

# **METROPLEX NURSE TRAINING INSTITUTE, LLC**

**First Edition 2018  
Volume 1**

**Published April 2018  
Effective May 2018 to  
May 2019**

**NURSE AIDE PROGRAM  
2701 OSLER DRIVE SUITE #7  
GRAND PRAIRIE TEXAS 75051**

**PHONE 972 854 6985**

## Table Contents

<b>ABOUT METROPLEX NURSE TRAINING INSTITUTE, LLC.....</b>	<b>4</b>
<b>DESCRIPTION OF LOCATION .....</b>	<b>4</b>
<b>DESCRIPTION OF NURSE AIDE ROLE .....</b>	<b>4</b>
<b>ADMISSIONS REQUIREMENTS .....</b>	<b>5</b>
<b>LIST OF STAFF.....</b>	<b>5</b>
<b>OWNERSHIP STRUCTURE.....</b>	<b>5</b>
<b>NURSE AIDE COURSE DESCRIPTION .....</b>	<b>5</b>
Introduction to OBRA .....	6
OBRA Nurse Aide Training Regulations Include:.....	6
<b>COURSE CONTENT.....</b>	<b>7</b>
Didactic.....	7
Skills/ Clinical .....	7
<b>NURSE AIDE PROGRAM .....</b>	<b>8</b>
Training Objectives.....	8
<b>DESCRIPTION OF SUBJECTS.....</b>	<b>9</b>
NURA 101 Introduction to Long-Term Care .....	9
NURA 102 Personal Care Skills: Prerequisite: NURA 101 .....	9
NURA 103 Basic Nursing Skills. Prerequisite: NURA 101.....	9
NURA 104 Restorative Services. Prerequisite: NURA 101 .....	9
NURA 105 Mental Health and Social Services Needs. Prerequisite: NURA 101 .....	10
NURA 106 Social Skills: Prerequisite: NURA 101 .....	10
NURA 107 Clinical Nurse Aide Practice. Prerequisite NURA 101 thru 106.....	10
<b>What do Nurse Aides do? .....</b>	<b>10</b>
<b>WEEK 1: .....</b>	<b>11</b>
Certified Nurse Aide.....	11
Safety and Emergency Procedures.....	11
Infection control.....	11
Communication.....	11
<b>Week 2 .....</b>	<b>12</b>
Nutrition and Hydration.....	12
Resident’s Environment.....	12
Basic Nursing Care .....	12
Personal Care.....	12
<b>Week 3 .....</b>	<b>13</b>
Elimination Care .....	13
Caring for the Resident Death.....	13
Basic Restorative Services .....	13
Prevention of Pressure Ulcers .....	13
Weekday Cohort.....	14
Class schedule .....	14
Weekend Cohort (based on enrollment).....	14

<b>Schedules .....</b>	<b>15</b>
Weekday Morning classes .....	15
Weekday Evening classes .....	15
LECTURE .....	15
CLINICAL .....	15
<b>SATURDAY AND SUNDAY CLASSES TO BE STARTED AT LATER DATE .....</b>	<b>16</b>
Saturday and Sunday Clinical options.....	16
8 hours per day Clinical.....	16
LECTURE .....	16
CLINICAL .....	16
<b>GRADING SCALE AND POLICY .....</b>	<b>17</b>
Course Facts .....	18
<b>Fees/ Registration/ Enrollment Process .....</b>	<b>19</b>
Supplies provided .....	20
Supplies students must purchase and bring 1 <sup>st</sup> day of class.....	20
<b>School Calendar .....</b>	<b>20</b>
<b>Holidays Observed (No classes -office closed).....</b>	<b>20</b>
<b>STUDENT CONDUCT .....</b>	<b>21</b>
<b>PROFESSIONALISM .....</b>	<b>21</b>
<b>SMOKING POLICY .....</b>	<b>21</b>
<b>DRESS CODE.....</b>	<b>21</b>
<b>What is an Employability Check (done prior to admissions)? .....</b>	<b>22</b>
<b>School's Placement Assistance Policy .....</b>	<b>22</b>
<b>STUDENT ATTENDANCE POLICY .....</b>	<b>23</b>
Make-up Work. ....	23
<b>TARDINESS:.....</b>	<b>23</b>
<b>LEAVE OF ABSENCE:.....</b>	<b>23</b>
<b>STUDENT GRIEVANCES POLICY .....</b>	<b>24</b>
<b>CANCELLATION POLICY .....</b>	<b>25</b>
<b>REFUND POLICY .....</b>	<b>25</b>
Refund Policy for Students Called To Active Military Service. ....	26

### **ABOUT METROPLEX NURSE TRAINING INSTITUTE, LLC**

**METROPLEX NURSE TRAINING INSTITUTE, LLC** was founded in 2017 to provide quality education for

healthcare professionals. **The Institution is owned by two nurses who are dedicated to the success of the students and who are committed to providing quality education.**

### **DESCRIPTION OF LOCATION**

**METROPLEX NURSE TRAINING INSTITUTE, LLC** is located at 2701 Osler Drive, Suite 7 being zoned in the Hospital district off Great South Road and between Pioneer Pkwy and Abram street in Grand Prairie. The facility is surrounded by three major highways namely: Interstate 20, highway 360, and George Bush (highway 161). Suite 7 is consisting of approximately 2496 square feet of floor space having been inspected and found to comply with the provisions of Unified Development Code of the City of Grand Prairie and the International building Codes with all other relevant codes and Ordinances. The classroom is spacious enough to have 30 students for lecture and enough space for lab/skills.

### **DESCRIPTION OF NURSE AIDE ROLE**

Nurse aides (NA) work in different health care settings including Long Term Care facilities. Nurse Aides provide hands on care to clients under the supervision of a registered nurse or a licensed vocational nurse. NAs are governed by the Texas Health and Human Services department. School prepares student to take State Certification exam to become CNA (Certified nurse aide).

**ADMISSIONS REQUIREMENTS**

Students enrolled in the program must be at least 18 years of age and must have high school diploma or GED prior to enrollment. Can't be listed on Employee Misconduct Registry (EMR) or convicted of a criminal offense.

**LIST OF STAFF****ADMINISTRATOR/BLS INSTRUCTOR**

**Roselyne Otieno, RN, MSN 972-639-0543**

**DIRECTOR/ NURSE AIDE & BLS INSTRUCTOR**

**Janet Makori, RN, MSN 817-615-0878**

**NURSE AIDE INSTRUCTOR**

**Cheryl Lofton, RN**

**OWNERSHIP STRUCTURE**

METROPLEX NURSE TRAINING INSTITUTE, LLC is an LLC comprising of two members: Roselyne Otieno and Janet Makori.

**NURSE AIDE COURSE DESCRIPTION**

- Students will complete 60 hours of course work consisting of classroom lectures & skills and 40 hours of clinical in a long-term facility under the supervision of a qualified instructor. Students will be prepared to provide nursing-related bedside care in health care facilities. Student will learn skills and will be prepared to take the Texas Health and Human Services Examination for Nurse Aide to become a Certified Nurse Aide.
- Nurse aides must successfully complete this course and pass written and skills performance exams to be listed in the Texas Nurse Aide Registry as a certified nurse aide.
- The course duration is four to five weeks Monday through Friday. Based on student enrollment, weekend courses may be offered later.

**Introduction to OBRA**

- The Omnibus Budget Reconciliation Act (OBRA) of 1987 is a federal law that establishes regulations for nursing facilities and nurse aide training in facilities.
- The intent of OBRA is to improve the quality of life for residents in nursing facilities.
- OBRA facility regulations focus on:
  - ✓ Resident rights, restorative care, psychosocial care and preventive care to maintain maximum physical and mental wellness of resident.
  - ✓ b) State inspection of facilities for compliance with regulations with penalties for noncompliance.

**OBRA Nurse Aide Training Regulations Include:**

- The facility must assure that nurse aides complete an approved Nurse Aide Training and Competency Evaluation Program (NATCEP) and be placed on the Nurse Aide Registry within 4 months of their date of hire by the facility. • The first 16 hours of training must be completed prior to any direct contact with a resident. • After the first 16 hours, nurse aides can perform only those skills for which they have been trained and found to be proficient by the instructor.
- An approved Nurse Aide Training Program must be at least 100 clock hours in length (including 60 classroom and 40 clinical training hours). The nurse aide must pass the training program to be eligible to take the state test.
- The state test (CEP) includes: • A written or oral exam. • A skills test consisting of 5 randomly selected skills. The nurse aide must pass the skills and written test before being placed on the registry. The nurse aide has 3

opportunities to pass each test and must meet competency within two years of his or her nurse aide training completion date.

METROPLEX NURSE TRAINING INSTITUTE, LLC has approval for the program and the instructor (s) from the Department of Health and Human Services and is also approved by TWC/CSC.

### **COURSE CONTENT**

#### **Didactic**

- 1) Introduction to Long Term Care (LTC)
- 2) Personal Care Skills
- 3) Basic Nursing Skills
- 4) Restorative Services
- 5) Mental Health and Social Services Needs
- 6) Social Skills

#### **Skills/ Clinical**

- 1) Safety and Emergency Procedures
- 2) Infection Control
- 3) Communication
- 4) Nutrition and Hydration
- 5) Residents' Environment
- 6) Basic Nursing Skills
- 7) Personal Care

## NURSE AIDE PROGRAM

### Training Objectives

The objective of the nurse aide program is to prepare the student for an entry- level position as a nurse aide found in - sitting. Students will learn to provide basic patient care under the direction of nursing staff in residential care facilities. Students will be issued a certificate of completion after completing the nurse aide program.

Course number		Course Title	Lec	Lab	Externship	Total Clock Hours
						16
NURA	101	Introduction to Long-term Care	16	0	0	16
NURA	102	Personal Care skills	10	6	0	16
NURA	103	Basic Nursing Skills	8	6	0	14
NURA	104	Restorative Services	5	0	0	5
NURA	105	Mental Health & Social services Needs	5	0	0	5
NURA	106	Social Skills	4	0	0	4
NURA	107	Clinical Nurse aide practice	0	0	40	40
		<b>PROGRAM TOTAL</b>	<b>48</b>	<b>12</b>	<b>40</b>	<b>100</b>

Students must meet the minimum requirements for graduation within the program period. The classroom portion of the training is 60 hours (20 hours per week for 3 weeks) and the clinical portion is 40 hours (5 days) for a total of 100 hours.

Students must satisfactorily complete a minimum of 60 classroom hours and 40 clinical hours for consideration for graduation.

## **DESCRIPTION OF SUBJECTS**

### **NURA 101 Introduction to Long-Term Care**

**\*\* (Must be completed prior to any direct patient contact)**

***Lecture Hours 16, Lab Hours 0, Total Clock Hours 16***

This course focuses on preparing entry –level nurse aides to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Student will learn role of the nurse aide, emergency measures, infection, residents’ right, independence, communication and interpersonal skills.

### **NURA 102 Personal Care Skills: Prerequisite: NURA 101**

***Lecture Hours 10, Lab Hours 6, Externship 0, Total Clock Hours 16***

This course focuses on the structures and functions of the human body. Students will be required to identify the structure and function of the major body systems and discuss the correction among body systems to maintain homeostasis. In addition students will learn and demonstrate proper body mechanics, hygiene, and grooming for patients and nutrition, hydration, and elimination needs of patients.

### **NURA 103 Basic Nursing Skills. Prerequisite: NURA 101**

***Lecture Hours 8, Lab Hours 6, Externship Hours 0, Total Clock Hours 14***

Student will learn basic nursing, including vital signs, recognizing emergency needs, CPR, observing and reporting, charting, admission transfer and discharge of patients, coping skills related to death and dying.

### **NURA 104 Restorative Services. Prerequisite: NURA 101**

***Lecture Hours 8, Lab Hours 6, Externship 0, Total Clock Hours 14***

This course is a health-related, work-based learning experience. Students will be able to apply specialized occupational theory, skills, and concepts that help

patients reach their highest level of functioning possible. Direct supervision is provided by the clinical professional.

**NURA 105 Mental Health and Social Services Needs. Prerequisite: NURA 101**  
***Lecture Hours 5, Lab Hours 0, Externship 0, Total Clock Hours 5***

This course focuses on conflict resolution and technologies. Discussion of Maslow's Hierarchy of needs and how to address inappropriate behaviors in residents. Students will learn about psychological needs of residents, culture change and behavior management.

**NURA 106 Social Skills: Prerequisite: NURA 101**  
***Lecture Hours 4, Lab Hours 0, Externship 0, Total Clock Hours 4***

This course focuses on the skills necessary to respond to coworkers, patients, and supervisors in professional manner. Students learn to maintain professional behaviors as listed in the course syllabus

**NURA 107 Clinical Nurse Aide Practice. Prerequisite NURA 101 thru 106**  
***Lecture Hours 0, Lab Hours 0, Externship 40, Total Clock Hours 40***

This course is the final stage and student will apply their skills while working in direct contact with patients in a clinical setting. All skills taught in theory and practice will be demonstrated for successful completion of the Nurse Aide Program. Direct supervision provided by the clinical professional at a Long-term care facility.

**WHAT DO NURSE AIDES DO?**

Nurse Aides are responsible for providing basic care to patients. "Basic care" refers to some of the daily needs and activities that patients may need extra assistance in doing. In a typical day in this career, you might be expected to complete the following tasks:

Help patients with basic needs such as:

- getting dressed and grooming
- walking or getting around in a wheelchair

- moving between beds, chairs, and wheelchairs
- eating and needs around meal times
- daily cleaning, bathing, and using the bathroom

### **WEEK 1:**

**\*\*REQUIRED 16 HOURS**

#### **Certified Nurse Aide**

- Role definition
- Limitations
- Professionalism and Conduct

#### **Safety and Emergency Procedures**

- Fainting and falls
- Seizures
- Clearing the Obstructed airway
- Personal Protective Equipment (PPE)
- Body mechanics for Nurse Aides

#### **Infection control**

- Hand Washing
- Isolation Precautions

#### **Communication**

- Communication and Interpersonal skills

## WEEK 2

### *Nutrition and Hydration*

- Assisting with meals
- Feeding the Dependent Resident

### *Resident's Environment*

- Making unoccupied bed
- Making the occupied bed

### *Basic Nursing Care*

- Intake and output
- Vital signs- Temperature (oral, Axillary and Rectal), manual pulse and respiration, Blood pressure
- Height and weight

### *Personal Care*

- Tub or shower Bath
- Complete Bed Bath
- Perineal Care/ Incontinent care- Female with or without Foley catheter
- Perineal Care/ Incontinent care- Male with or without Foley catheter
- Catheter Care
- Brushing the Teeth
- Denture Care
- Special Mouth Care
- Hair Care
- Shampooing the Hair
- Shaving the Resident
- Fingernail Care
- Foot Care
- Dressing and Undressing the Resident
- Applying Knee High Compression Stocking

### **WEEK 3**

#### **Elimination Care**

- Bedpan
- Urinal
- Indwelling Urinary Catheter Care
- Urine Specimen Collection
- Stool Specimen Collection

#### **Caring for the Resident Death**

- Postmortem Care

#### **Basic Restorative Services**

- Transfer to Chair or Wheelchair
- Ambulation and Ambulation Aides
- Passive Range of Motion Exercises (PROM)

#### **Prevention of Pressure Ulcers**

- Positioning Residents
- Turning Resident on side- every two hours and as needed
- Moving Resident in Bed
- Assisting Resident to Sit Up on Side of Bed

**\*\*Resource for digital copy Texas Nurse Aide Candidate handbook**

**<http://www.pearsonvue.com/tx/nurseaides/>**

**Students to receive a hard copy of Texas Nurse Aide Candidate handbook**

## **CLASSES**

### **Weekday Cohort**

*Training consists of three (3) to four (4) weeks of lecture and lab hours (Total 60 hours).*

#### **Class schedule**

✓ **Morning 9a-2:30p (Monday through Thursday) Lunch break 1100- 1130**

Four days a week of which each day will consist of 5 hours of class/lab time.

✓ **Evening 5p-9:30p (Monday through Friday) Lunch break 7pm – 7:30pm**

Five days a week of which each day will consist of 4 hours of class/lab time.

✓ **Clinical rotation**

5 days- eight hours a day for a total of 40 hours.

(Monday through Friday 6am- 2: 30pm) at a nursing facility.

Lunch break : 1100 – 1130 am

Any additional options for hours will be communicated as needed.

#### **Weekend Cohort (based on enrollment)**

✓ **Weekend Classes**

Classes will be offered Saturday and Sunday 8am to 4pm each day x 3 weekends

(Total class/ lecture 60 hours).

✓ **Weekend clinical**

Clinical hours will be Saturday and Sunday 6am- 4pm x 2 weekends.

**(Total 40 clinical hours)**

**OR**

✓ **Saturday and Sunday 6am-2pm x 2 and ½ weekends.**

**(Total clinical 40 hours).**

Final schedule will be communicated by the first week of clinical.

**SCHEDULES****Weekday Morning classes**

Students will be notified of adjustments to schedule before enrollment.

<b>DAY WEEK</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>	<b>TOTAL WEEK HOURS</b>
1	9a-2.30p	9a-2.30p	9a-2.30p	9a-2.30p		<b>20 HRS</b>
2	9a-2.30p	9a-2.30p	9a-2.30p	9a-2.30p		<b>20 HRS</b>
3	9a-2.30p	9a-2.30p	9a-2.30p	9a-2.30p		<b>20 HRS</b>

**Clinical Monday – Friday 6am-2.30pm (TOTAL 40 HOURS) x 1 week at a Long-term care facility.**

**Weekday Evening classes**

<b>DAY WEEK</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>	<b>TOTAL WEEK HOURS</b>
1	5p-9.30p	5p-9.30p	5p-9.30p	5p-9.30p	5p-9.30p	<b>20 HRS</b>
2	5p-9.30p	5p-9.30p	5p-9.30p	5p-9.30p	5p-9.30p	<b>20 HRS</b>
3	5p-9.30p	5p-9.30p	5p-9.30p	5p-9.30p	5p-9.30p	<b>20 HRS</b>
4	5p-9.30p	5p-9.30p	5p-9.30p	5p-9.30p	5p-9.30p	<b>20 HRS</b>

**LECTURE**

Students will receive a 30 minutes break from 7pm – 7:30 pm

**CLINICAL**

Students will receive a 30 minute break from 11:00 am – 11:30 am

**SATURDAY AND SUNDAY CLASSES TO BE STARTED AT LATER DATE****WEEKEND**

	<b>Saturday</b>	<b>Sunday</b>
1	8a- 4.30p	8a- 4.30p
2	8a- 4.30p	8a- 4.30p
3	8a- 4.30p	8a- 4.30p

**Saturday and Sunday Clinical options***10 hours per day- Lecture*

<b>WEEKEND</b>	<b>Saturday</b>	<b>Sunday</b>
1	6a-4.30p	6a-4.30p
2	6a-4.30p	6a-4.30p

**8 HOURS PER DAY CLINICAL**

	<b>Saturday</b>	<b>Sunday</b>
1	6a-2.30p	6a-2.30p
2	6a-2.30p	6a-2.30p
3	6a-2.30p	<b>No clinical</b>

**LECTURE**

Students will receive a 30 minute lunch break from 12:00 pm - 12:30 pm

**CLINICAL**

Students will receive a 30 minutes lunch break from 11:00 am – 12: 00P

## GRADING SCALE AND POLICY

The grading scale in the Nurse aide program:

100---90% A

89---80% B

79---70% C

Below 70% F

- An average of 70% or better is required on all coursework in order to pass the classroom part of the course, **exams and grading will be done weekly**. If you do not pass the classroom part of the course, you will be notified the last day of classroom that you will receive a final course grade of “F” if you do not go to the Student Services and request to be withdrawn from the course.
- You will not be allowed to continue by attending the clinical portion of the course as you will not have an adequate theory knowledge base in order to be a safe and competent care provider. **Certificate of completion will be awarded to successful students.**
- No grades will be rounded up, no retake of exams, tests and quizzes will be allowed.  
Any regular classroom homework more than 1 classroom day late will receive a grade of 0% (this does not pertain to make--up homework assigned due to attendance issues).
- During any testing, the use of any resources (i.e. notes, open book, calculators, etc.) is prohibited. There is no extra credit coursework, or additional assignments that can be completed to change the grade you have earned.
- Under Texas education code, section 132.061(f) **a student who is obligated for the full tuition** may request a grade of "**incomplete**" if the student **withdraws** for an appropriate reason unrelated to the student's academic status. a student who receives a grade of **incomplete** may reenroll in the program during the 12-month period following the date the student withdraws and complete those **incomplete** subjects without payment of additional tuition for that portion of the course or program.
- The school will review all prior education and training.

**Course Facts**

- ✓ **Number of courses:** One course comprising of didactic and clinical hours
- ✓ **Total hours:** 100
- ✓ **Length of program:** 4 to 5 weeks depending on schedule option
- ✓ **Times offered:** Every month based on student enrollment
- ✓ **Approval:** Texas Health and Human Services & TWC/CSC
- ✓ **Cost:** \$ 800
- ✓ **Location:** 2701 Osler Drive Suite 7 Grand Prairie Texas 75051
- ✓ **Types of instruction:** classroom and clinical instruction
- ✓ **Exams:** through Texas Health and Human Services

## **FEES/ REGISTRATION/ ENROLLMENT PROCESS**

1. Submit complete application form before 1<sup>st</sup> day of class.
2. Total cost \$ 800- (Including registration fee - \$50, CPR- \$50, Scrubs- \$ 20, Books \$30, Tuition - \$650).

This cost \$800 can be paid full or in three installments plus \$50 non-refundable registration fee (paid upfront) with no interest of which:

- A. \$250 needs to be paid prior to start of 1<sup>st</sup> class
  - B. \$250 by end of 2<sup>nd</sup> week of class
  - C. \$250 before beginning of rotation
  - D. The total amount DOES NOT include State Testing Fee which is (\$89)**
3. Must show a valid USA government issued photo ID and social security number plus copy of high school diploma /transcript or GED.
  4. Prior to start of clinical rotation (40 hours) students should present proof of the following:
    - A. Current health care provider CPR card from the American Heart Association- CPR training will be provided as part of the course
    - B. Influenza (August 1st – April 1)
    - C. Tuberculosis skin test (negative), students who test positive will have to have a chest x-ray done. A normal chest x-ray will be accepted if a student has a positive TB skin test and has no symptoms of TB.

Students will pay no laboratory fees.

There will be no tools fee.

There will be no individual subject fee.

METROPLEX NURSE TRAINING INSTITUTE, LLC does not offer scholarship

**Supplies provided**

- TEXT BOOKS  
(included in the Tuition)
- SCRUB 1 SET (students can buy an extra set from the school at \$20)

**Supplies students must purchase and bring 1<sup>st</sup> day of class**

1. White Duty Shoes – Tennis shoes – non-skid (No clogs)
2. Watch with a second hand
3. Stethoscope
4. 3” binder
5. Notebook paper
6. #2 pencil
7. Pens (black only)
8. Highlighter

**SCHOOL CALENDAR**

January – December 31<sup>s</sup>

Classes will commence based on student enrollment  
The school will start classes based on a minimum of ten students enrolled.

**School Hours of Operation**

Monday – Friday 0900 – 5pm

**Office Hours of Operation**

Monday – Friday - 0900 – 5pm

**HOLIDAYS OBSERVED (NO CLASSES -OFFICE CLOSED)**

Christmas Eve,  
Christmas Day  
New Year’s Eve  
New Year’s Day  
Martin Luther  
July 4th  
Thanksgiving  
Friday after Thanksgiving  
Weekend of Thanksgiving

### **STUDENT CONDUCT**

METROPLEX NURSE TRAINING INSTITUTE, LLC will use the employability check recommended by the department of Health and Human Services formerly known as the Department of Aging and Disability to check the students' employability status prior to acceptance into the program. Official documentation of the employability will be maintained by METROPLEX NURSE TRAINING INSTITUTE, LLC throughout the training process up to graduation and state testing time. **Misconduct includes any type of harassment, alcohol, drugs or stealing.**

It is the responsibility of the student to notify METROPLEX NURSE TRAINING INSTITUTE, LLC of any new incidences that may affect the student's background check or report. See additional information below obtained from:

<https://www.dads.state.tx.us/providers/employability>.

### **PROFESSIONALISM**

Students are expected to be professional during their enrollment in the program and during clinical rotation at the Long-term care facility.

Students must have necessary materials and be punctual to class and clinical. Students are not allowed to use inappropriate language (such as cursing or arguing) with staff, fellow students, patients, Long-term care facility staff and family members.

Students will not be allowed to participate in the clinical rotation without required proof of negative TB test or normal chest x-ray results. Failure to participate in scheduled clinical rotation may result in delay of completion of program and certification exam eligibility.

### **SMOKING POLICY**

No smoking is permitted within or around the school premises. Students will adhere to the Long-term care facility's smoking policy during clinical rotation.

### **DRESS CODE**

Students will wear clean iron burgundy scrubs during the entire program, which includes lecture, skills and clinical rotation.

Students will wear white or black closed, skid proof comfortable shoes.

**Students who have violated school rules will be terminated**

### **WHAT IS AN EMPLOYABILITY CHECK (DONE PRIOR TO ADMISSIONS)?**

To determine employability, facilities and agencies **must** check an applicant's criminal history, Nurse Aide Registry status and Employee Misconduct Registry status.

1. Texas Department of Public Safety Crime Record Service
2. Nurse Aide Registry (NAR)
3. Employee Misconduct Registry (EMR)
4. Single Nurse Aide Registry/Employee Misconduct Registry Check

(this will automatically search NAR and EMR for employability disqualifications)

HHSC directs providers to verify employability of nurse aides using the **Employability Status Check Search website**. This website consolidates checks of the Nurse Aide

Registry (NAR) and checks of other systems. Therefore, verifying a nurse aide's status through the **Employability Status Check Search system is the equivalent of using the NAR** and is considered in compliance with all applicable federal regulations and state licensure laws.

<https://www.dads.state.tx.us/providers/employability/>

### **SCHOOL'S PLACEMENT ASSISTANCE POLICY**

chool provides Placement Support

- Conducting a job search that gets result
- Writing a strong resume that emphasizes your best qualities
- Developing confident interview techniques
- Improving students' communication skills

## **STUDENT ATTENDANCE POLICY**

Students must attend both didactic (lecture), lab and clinical portions of the course to be allowed to do the CNA state test, which includes both proctored exam and practical sections (skills testing). Students may miss no more than 5% of the entire 100 hours of training. The 5% missed must be made up and must consist of the exact content the student missed. This means that the student will make arrangement with the instructor to have a one on one session to make up the missed hours.

Documentation of reason for missing training hours is mandatory.

Students need to call the instructor at least 2 hours before class or clinical to report absence.

**Please note that 5% of 100 hours = 5 hours.**

**More than 5% of 100 hours will be cause for termination.**

### **Make-up Work.**

- (a) No more than 5% of the total course time hours for a program may be made up.
- (b) The school shall submit make-up work policies to the Commission for approval.
- (c) 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;

### **TARDINESS:**

**Student should not be late to class for more than 10 minutes.**

### **LEAVE OF ABSENCE:**

**A school director may grant a leave of absence after determining that good cause.** School attendance records shall clearly define the dates of the leave of absence. A written statement as to why the leave of absence was granted, signed by both the student and the school director indicating approval, shall be placed in the student's permanent file. **A proof of documentation will be required prior to readmittance. A student may have no more than 2 leave of absence in a 12 month calendar period and can be on leave for a total of 30 calendar days. It does not return on schedule day, student will be terminated.**

**STUDENT GRIEVANCES POLICY**

When a student has a complaint about any matter, he or she should first discuss the matter with the person concerned. If the student has concerns about raising the matter with this person, then he or she should discuss it with the head of the relevant department or administrative unit or with the chair or of the relevant Faculty. All **students** at all times have the right to lodge a **complaint** or **grievance** which they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so.

When the informal approach to dealing with the student's concerns does not lead to a resolution that is acceptable to the student, the student should follow the chain of command by meeting with the Director of program and putting the complaint in writing.

If a student is dissatisfied with the school's response to their complaints, the student can file a formal complaint with Texas Workforce Commission. (Career Schools & Colleges): 512-936-3100. 101E.15<sup>th</sup> St, Austin, TX 7877 (website: <http://csc.twc.state.tx.us>)

## **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.

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.

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.

**The information contained in this catalog is true and correct to the best of my knowledge:**

**Janet Makori, RN, MSN**