Active Nursing Assistant Training of Clear Lake is located at Lakeside Yachting, 2511B NASA PKWY #102, Seabrook, Texas 77586.

## **APPROVALS**

Active Nursing Assistant Training of Clear Lake: Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas since 2014.

Active Nursing Assistant Training of Clear Lake is owned by Proactive CNA, LLC. Brenda Manning is the owner of Proactive CNA, LLC Doing Business as Active Nursing Assistant Training of Clear Lake.

Brenda Manning, RN has been an approved instructor through Department of Aging and Disabilities since 2014.

Brenda Manning, RN has been a registered nurse since 1997.

Joseph Ponce De Leon, ECGI-BC approved to teach Electrocardiography Program in 2016 and is a board certified instructor through the American Cardiovascular Board of Medicine since 2016.

## **FACILITIES AND EQUIPMENT**

- Our skills classroom is equipped with equipment typically used in the hospital or nursing home equipment.
- An additional classroom is provided for lecture.
- Quiet test areas are available in the office.
- Students will go to Bayou Pines Care Center, LaMarque Texas and Ashton Parke Care Center Texas City, TX for hands on learning.

### **Administration/Staff:**

Brenda Manning, RN- Individual Owner/Director/Instructor  
Adriana Born, CNA -Staff Designee/Representative  
Joseph Ponce de Leon, ECGI-BC/Representative/Instructor Telemetry Monitoring Seminar/Electrocardiography  
Program Instructor

### **TUITION AND FEES**

Tuition	<b>\$895.00</b>
<u>Workbook</u>	<b><u>\$25.00</u></b>
Student can expect to pay to school to graduate <b>\$920.00</b>	
Other costs incurred during course not due to the school:	
*Supplies	<b>\$30.00</b> (stethoscope/uniform)
*Flu shot	<b>\$20</b> (if not current during flu season only)
*PPD	<b>\$25</b> (if not current in last 12 months)
<u>*CPR HCP</u>	<b><u>\$55</u></b> (if not current)

Students can expect to pay **TOTAL \$1,050** to graduate from course including all requirements.

\*Recommendation: Your personal medical insurance may cover the Flu shot and the PPD (TB test). Please check with your physician and/or private insurance.

CPR class hours are NOT included in the 100 hours required for graduation. Healthcare Provider **CPR classes** ARE offered as a courtesy at the above cost, however THIS COURSE OF INSTRUCTION IS NOT APPROVED or REGULATED BY THE TEXAS WORKFORCE COMMISSION, Career Schools and Colleges. Rates of immunizations and CPR class are subject to change.

### **HOLIDAYS TO BE OBSERVED**

- Good Friday
- Spring Break
- Memorial Day
- Independence Day -Thanksgiving
- December 16- January 2 **Closed** for Christmas and New Year

### **ENROLLMENT PERIODS**

Students should enroll by phone at least one week prior to start of course. Student will be placed into the next available class or he/she may schedule further ahead for convenience. Classes will be offered every 5-6 weeks.

### **Program Term Dates**

- January 13-February 16, 2018
  - March 10-April 13, 2018
  - May 05-June 8, 2018
  - June 30-August 03, 2018
  - August 25-September 28, 2018
  - October 20-November 29, 2018
- (NO CLASSES WEEK OF THANKSGIVING)
- No December classes

## **DAILY CLASS SCHEDULE**

All classes meet for orientation on the first Saturday of the period for 8 hours which is the first day of the term date. This is the ONLY Saturday required. The last day of class will meet 8 hours (time decided by student anytime between 0800-2200) for skills practice. SAT 8:00AM-4:00PM. A 30 minute lunch break will be offered on all 8 hour days with up to 5 additional 10 minute breaks as needed.

**DAY CLASS:** Mon, Wed, Fri 09:00 am-1:00 pm (first and last day of course- 8 hour day as described above). WEEK 4: MONDAY-FRIDAY Nursing home clinical site from \*\*6:45am-3:15pm (see externship). A 10 minute break will be given at ten till every hour. A 30 minute lunch break offered daily during externship.

**EVENING CLASS:** Mon, Wed, Fri 5:30pm-9:30 pm. (first and last day of course- 8 hour day as described above).WEEK 4: MONDAY-FRIDAY Nursing home clinical site from \*\*6:45pm-3:15 pm (see externship). A 10 minute break will be given at ten till every hour. A 30 minute lunch break offered daily during externship.

## **OFFICE HOURS**

Office hours are 7:40 AM to 12:00 PM Monday through Wednesday and 4:30 PM-10:00 PM with the exception of the days school will be closed.

## **COURSE TIME HOURS**

Ten minute breaks are offered at 10 minutes to the hour. A course hour is at least 50 minutes of instruction during a 60 minute period.

## **ADMISSION REQUIREMENTS**

Nurse Aide Training Program: Per Department of Aging and Disability Guidelines, to be accepted for the Nurse Aide Training Program applicants must:

- Provide proof of being at least 18 years of age
- OR provide proof of current high school enrollment if over 16 years of age with parental consent
- Not have been convicted of a criminal offense listed in the Texas Health and Safety Code 250.0.06
- Not be listed as unemployable on the Employee Misconduct Registry (EMR) and
- Provide proof of completion of high school or equivalent (GED) or provide proof that you are still attending high school.
- NO written entrance test is required.

## **CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE (with Form CSC-010)**

To apply for consideration of credit, a written request with documentation of the education/training/experience must be submitted to the school director no later than five business days prior to the first day of classes for the term. The student may be required to pass a qualification test with a grade of at least 70 to receive the credit. The course cost will be adjusted accordingly.

### **Cancellation and Refund Policy for Residence Schools - Vocational Programs Texas Workforce Commission – Career Schools and Colleges**

#### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

#### **REFUND POLICY**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the student is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

(a) An enrollee is not accepted by the school;

(b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

(c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

#### **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

## **Nurse Aide Training Program**

### **COURSE OBJECTIVES**

The Nurse Aide Program is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long term care facilities. Graduates of this program will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence, while observing patient rights. They will learn how to perform basic first aid, CPR, take vital signs, apply the elements of basic nutrition in meal planning, and follow infection control measures. Additionally, they will be able to apply proper body mechanics in bed making, lifting, and turning patients. Graduates of this program may find entry-level employment as a nurse aide with hospitals and nursing homes.

**PROGRAM OUTLINE:**

**Nurse Aide Program**

<b>Subject Number</b>	<b>Subject Title</b>	<b>Contact Hours Lec/Lab/Ext/Total</b>
NA-101	Introduction to Long Term Care	16/00/00/16
NA-102	Personal Care Skills	06/08/00/14
NA-103	Basic Nursing Skills	06/12/00/18
NA-104	Restorative Services	04/00/00/04
NA-105	Mental Health & Social Service Needs	06/00/00/06
NA-106	Clinical Practice	00/00/40/40
NA-107	Social Skills	02/00/00/02
	<b>Total Hours</b>	<b>40/20/40/100</b>

**TOTAL HOURS REQUIRED FOR COURSE COMPLETION: 40/20/40/100**

The approximate time required to complete this program is five weeks. Students must complete a total of 60 hours classroom/lab time combined with 40 hours of externship in a nursing home for hands on time (clinical) with patients. Classroom time also consists of skills lab practice where important skills are learned and practiced prior to going to the nursing home.

**COURSE OUTLINE**

**Section I Introduction to Long Term Care (LTC); (16 HOURS OF LECTURE)**

**Students will learn the role of nursing assistants in LTC facilities, safety measures, emergency measures, infection control, hand washing, resident rights, communications, etc. (No prerequisite)**

- Unit 1 – Introduction
- Unit 2 – Role of the Nurse Aide in LTC
- Unit 3 – Safety Measures
- Unit 4 – Emergency Measures
- Unit 5 – Infection Control
- Unit 6 – Resident Rights and Independence
- Unit 7 – Communication and Interpersonal Skills
- Unit 8 – Taking Care of Yourself

**Section II Personal Care Skills (6 HOURS OF LECTURE AND 8 HOURS IN LAB)**

**Students will learn proper body mechanics, basic patient care and grooming, dietetic needs, feeding, and calculate intake and output.**

- Unit 1 – Body Mechanics, Positioning and Moving Residents
- Unit 2 – Care of the Residents Environment
- Unit 3 – Assisting Residents with Bathing
- Unit 4 – Toileting and Perineal Care
- Unit 5 – Skin Care
- Unit 6 – Hygiene and Grooming



- Unit 7 – Nutrition
- Unit 8 – Hydration
- Unit 9 – Elimination

**Section III Basic Nursing Skills (6 HOURS OF LECTURE AND 12 HOURS IN LAB)**

**Student will learn the role of nurse aides in restraints. Students will learn vital signs, record keeping & charting, reporting, admission, discharge & transfer of patients and the role of a nurse aide in death /dying, and postmortem care.**

- Unit 1 – Promoting a Restraint-Proper Environment
- Unit 2 – Vital Signs, Height and Weight
- Unit 3 – Observing, Reporting and Charting
- Unit 4 – Admission, Transfer and Discharge
- Unit 5 – Coping with Death

**Section IV Restorative Services (4 HOURS OF LECTURE)**

**Students will learn the role of nursing assistants in transferring, ambulating, and range of motion in restorative care services with prevention of falls and safety practices.**

- Unit 1 – Introduction to Restoration Services
- Unit 2 – Role of the Nurse Aide in Restoration Care

**Section V Mental Health and Social Service Needs (6 HOURS OF LECTURE)**

**Students will learn the role of nursing assistants in psychological, cultural, behavioral, and cognitive differences pertaining to patients.**

- Unit 1 – Psychosocial Needs of Residents
- Unit 2 – Culture Change
- Unit 3 – Specific Behavior Problems
- Unit 4 – Cognitive Impairment

**Section VI Clinical Practice (40 HOURS OF EXTERNSHIP)**

**Students will learn the active role of patient care in a nursing home. Students will follow the direction and supervision of a registered nurse and use skills taught in Sections I-V.**

**Section VII Social Skills (2 HOURS OF LECTURE)**

**Students will learn interpersonal skills and conflict resolution.**

- Unit 1 – Conflict Resolution

**Externship**

WHERE: Students will be assigned to one of the following facilities: Bayou Pines Care Center, located at 4905 Fleming Street LaMarque, TX 77586 OR Ashton Parke Care Center located at 210 Gulf Freeway, Texas City, TX 77591. Assignment will be provided the Friday prior to clinical shift.

The below schedule has been approved by the director of Bayou Pines Care Center and Ashton Parke Care Center and are subject to change at their discretion. Clinical time (also known as externships) is 40 hours Monday- Friday WEEK 4 of the course.

**DAY CLASS and NIGHT CLASS:** Externship WEEK 4: MONDAY-FRIDAY \*6:45am-3:15pm. A 30 minute lunch break is provided.

Students will receive lecture and will learn clinical skills prior to going to the nursing home. All students must have a negative TB test and current year flu shot prior to the first clinical day. Students will meet with the instructor for 15 minutes both before and after every shift for post clinical discussion in a conference room. Students will keep a journal of their clinical experience (25% of grade) and will be shared in class in week 5 for discussion of what was learned.

All students will be directly supervised by the Director of Active Nursing Assistant Training of Clear Lake and Don Young, LVN/Nurse Aide Instructor. The Director of Active Nursing Assistant Training of Clear Lake will be in contact with the Administrators of Bayou Pines Care Center and Ashton Parke at least twice during the week of externship to coordinate schedules and to monitor progress of the program.

Evaluation forms provided by DADS will be used for student skills check-offs.

### **Pregnancy and predisposing injuries:**

The Certified Nurse Aide program will include clinical work performed in health care facilities and will include direct care or exposure to clients with a variety of illness and diseases and will include the handling of and/or contact with human body fluids. Therefore, students should understand that they may or will be exposed to disease carrying bacteria and microorganisms and come in contact with patient situations that could be hazardous to individuals who are pregnant. **Any student who becomes pregnant or develops health problems must obtain authorization from the attending physician/nurse practitioner to participate in the clinical lab. This authorization must be presented to the Director of Active Nursing Assistant Training of Clear Lake upon confirmation of pregnancy or diagnosis.**

Any student who has any type of injury necessitating the use of ace bandages, slings, splints, casts, canes, crutches, etc., should present a physician/nurse practitioner note describing the reason for such appliance and certifying the student's current good health. The presentation of the note does not assure access to the clinical area.

After hospitalization, surgery or childbirth, students must submit medical clearance to the clinical instructor and the Center of Continuing Studies. Faculty may request medical clearance at any time from a student.

In order to participate in the clinical laboratory, health records must be complete in the event of a known medical condition.

**Personal Health Insurance:** It is recommended for all students to carry health insurance for the duration of the class. All students are financially responsible for medical treatment if illness or injury occurs while enrolled in the Nurse Aide program.

Students are encouraged to have their Hepatitis B vaccinations.

## **GRADING POLICY**

Students will receive a progress report every Wednesday based on one test/quiz grade and one skills test grade. Student is required to have a **70 or higher** to pass the course.

Structure: written tests 50% of grade; skills tests 25%; clinical journal 25%. Written test will be issued every Monday to include the material from the previous week. Skills tests are issued throughout the week in the skills lab. Skills are graded based on the completeness and accuracy of skills checklists provided by the Department of Aging and Disability. Each student will be provided with written copies of these skills. Journals are introduced in week 4 for student to journal skills performed, questions, fears, and what was

learned during the clinical rotation. Journals will be graded based on completeness and student's participation during the clinical experience. A student's final average for course completion is determined by the above averaged together. The quiz grade from week 1 will be used for up to 5 extra credit points toward any one test.

<b>Numeric Grade</b>	<b>Letter Grade</b>	<b>Grade Points</b>
90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00
Below 60	F	0.00
*Incomplete	I	0.00
**Withdrawal	W	0.00

### **Satisfactory Progress/Probationary Period/ Remedial Work**

All practiced skills must be mastered by the end of the course to pass. The last day of class will provide additional, student paced time for practice and skill mastery.

**REMEDIAL:** If a student falls below 70 in any week, additional training will be offered as necessary by the director as discussed and arranged with student. The student will be allowed a chance to repeat the test or skills set within 3 days.

**Probationary period:** The student must demonstrate competence as evidenced by test scores and ability to perform teach-back of skills. If the student fails to progress despite additional assistance and/or comprehension of material is poor without progression needed for a safe clinical experience, the student will be terminated from the program on Wednesday prior to week 4 (clinical week). The student is allowed to re-enroll for the next term or during the next 12 months. Student will not be charged additional tuition, although additional fees may apply for supplies. The school will counsel the student prior to re-enrollment. The action taken, date, and time will be placed in the student's file.

**\*Incomplete:** an "I" for Incomplete is assigned when student cannot complete the course due to circumstances out of the control of the student (Leave of Absence). The student may resume the course at a later time. The course must be completed within 12 calendar months and resumed where it was left off. No additional tuition fees will be charged to the students who exercise this option; however there may be an additional cost for workbook or supplies.

**\*\*Withdrawal:** Under Texas Education Code 132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for Incomplete. A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with the grade of "W" cannot complete the course of study, and will be issued a refund in accordance with the refund policy below.

### **ATTENDANCE and MAKEUP**

**Attendance to all laboratory and class sessions is mandatory and necessary to pass this course.** If 5 hours are missed, they must be made up by attending the opposing class as arranged

with instructor (day class attend night class or night class attend day class). If unable to do so, makeup will be privately scheduled with director. If >20% of course is missed, student will be terminated and may reenter the next scheduled course. No more than 5% of the total course time hours for a program may be made up. Make-up work shall: (1) be supervised by an instructor approved for the class being made up; (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session; (3) be completed within two weeks of the end of the grading period during which the absence occurred; (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and (5) be signed and dated by the student to acknowledge the make-up session.

Tardies: Five tardies is equal to absence. All tests missed due to the absence of a student must be taken on the first day of attendance after the student's absence. A tardy is defined as entering the class after the designated time for the beginning of the class or for the continuation in between breaks.

## **STUDENT CONDUCT**

Students are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others
3. Non-compliance with the directives of school faculty and staff
4. Violation of written policies, rules, or procedures
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission
6. Damage to property or destruction of property
7. Creation of unsafe conditions
8. Carrying out a false alarm or creating an emergency situation such as a fire or a bomb threat
9. Hurting others, threatening others, or engaging in behavior that may result in harm to others
10. Selling, consuming, and/or possessing alcoholic beverages
11. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics
12. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building
13. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace.

### **Conduct in Clinical Lab**

-Laboratory activities begin promptly at the specified time.

-Always wear your name pin in the clinical agency. In addition, you **must** carry your issued program ID badge with the picture at all times. On occasion, you may be asked to identify yourself as a student and the picture ID will serve that purpose.

Certain clinical agencies require that badges be worn. Badges may be given to you at the start of clinical rotation. **Failure to return them at the end of the rotation may result in an incomplete grade for the course.**

- You are not permitted to visit any client in the health care facility while in uniform nor should you go to any area of the facility, other than your assigned unit, unless you have special permission from your instructor.

-Telephones in the health care facility are not for personal use. Students do not make or receive telephone calls while on the unit. Any emergency call will be taken by your instructor. Give the number the instructor authorizes you to use to your family, day care, sitter, etc., for use in an emergency. Include in your directions that the caller should state:

1. The name of the person to be contacted (you).
2. A brief statement regarding the nature of the emergency.
3. A phone number for you to call.

### **Sexual Harassment Defined**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**READMISSION:** If a student is terminated from the program due to misconduct (not involving a criminal charge) , academic failure, relocation, medical, or personal reasons known to director, student may re-enroll in the next upcoming class and receive credit for days already attended if less than 12 months since previously enrolled. Misconduct termination resulting in a criminal charge will not be allowed readmission.

## **JOB PLACEMENT**

Job placement assistance is available at no charge for all students who are awarded the Certificate of Completion for Nurse Aide. Students also meet potential employers during the Employment Skills and Externship classes. Job notices from businesses seeking qualified entry-level job applicants are posted on the bulletin board in the front office and updated at least weekly. Students are expected to participate in resume building in order to self-assist with job placement.

Although Active Nursing Assistant Training of Clear Lake takes great pride in the education and skills provided, neither the school, its' board, administration, or any faculty or staff member can guarantee employment.

## **COMPLAINTS**

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10<sup>th</sup> business day after the day the formal written complaint is received by member of the school faculty or staff. Note: a conference with the director is not required before a student files a formal written complaint.

### **Notification of Complaint to the Texas Workforce Commission**

A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission:

Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15<sup>th</sup> Street  
Austin, Texas 78778-0001  
Phone: (512) 936-6959

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at [texasworkforce.org/careerschools](http://texasworkforce.org/careerschools).

### **Notification of Complaint to the Accrediting Agency**

A student may also file a written complaint with the American Association for the Accreditation of Small Technical Schools. Complaints to the Association must be in writing. They should be sent to:

AASTS  
Attention: Director  
1791 Constitution Avenue  
Oak Grove, Louisiana 71263  
(318) 413-703520

## **Graduation requirements:**

A Certificate of Completion in Nurse Aide Training will be awarded to each student who completes 60 hours of classroom/lecture/skills lab and 40 hours of clinical time in a nursing home. Student must have a 70% to pass the course or a 2.00.

A student who does not meet the requirements can contact the director for an opportunity to repeat class subjects in a subsequent term beginning no later than 12 months after the end of the term in which the student was originally enrolled. There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and fees.

All students will receive a copy of the school enrollment agreement and a catalog at the time of enrollment signature.

## **TRANSITION FROM LONG TERM TO ACUTE CARE SEMINAR**

**Continuing Education Seminar for Nurse Aides OR current Certified Nursing Assistants in the State of Texas as additional NATCEP In-Service Training.**

**Seminar Description:** Student will understand the role of the Nurse Aide or Certified Nursing Assistant in an acute care setting: theory and practices.

**ADMISSION PREREQUISITE: Individual must be a Current Nurse Aide or Certified Nursing Assistant as evident by NATCEP course completion certificate or submission of license.**

### **Introduction to environment**

- Long term care vs. Acute care
- Patient needs
- Hierarchy of management and chain of command
- Interdisciplinary approach to care and teamwork
- Equipment

### **Communication**

- Charge nurse assignments
- Nurse Aide to Nurse Aide report
- What to report
- Conduct and professionalism

### **Main skills to be learned:**

- Blood Glucose Testing- recording and reporting
- Telemetry placement
- Intake & Output measurement and record (drains, catheters, colostomies)
- Vital signs, Oxygen saturation monitoring , and pain assessment
- Documentation and reporting

### **Role of Nurse Aide in an Emergency:**

\* Chest pain, shortness of breath, seizures, and falls

\* Hospital CODES (Code Blue, CODE Red, Rapid Response, CODE Pink, CODE ARMSTRONG)

\*Role in a code or critical situation

\*Patient safety and fall prevention

Seminar will be taught on the following dates:

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- Feb 1, 2018 0800-1700
  - MARCH 29, 2018 0800-1700
  - MAY 24, 2018 0800-1700
  - JULY 19, 2018 0800-1700
  - September 13, 2017 0800-1700
  - NOVEMBER 8, 2018 0800-1700

**Total number of hours: 9 hours**

**COST: \$95.00 (No books required)**

Student will receive 9 CEU's but will **not** count toward DADS required annual CEU training for CNA's due to specific DADS subject requirements.

## **Continuing Education Seminar for Certified Nurse Assistant in the State of Texas- NATCEP IN-Service Training**

### **Seminar Description**

Student will review the Role of the Nurse Aide and have an Overview of the Curriculum in the State of Texas: theory and practices:

- Introduction to Long Term Care
- Personal Care Skills
- Basic Nursing Skills
- Restorative Services
- Mental Health and Social Services Needs
- Social Skills

### **Admission prerequisite**

The seminar will serve as continuing education requirement for the certified Nurse Assistant in the state of Texas. Individual must be a certified nurse aide/assistant as evident by their submission of license.

### **Main Skills to be learned:**

- Physical Care Skills
- Psychosocial Care Skills
- Role of the Nurse Aide
- Social Skills
- Geriatrics
- Care of Residents with dementia disorder including Alzheimer's disease and any other cognitive disorders/impairment

**Total number of hours: 24 (24 CEU's)**

**The total cost of the seminar \$220**

**\*DADS requires 24 CEU's per 2 years to maintain current licensure. This seminar is ONLY required for students in an EXPIRED status due to lack of these CEU's. Students will sit in on current Nurse Aide course x 24 hours to meet the DADS criteria for license renewal. If status is not expired, CNA can go to the DADS website and complete the continuing education modules for no charge.**



**Telemetry Monitoring Seminar is a Continuing Education Seminar for Nurse Aides, EMT's, or current Certified Nursing Assistants (CNA's) in the State of Texas as additional In-Service Training.**

**Seminar Description:**

Students will be trained to recognize and evaluate heart rhythms in an acute clinical telemetry setting in the capacity of a telemetry technician. Student may seek certification opportunities following this course.

**ADMISSION PREREQUISITE: Individual must be a current Nurse Aide, EMT, or Certified Nursing Assistant as evident by NATCEP course completion certificate or submission of Texas CNA or EMT license. Must have high school diploma or equivalent.**

<b>Seminar curriculum and skills taught:</b>	<b>Contact Hours Lecture/Lab</b>
• <b>Unit 1</b> Anatomy and Physiology of the heart	2/1
• Lead morphology	2/1
• Calculating heart rate	1/1
• <b>Unit 2</b> Heart Blocks	1/1
• Sinus Rhythms	2/2
• Atrial Rhythms	2/2
• AV Junctional Rhythms	2/1
• AV Block Rhythms	1/1
• <b>Unit 3</b> Ventricular Rhythms	2/2
• Pacemakers and ICD's	1/1
• <b>Unit 4</b> Obtaining 12 lead EKG's	2/3
• <b>Unit 5</b> Documentation of rhythms as a telemetry technician	1/1
• Reporting of rhythms/communication as a telemetry tech	2/2
Total hours:	40

Work settings: The student will be trained as a Monitor Technician in the setting of an ICU, telemetry department, or facilities that provide cardiac monitoring services.

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This telemetry technician seminar will be taught over a 2 week period.

\*No seminars are scheduled at this time

**Total number of hours: 40 hours**

**COST: \$525.00 (Includes book rental)**

Student will receive 24 CEU's but will **not** count toward DADS required annual CEU training for CNA's due to specific DADS subject requirements.

**\*NOT currently enrolling students for this seminar at this time.**

## **Venipuncture Seminar: Continuing Education Seminar for Nurse Aides OR current Certified Nursing Assistants OR EMT's in the State of Texas as additional NATCEP In-Service Training.**

### **Seminar Description:**

Students will learn how to collect blood samples by venipuncture, practice blood drawing on manikins and on live participants.

**ADMISSION PREREQUISITE: Individual must be a Current Nurse Aide or Certified Nursing Assistant as evident by NATCEP course completion certificate or submission of license.**

### **Phlebotomy Day 1 (0800-1600) LECTURE/LAB**

- Introduction to Phlebotomy 1/0
- Terminology and abbreviations 2/0
- Anatomy and physiology of the cardiovascular system 1/0
- Common disorders related to phlebotomy 1/0
- Safety and infection control practices 1/0
- Equipment/phlebotomy- colors and order of blood draw 2/0

### **Day 2 and Day 3 (0800-1600) 30 minute lunch break provided**

- Specimen collection 2/4
- Proper labeling- 2 patient ID 0.5/1
- Complications of phlebotomy 0.5/0
- Specimen Handling and transport 0.5/0
- Difficult sticks and special situations 0.5/0
- Lab practice 0/6
- Communication and documentation 1/0

### **Main skills to be learned:**

- Identifies physician/nurse order
- Identifies correct patient
- Identifies appropriate patient site
- Achieves correct size needle
- Demonstrates correct blood drawing procedure using universal precautions
- Demonstrates proper care of patient post venipuncture
- Defines 2 patient Identifiers in labeling prior to transport of specimen
- Documentation and reporting
- Identifies how to avoid venipuncture complications
- Avoids needle stick injury

Seminar will be taught in three consecutive eight hour days from 0800-1630 with a 30 minute lunch break.

Seminar will be taught on the following dates:

Jan 16, 18, 23, 2018

Oct 2, 4, 6 2018

Feb 19, 20, 21, 2018

Dec 4, 6, 8, 2018

April 17, 19, 20, 2018

June 5, 7, 9, 2018

July 10, 12, 14, 2018

August 2, 7, 9 2018

**Total number of hours: 24 hours**

**COST: \$425.00 (No books required, supplies included in cost)**

Student will receive 24 CEU's but will **not** count toward DADS required annual CEU training for CNA's due to specific DADS subject requirements.

\*Students that participate in live sticks do so at their own risk. Active Nursing Assistant Training of Clear Lake is not liable for personal injury as written in course catalog.

## **SAFE SITTER SEMINAR**

**Continuing Education Seminar for Nurse Aides OR current Certified Nursing Assistants in the State of Texas as additional NATCEP In-Service Training. Admission requirement: Must have had Texas Nurse Aide Training.**

**Continuing Education Seminar Description: learn role in 1:1 supervision of patients requiring continuous observation for fall risk, confusion, aggression, suicide, drug overdose, and medical restraints. Importance of patient safety AND sitter's safety stressed with learned techniques that minimize agitation, aggression, and injury of the client and caregiver.**

### **Psychological Disorders 30 min**

Dementia, schizophrenia, paranoia, depression, drug addiction, bipolar, anxiety, mental retardation, stress

### **Fall Risk 30 min**

How to prevent pt falls

- Bed in low position
- Night lights on
- Call light in reach
- Pt's belongings in reach
- Non-slip socks
- Remove clutter
- Offer assistance with toileting-maintain a schedule
- Reminder boards
- Reorient patient as needed
- Music
- Wedges/pillows
- Assistive devices in reach
- Anticipate patient's needs
- Call Don't Fall contract

### **Restraints 30 min**

Physical restraints/medical restraints

- Least restrictive measures first
- Sitter 1:1
- Medical restraints
- Orders for restraints
- Proper use of wrist restraints- monitoring/documentation
- Use of side rails

### **Suicide watch 30 min**

Room preparation, supervision, documentation, what to look for/what to report

- Phone cords, suction tubing, trash bags, ect
- Pt belongings as a suicide risk
- 1:1 supervision at ALL times
- Documenting
- Observe for changes in behavior
- What could go wrong?

### **Combative patients 30 min**

How to handle combative situations

- Safety of sitter
- Get help when needed
- Delay treatment if possible when combative
- Communication techniques
- Reasons for combative patients
- Find the cause

### **Patient Anger and aggression 30 min**

#### Communication techniques

- Escalation vs. de-escalation techniques
- Find the cause
- Documentation
- Pain and medication addiction behaviors
- Examples and solutions

### **Drug Overdose and withdrawals 30 min**

- What to expect and what to report:
  1. Alcohol intoxication and withdrawal
  2. Sedative overdose (Xanax, Soma, Valium)
  3. Hallucinogens (Formaldehyde, Amphetamines, PCP, LSD)
  4. Stimulants (Amphetamines, Cocaine, Nicotine/cigarettes)

### **Confusion/Dementia/Sundowner's 30 min**

#### Communication and comfort techniques, patient safety, what/when to report

- What is Sundowner's?
- Understanding confusion in elderly
- Effective communication
- Distraction techniques
- Safety techniques
- Importance of family involvement

### **Incarcerated patients 30 min**

- What to expect
- Personal belongings
- Phone calls
- Dangers ie shanks/weapons
- Communication
- Safety protocols

### **Sitting with a confused patient with IV's, drains, wounds, ect. 30 min**

- Ways to prevent patient from pulling at tubes
- Importance of constant, vigilant supervision
- Proactive approach to care and anticipation of behavior

A break of 10 minutes will be offered every hour

COST \$65/each

No books or supplies required

## **Refund Policy for Seminars**

### **Texas Workforce Commission – Career Schools and Colleges**

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).

2. The effective date of termination for refund purposes will be the earliest of the following: (a) the last date of attendance; or

(b) the date of receipt of written notice from the student.

3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.

4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.

5. A full refund of all tuition and fees is due in each of the following cases: (a) an enrollee is not accepted by the school;

(b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or

(c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled: (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program

other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- (a) An enrollee is not accepted by the school;
- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

#### **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
- (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

### **True and Correct Statement**

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

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Brenda Manning, RN

