



*Career Development Institute  
1830 So. Robertson Boulevard  
Los Angeles, CA 90035*

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## **SCHOOL CATALOG**

January 1, 2011 to December 31, 2011

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CAREER DEVELOPMENT INSTITUTE, INC.  
1830 So. Robertson Blvd., Suite 201  
Los Angeles, CA 90035  
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**SCHOOL CATALOG**  
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*Career Development Institute's educational objectives are to equip its students with basic working knowledge of skills required by companies and agencies within the nursing industry.*

*Professionally selected programs are designed to meet the ever-increasing needs of today's fast paced nursing environment. The driving energy behind the development and implementation of Career Development Institute's programs comes from its founder, Janis K. Newton, who has over 13 years experience in employment and nurse training and is experienced in development and implementing "job oriented" training programs. Career Development Institute, Inc. maintains membership in various peer organizations as well as close daily contact with the employment sector.*

*All faculty members have a minimum of three years experience in their field of instruction and attend continuing education programs in teaching methodology, professional development, and continuing education units in nursing.*

*Graduates of Career Development Institute, Inc. will be able to perform specific duties immediately upon employment. They will be prepared to more fully use the specialized training offered by many companies to new employees. Also, opportunities for students' career advancement will be greater due to the wide scope of knowledge they will gain from Career Development Institute's programs.*

*Career Development Institute, Inc. has in-house job placement assistance. Employers contact Career Development Institute, Inc. requesting qualified graduates.*

*Our emphasis is on practical rather than a theoretical approach. They receive hands-on training on equipment they will be using on their job.*

*At Career Development Institute, Inc., our goal is to provide a wide range of marketable job skills in as short a period of time as possible.*

## GENERAL INFORMATION

### WELCOME

Thank you for choosing Career Development Institute, Inc. (CDI). Career Development Institute, Inc. is dedicated to provide quality Nurse Assistant, Home Health Aide, Restorative Nurse Aide and Vocational Nurse courses. Our graduates can attain financial success, while helping others to achieve happier and healthier lives.

### APPROVAL DISCLOSURE STATEMENT

Career Development Institute, Inc. was granted institutional approval to operate by the State of California Bureau for Private Postsecondary Education pursuant to California Code Section 94915. The Bureau's approval means the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the State of California.

<u>PROGRAM NAME</u>	<u>Total Clock Hours</u>	<u>Document Awarded Upon Graduation</u>
<b>NURSE ASSISTANT</b>	<b>170 Hours</b>	<b>Certificate</b>
<b>HOME HEALTH AIDE</b>	<b>42 Hours</b>	<b>Certificate</b>
<b>NURSE ASSISTANT/ HOME HEALTH AIDE/ RESTORATIVE NURSE AIDE</b>	<b>280 Hours</b>	<b>Certificate</b>
<b>VOCATIONAL NURSE</b>	<b>1532 Hours</b>	<b>Certificate</b>

The institution does not offer English as a Second Language. All instruction is completed in English. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying that fact. CDI, Inc. awards its graduates an appropriate certificate as acknowledgment of their success.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently has available sponsored programs, government and otherwise, to provide grants and loans to pay for portions of tuition and fees. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education  
(Department of Consumer Affairs)  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

All information in the content of this school catalog is current and correct, as is so certified as true to the best of my knowledge and belief by:

Janis K. Newton  
President

## **ACCREDITATION AND APPROVALS**

Career Development Institute, Inc. is approved to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915, The Department of Public Health, the Board of Vocational Nursing and Psychiatric Technicians, and institutionally accredited by ABHES, 7777 Leesburg Pike, Suite 314 North, Falls Church, Virginia 22043, 703-917-9503

## **ADMINISTRATION**

### **ADMINISTRATION AND FACULTY**

Janis K. Newton, B.S.

President/Director/Instructor

The founder and president of Career Development Institute, Inc., Ms. Newton, is experienced in both the teaching field and administration. Ms. Newton believes in conducting her business with honesty and integrity, providing a dedicated, well-trained effective staff. She believes in, and is committed to, life-long learning, always giving her best effort to accomplish her school's goals. She received her teaching credential from the state of California in 1974 and founded Career Development Institute, Inc. in 1998. She has a Bachelor of Science degree in Health Science from California State University, Northridge.

Cyndi Ladnier, R.N., B.S.N., B.S.

Director of Nursing/Instructor

Ms. Ladnier is a highly skilled and knowledgeable Registered Nurse with over 15 years of diverse professional experience. She is very effective in facilitating a high level of efficiency in student skill levels. Her excellent teaching skills and personable style are a plus to every class. Her nursing background includes emergency room, labor and delivery, telemetry, medical surgical, and school nursing. She has Bachelor of Science degrees in Nursing and Business Administration.

Jennifer Newton, B.A., M.A.

Director of Education/Instructor

Ms. Newton received her Bachelor of Arts in History from Cornell University. She graduated Phi Beta Kappa. Ms. Newton holds a Master of Arts in Education from Columbia University Teachers College. Ms. Newton has 6 years of teaching experience. She holds a teaching credential from the state of New York, and is currently in the process of obtaining her California certification.

Cynthia Lipkins-Scott, R.N., A.D.N., B.A.

Vocational Nursing Instructor

Ms. Scott teaches Prerequisites and Term I. She received her ADN at the University of California, Los Angeles. Ms. Scott has many years experience as a VN Instructor.

Helen Hansen, R.N., B.S.

Vocational Nursing Instructor/Home Health Aide Instructor

Ms. Hansen is a dedicated instructor, excelling in both the clinical and classroom setting in the Vocational Nurse program. She has over 6 years experience in teaching the VN curriculum. She also teaches home health aide. She has a Bachelor of Science degree in Health Science from California State University, Northridge.

Stella G. Asong, L.V.N., B.A.

Nurse Assistant Instructor

Ms. Asong is a highly effective instructor with many years of experience in long-term care. She has a Bachelor of Arts degree in Political Science and a Bachelor of Law degree.

Barbara Mason, L.V.N.

Ms. Mason is a nurse assistant instructor. She has many years of experience as a floor nurse and educator.

Tina Marshall

Financial Aid Officer

Ana Saucedo

Administrative Assistant

Camille Epino

Job Developer

\*Faculty are full time or part time depending on the module being taught.

## **MISSION AND EDUCATIONAL OBJECTIVES**

Career Development Institute, Inc. believes in encouraging and supporting students to attain their professional goals in nursing and allied health by identifying their potential and building on their successes.

Career Development Institute, Inc. abides by the following objectives to attain success:

- A. To prepare graduates to successfully enter nursing or allied health practices by offering well-planned and pedagogically sound learning exercises in courses and in research projects that develop skills in analysis, critical thinking, problem solving, and ethical decision making.
- B. To develop technologically proficient nurses and allied health professionals by offering students hands-on experience with modern health care equipment and providing coursework and clinical practicum opportunities.
- C. To promote the idea of higher learning and striving to a high level of nursing by becoming a registered nurse and encouraging the attainment of a Associate or Bachelor's degree and the opportunities associated with a higher level of education.

As a Career Development Institute, Inc. graduate, you will be able to perform specific duties immediately upon employment. You will find that Career Development Institute's training is a job-oriented practical program with both theory and hands-on training with the equipment and situations of typical industry job assignments. The active program of work situations training will give you valuable pre-employment experience.

## **INSTITUTIONAL POLICIES AND INFORMATION**

### **STATEMENT OF INSTITUTIONAL PHILOSOPHY AND PURPOSE**

Career Development Institute, Inc. is dedicated to training individuals in their chosen nursing career. It is our aim to provide students with the knowledge and skills proficiency that will make them employable for entry-level positions upon graduation. The students receive a maximum of personal attention in classes that are carefully limited in size, not to exceed thirty students per class.

### **HISTORY OF THE SCHOOL**

Career Development Institute, Inc. was founded February 4, 1998. From its inception, Career Development Institute, Inc. experienced a great demand for nurse training. For the first seven years of existence, Career Development Institute, Inc. offered Nursing Assistant, Home Health Aide, and Restorative Nurse Aide. In 2005, vocational nursing was added due to the need to expand the nursing programs to the community.

In August 2003, Career Development Institute, Inc. became the only nursing school in California to be approved with a mobile classroom. The mobile classroom has enabled the school to reach out to other communities to teach nursing.

### **PHYSICAL DESCRIPTION OF THE SCHOOL**

Career Development Institute, Inc. is located at 1830 So. Robertson Boulevard, Los Angeles, CA 90035. The building has 5,500 square feet located on two floors dedicated to a training facility. Career Development Institute, Inc. offers its students a Student Reference Library with reference texts and materials, a student lounge equipped with a microwave, large air conditioned classrooms, two computers for student use, and a medical laboratory. Facility occupancy level will accommodate 85 students at any one time.

### **ADMISSIONS POLICY**

#### **Vocational Nurse:**

The Vocational Nurse program offered by the school is open for enrollment to men and women who possess a High School Diploma or the equivalent, and the ability to benefit from the training offered. Prospective students are invited to visit the school and discuss their needs, goals, and objectives with Admissions Representatives.

To be accepted for admission to the Vocational Nurse program, applicants must:

1. Be at least 17 years of age.
2. Provide a valid high school diploma or GED or Associate or Bachelor's Degree.
3. Pass the entrance exam.
4. Interview with a school director, and meet with the financial aid officer.
5. Submit supporting documentation for all application requirements.
6. Evaluate any foreign schooling. The evaluation is at the student's expense and must include a summary from the evaluating agency.
7. Be in good physical and mental health in order to adequately perform all requisite courses of the program, as well as to satisfy training-related career obligations after graduation.
8. Submit the application fee.

**\*\*All courses are taught residentially**

**Nurse Assistant:**

**Nurse Assistant/Home Health Aide/Restorative Nurse Aide:**

The Nurse Assistant and Nurse Assistant/Home Health Aide/and Restorative Nurse Aide programs offered by the school is open to a non-high school diploma graduate for enrollment if they exhibit and possess the ability-to-benefit from the education and pass an "Ability to Benefit" test and have met all other standards for admissions.

Applicants must be:

1. Age 16 or older.
2. Able to provide information to the Department of Health Services, if there has been any convictions of a crime other than a minor traffic violation.
3. Able to show proof of a physical examination within the last six (6) months by a duly licensed practitioner stating that the student is free from disease and does not have any health condition that would create a hazard to himself, fellow students, or patients and is physically able to perform the duties for which he/she is being trained and will need to show proof that he/she has tested negative for TB either by a PPD or chest X-Ray. The physical examination must also include a drug test.

**\*\*All courses are taught residentially.**

Career Development Institute, Inc. does not offer employment as an incentive to enrollment.

**PROCEDURE FOR ENROLLMENT**

Vocational Nurse: An applicant must pass an entrance exam before enrolling in the program. Once the applicant successfully demonstrates their ability by scoring, at a minimum, an acceptable score as established by the school, the institution may proceed with the enrollment. The results are graded, and the results are disclosed to the applicant.

Nurse Assistant/Home Health Aide/Restorative Nurse Aide: If the applicant is not a high school graduate or equivalent, they must take an "Ability to Benefit Test" administered and graded by an Independent Proctor, if the program being taught is 300 hours or greater.

The applicant is then taken on a tour of the facilities. This tour includes an explanation of what goes on in each classroom and a review of course equipment and materials. Following the tour, the admission's representative responds to any further questions the applicant may have. The registration may culminate in the applicant enrolling in the program with the appropriate documents being completed and the registration fee paid.

The school retains the right to accept or reject an applicant based on the applicant's interests, expectations, character references, and/or scholastic record. An application fee of \$75.00 is due upon registration.

### **CRIMINAL BACKGROUND CHECK:**

All students are required to complete and pass a criminal background check prior to the clinical training in the Nursing Assistant program. This is satisfied by obtaining fingerprints and submitting them to the Department of Justice by way of a Live Scan. Evidence must be submitted to the Department of Public Health that the students have undergone a Live Scan upon enrollment and before any clinical training and direct patient contact. Upon registration the student is given a referral to a Live Scan site or Live Scan is administered at the school. It is the responsibility of the student to undergo the fingerprint process. According to the Health and Safety Code 1337.9(b) the state shall deny a training examination application and deny, suspend, or revoke a certificate issued under this article if the applicant or certificate holder has been convicted of a violation or attempted violation.

### **ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION: VN STUDENTS ONLY**

During the admission process, prior courses taken within the last two (2) years will be evaluated to determine if transfer credit will be granted. This includes consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

This includes the following courses:

1. Accredited vocational or practical nursing courses
2. Accredited registered nursing courses
3. Accredited psychiatric technician courses
4. Armed services nursing courses
5. Nurse Assistant course
6. Other courses the school determines are equivalent to the courses in the program.

Transcripts must be received prior to the first day of the course to receive this credit. A passing grade of a "B" is required. Students will be credited 12 hours toward nursing fundamentals for completing a Nurse Assistant program in the state of California and show a certification from the Department of Health Services within the last two (2) years. Students may waive such credit and attend any and all portions of the course for which credit was earned. A signed waiver by the student must be included in their admission and enrollment documentation.

Any previous education credits transferred into the school will not affect the total cost of the tuition.

### **TRANSFERABILITY OF UNITS**

Units you earn in all programs offered at Career Development Institute, Inc. in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, a certificate in all programs offered at Career Development Institute, Inc., in most cases, will probably not serve as a basis for obtaining a higher degree at another college or university. Furthermore, a policy is in place for transfer of credit that requires consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

### **CLOCK HOUR CREDIT MEASUREMENT**

Career Development Institute, Inc. measures academic progression in clock credit hours. A clock hour is a period of time consisting of a 50 to 60 minute class, lecture, recitation, faculty-supervised laboratory, shop training or externship /internship in a 60-minute period.

One quarter credit hour earned is defined as the successful completion of 10 clock hours of lecture, 20 hours of laboratory activities or 30 clock hours of externship.

### **ABILITY TO BENEFIT POLICY (ATB)**

Applies to Nurse Assistant

Nurse Assistant/Home Health Aide/Restorative Nurse Aide

Applicants who do not possess a high school diploma or GED are scheduled to take the Ability To Benefit test. The Ability to Benefit test is taken by applicants for the Nurse Assistant and Nurse Assistant/Home Health Aide/Restorative Nurse Aide programs only. A passing score of 3.0 or above is required. These applicants are not eligible for financial aid due to the length of the programs. However, it is important to identify those students who are in need of remediation and/or ESL classes so as to benefit from the vocational training offered. Remedial studies include but are not limited to:

Remaining after class for individual tutoring by his/her instructor, extra homework, a foreign language dictionary that must be brought to all classes, practice tests to take home, and practice tests to take at school. Satisfactory progress will be monitored closely. Counseling will be provided to the students, and each student will be encouraged to develop positive study habits, positive job attitudes, and positive work ethics. The Ability To Benefit school procedure:

1. Each applicant has a personal interview by the enrolling staff member.
2. A signed recommendation by the director, administrator, or placement coordinator is included in the applicant's file determining that the student may develop marketable skills and may benefit from the training.
3. The Ability To Benefit test is administered (TABE).
4. Complete records of screening, testing, counseling, and remediation are kept in the student's file.

### **SCHEDULE AND CALENDAR**

The classes are conducted as follows:

#### **NURSE ASSISTANT:**

1. 4 ½ - weeks (23 days), full-time, 5 days week, eight (8) hours/day
2. 7-weeks (23 days), three days/week, eight (8) hours/day
3. 10-weeks (23 days), two days/week, eight (8) hours/day
4. 10-weeks (23 days), four (4) hours/day

#### **NURSE ASSISTANT/HOME HEALTH AIDE/RESTORATIVE NURSE AIDE**

1. 8-weeks, full-time, 5 days week, eight (8) hours/day
2. 12-weeks, three (3) days/week

#### **VOCATIONAL NURSE**

1. 59-weeks, theory six (6) hours/day, clinical eight (8) hours/day, four (4) days/week
2. 59-weeks, theory six (6) hours/day, clinical twelve (12) hours/day, three (3) days/week
3. 72-weeks, theory six (6) hours/day, clinical eight (8) hours/day, three (3) days/week

The following holidays are observed:

New Year's Day	Thanksgiving Day	Independence Day
Memorial Day	The Day after Thanksgiving	Christmas Day
Labor Day		

Career Development Institute, Inc. reserves the right to revise the student holiday schedule with reasonable advance notice to students.

#### **STATEMENT OF NON-DISCRIMINATION**

Career Development Institute, Inc. does not deny admission or discriminate against students currently enrolled at the school on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, or Sexual Orientation. Career Development Institute, Inc. will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

#### **CHANGES TO PROGRAMS AND SCHEDULES**

Career Development Institute, Inc. reserves the right to change or modify the rules, regulations, policies, instructors, programs, class times, class dates, program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances, to improve teaching methods or procedures, and any state or federal regulations that are changed. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

Career Development Institute, Inc. reserves the right to delay or cancel a class start date due to insufficient enrollment. If this occurs the student may request a refund or apply all monies paid to the next scheduled class start date.

## **STUDENT SERVICES**

**Tutoring:** Tutoring and counseling is available to CDI students.

**Student Success Center:** A student resource library is available to CDI students.

**Student Parking:** Student parking is available in areas adjacent to the school building. CDI is not responsible for parking violations, property theft, damage, etc. Please keep your vehicle locked at all times. Parking fees are the sole responsibility of the student.

## **STUDENT TRANSPORTATION**

Public bus transportation lines, #220 and #10, stop at the corner from the school.

## **ADVISING**

The staff of Career Development Institute, Inc. makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic advising and tutoring. Our first floor is ADA compliant for students with disabilities. Students experiencing personal problems, which require professional counseling, will be referred to a local Department of Social Services office.

### DEPARTMENT OF SOCIAL SERVICES

- 12860 Crossroads Parkway South, City of Industry, CA 91736 – Phone 562-908-8669
- 14545 Lanark St., Panorama City, CA 91402 – Phone 818-901-3185
- 923 E. Redondo Blvd., Los Angeles, CA 90302 – Phone 310-419-5402

## **REFERRAL SERVICES**

Upon application to Career Development Institute, Inc., out-of-area applicants will receive information about local or dormitory housing available. In Southern California, while it is not necessary, auto transportation is desirable. Housing is not owned or maintained by Career Development Institute, Inc.

Career Development Institute, Inc. is located near excellent hospitals. Should the need arise, Career Development Institute, Inc. will refer student (s) to an appropriate medical facility.

## **CAREER DEVELOPMENT AND PLACEMENT ASSISTANCE**

Career Development Institute, Inc. employs a Job Development staff member to work directly with students and employers. Students participate in Job Development throughout the program of their training. As a student nears program completion, they will meet on an individual basis with the Job Development staff member to finalize employment preparation.

The Job Developer is the liaison between the graduate and the employer. They are in constant communication with various owners, administrators, director of staff development, and supervisors who are new to and familiar with our training programs, and will refer the graduate for an employment interview. Career Development Institute, Inc. provides placement assistance to all graduates in good standing.

**Career Development Institute, Inc. does not guarantee employment for its graduates.**

**It is the final responsibility of the graduate to demonstrate to the employer, the ability to communicate their knowledge and skills which the employer is looking for during the interview.**

However, those graduates who have demonstrated a strong determination in interviewing and follow-up are most often successful in reaching their goals. While employment is not guaranteed, assuming cooperation on the part of the graduate, the Job Developer will work diligently with each graduate until he/she successfully obtains employment.

**Note:** All graduates will be considered to need placement assistance unless a signed student waiver of placement assistance, with a written explanation, is in the student file.

Graduates waiving placement assistance may still receive placement assistance by notifying the Job Developer that they again wish to be placed in an active, placement-seeking category.

Career Development Institute, Inc. is always available to assist, in future years, an alumnus who contemplates a change in employment. Only student/graduates of Career Development Institute, Inc. are eligible for placement assistance.

### **DISCLOSURE AND RETENTION OF EDUCATION RECORDS**

Students have the right to inspect, review, and challenge information contained in their educational records. Parents of minor students or parents of tax dependent students may, with prior written notification from the student, inspect, review, and challenge information contained in the student's records.

Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by Career Development Institute, Inc. Written consent is required before educational records may be disclosed to third parties with the exception of regulatory education agencies.

A school official must be in the office at all times during the examination of the student files. Student records are retained by this institution for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled. Student records for a period longer than five years will be scanned, stored on external hard drives, and backed-up on the internet.

### **TUITION AND FINANCIAL ASSISTANCE**

Applicants may qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include but are not limited to: California Department of Rehabilitation; the GAIN program; the State Employment Development Department; Workforce Investment Act; All public and private agencies have certain requirements for eligibility. CDI partners with many of the above mentioned entities.

Tuition assistance is also available through private lending institutions.

### **LIBRARY (RESOURCE CENTER)**

A reference library is located on the first floor and is available to all students to help provide information that may aid them in their program of study. Students may check out reference books by completing a "Book Check-out Form" and giving it to the administrator. The administrator will assist any student who would like to use the reference books outside the facility.

### **CLASSROOM TEMPERATURES**

Classroom temperatures may fluctuate slightly. It is impossible to accommodate every individual's comfort zone. However, the school will do its best to maintain a moderate/average temperature throughout all areas of instruction and administration. It is recommended that students bring a sweater to class, if necessary.

### **STUDENT LOUNGE**

The student lounge is located downstairs for the convenience of all students. Please dispose of all eating and drinking containers in the appropriate refuse container located in the student lounge. Please empty all drinking containers in the restrooms before disposing in the trash receptacle.

### **CHILDCARE**

Career Development Institute, Inc. does offer assistance to students who are looking for childcare provisions for their children. The administration has details of childcare providers in the area including nursery schools.

Students are asked to contact the administration for more information.

*ABC Little School*

927 No. Fairfax Avenue

West Hollywood, CA 90064

323-654-9920

*Creative Learning Center*

3735 Motor Avenue

Los Angeles, CA 90034

310-838-6711

*Children First Child Dev. Cntr.*

4415 W. 165<sup>th</sup> Street

Lawndale, CA 90260

310-371-3265

Career Development Institute, Inc. has no affiliation with any of the above nursery schools and are not considered recommendations of any kind.

## **VISITORS**

Children are not permitted in the classrooms, and anyone bringing a child will be dismissed for the duration of the class. All visitors must be approved by the administrator at least 24 hours in advance and must sign in upon arrival.

## **GENERAL ATTENDANCE POLICY**

It is important that the school has a record of attendance for each student. Instructors will take daily attendance at any time during class hours. Students must be in attendance each day for credit to be given. Failure to do so will result in no credit given for that day's attendance. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status. Students are expected to be on time to class every day, and complete the required work to the best of their ability, as they would on their job.

When a student must be absent from class, the student is to call the school prior to the start of class. The student is to state the class they are enrolled in, give an explanation of why they will not be in class that day, and when we can expect their return.

## **NURSING ASSISTANT ATTENDANCE POLICY**

Re-occurring absences will result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain 85% overall attendance performance or better in order to be considered achieving "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted.

Due to the nature and scope of the training, the school does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. Unsatisfactory attendance occurs when a student misses more than 15% of the scheduled class time. Unsatisfactory attendance may lead to a "Probation" status, or possibly to dismissal.

Special Note for all Nursing Students: The Department of Public Health and the Board of Vocational Nursing and Psychiatric Technicians requires specified hours of training in both theory and clinical settings for licensing and/or certification. Any student attending a program involved with licensing or certification must complete the specific required hours of training, at a minimum, as well as those hours required for course completion consideration.

## **VN ATTENDANCE POLICY**

Career Development Institute, Inc. views absences just as employers do. Students cannot develop job skills when they are not in attendance. Excessive absences may result in probation, suspension, or termination.

*VN students are allowed (1) one unexcused absence per term including prerequisites, and (3) excused absences per term, including prerequisites. Students may be dropped from the program, if absences are in excess of those allowed.*

## **TARDINESS**

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. Excessive tardiness may result in disciplinary actions to include, but not limited to, Probation, Suspension, or Termination.

## **LEAVING EARLY**

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. A student leaving early from class will be documented on the daily roster as leaving early. Excess early departures from class may result in disciplinary actions to include, but not limited to, Probation, Suspension, or Termination.

## **LEAVE OF ABSENCE**

If a "Leave of Absence" is needed, a student must submit in writing to the Director, the basis of the request, the expected return date and include the student's signature and the date of the request. Requests should be submitted in person or by mail to:

Career Development Institute, Inc.  
Attn: Director  
1830 So. Robertson Boulevard  
Los Angeles, CA 90035

Submission of the request does not automatically reflect the school's approval. The request must be made in advance, unless unforeseen circumstances prevent the student from doing so. In addition, if unforeseen circumstances prevent a student from submitting any prior official written request, the school may grant the student's request for leave of absence and collect the written request at a later date. An initial Leave of Absence will be considered for up to 90 days, based upon the reason(s) provided by the student. Should extenuating circumstances dictate the need for an additional period of time greater than 90 days, upon presentation of documentation (i.e. military, pregnancy, surgery, etc.); the school will consider the request. A student may request more than one "Leave of Absence" within a 12 month period that begins on the first day of the initial Leave of Absence. If the student's Leave of Absence is NOT approved, the student will be considered to have withdrawn from the school. If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition for the specified period of the "Leave". Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established and the student will be permitted to complete the coursework they began prior to the leave of absence.

NOTE: A Leave of Absence will only be granted if the student is within 15 consecutive absences from their last date of attendance, otherwise they will be terminated from the school and will not be allowed to take a leave.

For students that are Title IV and/or HEA programs loan recipients, failure to return from an approved leave of absence may affect the student's loan repayment terms, including the exhaustion of some or all of the student's grace period. If the student does not resume attendance the school will treat the student as a withdrawal.

## **LOSS OF PERSONAL PROPERTY**

The school does not assume responsibility for the loss of books or other personal property. However, all faculty and students are instructed to give the administration all articles found so that the owner may claim them.

## **MAXIMUM TIME FRAME FOR COURSE COMPLETION**

Maximum Time Frames Allowed A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half (1 ½) times the regular scheduled program length, as illustrated below. Leave of Absences and non-attendance termination are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

<u>Program Name</u>	<u>Session</u>	<u>Weeks</u>	<u>Frame</u>
Nurse Assistant	5-Days/Week	4 ½	7
	3-Days/Week	7	10 ½
	2-Days/Week	10	15
Nurse Assistant Home Health Aide Restorative Nurse Aide	5-Days/Week	8	12
	3-Days/Week	12	18
	2-Days/Week	16	24
Vocational Nurse	4-Days/Week	60	90
	3-Days/Week	72	108
	2-Days/Week	60	90

## **ATTENDANCE PROBATION POLICY**

Any student failing to maintain the stated attendance policy shall be placed on “Attendance Probation”. The length of probation shall be for the period of 30 school days. During this probationary period, any additional absences may result in suspension or dismissal. The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress.

## **SUSPENSION AND DISMISSAL**

Career Development Institute, Inc. reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance do not meet the school’s standards and/or who fails to abide by the rules and regulations. During suspension or dismissal, no financial aid is disbursed. Any student who has been suspended or dismissed may appeal the action by following the Student Appeal Procedures outlined in this catalog.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

### **Nurse Assistant:**

### **Nurse Assistant/Home Health Aide/Restorative Nurse Aide:**

In addition to completion time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 75% or better. For determining satisfactory progress, the program is broken down into modules and three evaluation periods, one at the **25%** of the student’s training period, second at the **50%** of the student’s training period and the last one at **100%** of their training period. A student achieving a cumulative grade point average below 75% or a “C” at the time of evaluation will be advised of the “Unsatisfactory Academic Progress” and placed on “15-day” Academic Probation. During this period of probation, the student must maintain, at a minimum, an academic grade point average of 75% or “C”. If the student is unable to maintain 75% or “C” or better during the probation period, the Dismissal Policy will be in effect. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the Student Appeals Procedure outlined in this catalog. Students will be evaluated in the clinical area using a “Pass” or “Fail” designation based upon successful completion of the clinical objectives. Clinical objectives are competency based in that a student must demonstrate a level of proficiency appropriate for that level of learning. All students must “Pass” in order to graduate with 100% skills competency.

### **Vocational Nurse:**

In addition to the three evaluation periods and completion time frames, in order for the student to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 75% or better. For determining satisfactory progress, the program is broken down into six (6) evaluation periods, one (1) at the end of the prerequisites, second (2) at the end of Term 1, third (3) at the end of Term 2, fourth (4) at the end of Term 3, fifth (5) at the end of Term 4, and the sixth (6) and last at the completion of the program and the final cumulative exam. A student achieving a cumulative grade point average below 75% or “C” at the time of evaluation will be advised of the “Unsatisfactory Academic Progress” and placed on “30-day” Academic Probation. During this period of probation, the student must maintain, at a minimum, an academic grade point average of 75% or “C”. If the student is unable to maintain 75% or “C” or better during the probation period, the Dismissal Policy will be in effect. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the Student Appeals Procedure outlined in this catalog.

A student can be found to be making satisfactory academic progress even though the student does not satisfy the set standards only if it is determined that failure to meet those requirements is based upon: (1) the death of a relative of the student; (2) an injury or illness of the student; or (3) other special circumstances. A student is expected to come into compliance with the school’s requirements by the next evaluation period and meet all requirements for graduation.

Students applying for eligibility or to maintain eligibility to continue receiving Title IV grant and loan assistance must maintain satisfactory progress in his or her course of study.

## THE GRADING SCALE POLICY

Please refer to the “GRADING FORMAT” noted below, reflecting the performance evaluation by Career Development Institute, Inc. It is recommended that if a student receives an “I” (Incomplete), that he/she completes the make-up course work prior to course completion. If the student does not make-up the incomplete course work by the end of the module that he/she received the incomplete grade the incomplete will be considered an “F”. Students should check with their instructor to arrange any/or all make-up (Incomplete) course work. Re-occurring course work make-ups may result in disciplinary action. Incompletes (I) are used in calculating the cumulative grade point average and does carry a value of zero (0). Grades reflect attendance, homework, class participation, professionalism, quizzes, and exams.

The School’s grading system is as follows:

Honor Roll.....	97% - 100%
A = Excellent.....	90% - 100%
B = Good.....	80% - 89%
C = Satisfactory.....	75% - 79%
F = Failing.....	00% - 74%
I = Incomplete.....	00%
W = Withdrawn.....	No Credit/Grade Assigned

### Special Note for all VN Students: THEORY

Prerequisite and Terms 1-4 scores will be weighted as follows:

Attendance.....	10%
Activities (Class Participation, Homework, Professionalism).....	10%
Quizzes.....	30%
Final Exams.....	50%

### Special Note for all VN Students: CLINICAL

Students will be evaluated in the clinical areas using a “Pass” or “Fail” designation based upon successful completion of the clinical objectives. Clinical objectives are competency based in that a student must demonstrate a level of proficiency appropriate for that level of learning. Students must “Pass” in order to progress to the next level. All students will receive a final evaluation at the end of the clinical rotation experience. Instructors will present clinical evaluations to the student in a one-to-one conference allowing for student feedback.

**If a student fails to meet the clinical or written objectives at any level, she/he must repeat the entire level.**

If a student withdraws from a course voluntarily or otherwise, before the completion of a given program the school will record a “W” (Withdrawal) for the student for that program.

If the student returns to school, all course work graded “I” must be successfully completed within the agreed-upon deadline period or training may be interrupted. If the student returns to school, all course work graded “W” must be repeated.

Students may be required to repeat a module (NA), prerequisites, or term (VN) in order to satisfy graduation requirements. Students will be allowed to repeat a module (NA), prerequisites, or term (VN) once at no additional charge. Once a student repeats a module (NA), prerequisite, or term (VN) in which he/she receives a grade, the final grade will replace the original grade. The cumulative grade point average is then recalculated. The original grade is maintained on the student’s grade card but not calculated in the new grade point average. The time needed to repeat the module, must be within the maximum timeframe for that course. The student will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat, remediate or make up lost work. This work shall be given full standing and credit with respect to the evaluation of the student maintaining Satisfactory Progress.

Special Note to All VN Students: Any repeated quiz, exam, or final in any Prerequisites or Terms will be calculated at the percentage of not more than 75% . For example, a student who repeats an exam for any reason will be given the highest grade of 75% only.

Students who have been dismissed for lack of satisfactory academic progress from any program, may apply to the School Director, in writing, to be re-admitted to the school by following the Reinstatement Procedures outlined in this catalog. A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog.

## **SPECIAL VN GRADING/REMEDATION POLICY**

If a student receives the following grades:

1. 74% or below - The student must schedule a time to meet with the instructor to review the test questions missed, and schedule an appointment with the Director of Education. A remediation plan will be developed and carried out with the student and the Director of Education. The student will be allowed to retake the failed exam one, with the understanding that the highest score possible is 75%. If a passing score is not obtained, the student might be transferred to another class or possibly dropped from the program.

## **ACADEMIC PROBATION POLICY**

If a student fails to achieve a cumulative grade point average of 75% or “C”, the student will be placed on Academic Warning until a cumulative grade point average of 75% or “C” is attained. During that warning period, the student must maintain, at a minimum, a grade point average of 75% or “C” on all course work. If the student is unable to maintain a 75% or “C” or better during the warning period, Academic Probation will be in effect. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the Student Appeals Procedure outlined in this catalog.

If a student maintains a grade point average of 75% or “C” and/or achieves a cumulative grade point average of 75% or “C”, warning/probation will be removed. However, if the student has failed to maintain a 75% or “C” grade point average and/or will be unable to achieve a cumulative grade point average within the allowable maximum time frame for the course, the student will be dismissed from the program.

## **STUDENT APPEAL PROCEDURES**

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor or Administrator, must submit a written letter to the School Director to be reviewed by the Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall not consist of less than three (3) attending members. The Appeals Board shall be chaired by the School Director, and consist of, but not limited to the School Administrator, and a representative from the Education Department. The student will be notified of the Appeals Board decision within 30 days following the receipt of the student’s appeal. The decision of the Appeals Board shall be final.

## **REINSTATEMENT**

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, must do so in writing to the School’s Director for review by the Reinstatement Review Board. Supportive documentation and/or information concerning any mitigating circumstances must be noted in the request. This reinstatement Review Board shall not consist of less than three (3) attending members. The Reinstatement Review Board shall be chaired by the School Director, and consist of, but not limited to the School Administrator, and a representative from the Education Department. The requesting prior student shall be notified of the Reinstatement Review Board within 5 days following the decision of the Board.

A student who has been approved for reinstatement, will do so with an Enrollment Agreement Addendum and will receive credit for all prior Career Development Institute, Inc. payments received. Any increase in the tuition, books and/or supplies will be included on the Addendum agreement.

## **RE-ENROLLMENT**

A prior student who wishes to re-enroll (previously terminated enrollment), must submit to the Campus Director a letter requesting authorization for re-enrollment. A student who has been authorized for re-enrollment must sign a new Enrollment Agreement at the current tuition rate. Any prior earned tuition balance must be paid in full before they are allowed to re-enroll, unless authorized by the Campus Director. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the student’s file.

A prior student who cancelled their enrollment agreement within the allowable five (5) day cancellation period, and wishes to re-enroll, must have any prior balance paid in full, to include the Registration Fee, before they are allowed to re-enroll. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the student’s file. Students will only be allowed to re-enroll one (1) time.

## **GRADUATION REQUIREMENTS**

Students must complete all course work and have a cumulative 75% grade point average along with having completed the total scheduled program hours in order to be considered for graduation. Upon completing the program satisfactorily, a graduate will receive a certificate. Graduate certificates will be available not later than 30 days from the last day of class unless the administration receives a written request for an earlier availability.

## **MAKE-UP WORK**

Students are given the opportunity to make-up work for the loss of class time. Students must request permission to make up work directly from their instructor. Upon approval, all make-up work must be completed before a grade will be issued. The instructor, on the student's grade form, must record documentation of make-up work. Students must document this time for proper credit towards graduation. Make-up classroom time/work must be completed on the school premises.

## **REMEDIATION**

Every effort will be made to remediate students who fail to reach expected competency levels. Students failing to meet the performance criteria whether written or clinical will be placed on probation and must meet with the Instructor and/or School Director in an effort to develop a remediation plan. Remediation plans for performance may include but are not limited to:

Special assignments in the content area.

Individual/group tutorial in the campus skills lab.

Additional clinical days.

Additional practice exam.

## **NCLEX-PN® REVIEW**

Students enrolled in the vocational nursing program are required to successfully complete the NCLEX-PN® Review portion of the program in order to complete the vocational nursing program. The NCLEX-PN® review consists of subject and comprehensive assessments. In order to successfully complete the review portion of the vocational nursing program, a student must complete a minimum of one-hundred (100) hours of in-class review, and complete and meet the passing benchmark for all subject and comprehensive assessments (90%). Students who fail to meet the set benchmark, in order to pass the assessments and the review portion of the program, will be required to continue review and remediation until satisfactory quantitative progress has been made. **The school will not release program paperwork allowing the student to sit for the NCLEX-PN® examination, if the student has not completed the mandatory review and passed the required benchmark, as they have not met all the VN program requirements.**

## **REPEATED COURSES:**

The school enforces the "one repeat" rule for all nurse assistant and nurse assistant/home health aide/restorative nurse aide programs. Students who do not successfully complete a program within two (2) attempts will not be permitted to continue.

The school enforces the "one repeat" rule for all pre-requisite and core courses in the VN program. Students who do not successfully complete a prerequisite or core requirement for the VN program will be granted one chance to repeat the course. Students who do not successfully complete a prerequisite or core requirement within two (2) attempts will not be permitted to continue.

## **STUDENT/INSTRUCTOR RATIO**

There will be no more than 15 students per one (1) instructor in the clinical sites; There will be no more than 30 students per one (1) instructor for theory.

## **STUDENT RECORDS**

The Family Right and Privacy Act of 1974 prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. Career Development Institute, Inc. protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files. The institution retains all student files. After five years the files are transferred to CD's.

The school is not responsible for loss of records due to but not limited to: nature, war, and destruction as a result of severe weather, vandalism, or acts of terrorism.

Permanent transcripts of the student's progress are maintained by the school and are available upon written request by the student. There is a \$5.00 charge for education transcripts. A fee of \$10.00 will be charged if the last day of attendance was more than five years from the date of the request.

## **WITHDRAWAL**

The course withdrawal policy provides students who are unable to complete a course with the option of withdrawing from that course. This option should be taken only after other options have been discussed with the instructor and the administrator. If a student withdraws from a course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within 30 days following the student's withdrawal. The student is obligated to pay for educational services rendered and for unreturned equipment.

## **INCOMPLETE**

Incompletes must be formally requested in writing by the student and will not be automatically issued. Incomplete grades are to be given only to students who have been regularly attending class and have kept their work for the class up to date but who have a serious emergency at the end of the course. If a student simply stops attending, the instructor is obligated to give that student an 'F'. Having "too much work to do" or simply "in over his/her head," is inappropriate for an incomplete grade and will not be assigned. The student must have a passing grade for the work that has already been completed before being considered for an incomplete. The student must complete the necessary coursework by the agreed-upon deadline or the grade will be changed from 'I' to 'F'.

## **NON-CREDIT COURSES**

The school does not offer non-credit courses.

## **REMEDIAL COURSES**

The school offers remedial plans to all students who fail to reach expected competency levels. This is accomplished with special assignments, individual/group tutorial in the skills lab, additional clinical days, and additional practice exams. However, the school does not offer a formal remedial course.

## **NON-PUNITIVE (PASS/FAIL) GRADES**

The school does not offer non-punitive (pass/fail) grades.

## **EXPERIENTIAL LEARNING**

The school does not offer advanced placement and credit for experiential learning.

## **SCHOOL POLICIES AND REGULATIONS**

***NO FOOD AND/OR BEVERAGES OTHER THAN WATER ARE ALLOWED  
IN ANY OF THE CLASSROOMS!!!  
CHILDREN ARE NOT ALLOWED AT SCHOOL DURING YOUR CLASSES  
THIS POLICY IS FOR THEIR SAFETY!!!***

## **PROFESSIONALLY DRESSING FOR SUCCESS**

Professional dress is recommended at all times. Uniforms will be provided in Term I. Students are required to wear a clean, nursing uniform and shoes as provided by the school to all classes, skills lab and clinical rotations. Hair must be tied back and out of the student's face. Students are required to have good hygienic practices – clean hair, nails, and body. Jewelry should be kept to a minimum – wedding rings and small post-type earrings. False or acrylic fingernails are not permitted. Nails must be trimmed short and kept clean, and only clear nail polish is permitted. Students are required to use deodorant and may not wear perfume or cologne because of possible chemical sensitivities of others. Tattoos must be covered with clothing. Students who are dressed inappropriately will be asked to return home and change into the appropriate attire. Furthermore, employers will occasionally visit the campus, sometimes unannounced. Therefore, all students will always want to look their best.

This Dress Code Policy was established in order to enable our students to become comfortable with the type of work related apparel expected by the employers who interview and hire our graduates. A student should wear their uniform when they interview for a job. Dressing the part of a successful professional raises our self-esteem and confidence. This policy is part of Career Development Institute's expectations for graduation.

## **SMOKING**

Smoking is not permitted inside the school facilities or outside in the front of the school or in the back patio or parking lot.

## **TELEPHONES/CELL PHONES**

School telephones are not intended for personal use by students. Students are allowed to use the school's phones for emergency purposes only. Student's cell phones are to be turned off during class hours to avoid any classroom disruption. Students violating this policy may be subject to disciplinary action.

## **OFFICE/CLASSROOM EQUIPMENT**

Students are not allowed to use any of the school's office or classroom equipment, including the copy/fax machines and computers without authorization from the School Administrator.

## **STUDENT BEHAVIOR/CONDUCT**

Students are expected to conduct themselves in a professional and business like manner. The effectiveness of any training program is dependent upon the full cooperation between students and school staff. Career Development Institute, Inc. has created a professional "work-like" environment in which students can grow and develop according to their professional expectations. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with their classmates, instructors, and the administrators. Students must adhere to high standards of scholarship and conduct. Those, whose conduct reflects discredit upon himself or herself, or the school, may be subject to termination. Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining ones-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers.

## **GROUNDS FOR DISCIPLINARY ACTION**

The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Excessive tardiness.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Inappropriate clothing worn during training.
6. Failure to abide by the Rules and Regulations of the school.
7. Failure to pay tuition (or any other charges) when due.
8. Breach of school enrollment agreement.
9. Cheating
10. Falsifying school records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct that interferes with the learning process of any other student, instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the school and/or its student (s).
14. Solicitation which reflects unfavorably upon the school and/or its students.
15. Vandalism of school property.
16. Slander, negativity, violence, insubordination, inappropriate language or inappropriate remarks towards the school, instructors, administrative staff, or fellow students.

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct may request re-admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

## **STUDENT GRIEVANCE PROCEDURES**

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the Instructor is unable to resolve the situation, the student is to meet with the School Director for resolution.

## **COMPLAINT PROCEDURE**

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident occurs.

The procedure is as follows: The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the School Director will call a Grievance Committee Hearing within 72 hours of receipt of the report.

All documentation must be submitted that is to be signed and dated. The School Director will chair a committee meeting that will consist of not less than three (3) representatives, but not limited to, due to the personal circumstances of each concern, the following:

1. School Director
2. School Director of Nursing
3. School Director of Education

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear all sides, and will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaints will be resolved within 30 days from the receipt date of the incident report. Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education  
(Department of Consumer Affairs)  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

**CURRICULUM**  
**NURSE ASSISTANT CERTIFICATE PROGRAM**

**PROGRAM OBJECTIVES**

This program is designed to provide students with the skills to promote patient care; to provide entry-level skills for employment as a nurse assistant; and, to provide awareness of opportunities/choices in health care occupations. This program will train students to provide quality care to residents in long-term care facilities and hospitals and will prepare the student for certification by the state of California as an entry-level worker on a health care team as a certified nurse assistant. A 75% average must be maintained and 170 clock hours must be completed in order to graduate from the program and be awarded a certificate from the school. A graduate of this program, upon successfully passing the nurse assistant state exam, could become employed as a nurse assistant and to administer care in long-term care settings, acute-care hospitals, and in-home care.

All training is in English.

**PROGRAM SCHEDULE**

Classes are conducted:

Days:               8 hours a day, 5 days a week, 4 ½ weeks, 170 clock hours.  
                      8 hours a day, 3 days a week, 7 weeks, 170 clock hours.  
                      8 hours a day, 2 days a week, 10 weeks, 170 clock hours.  
Evenings:       4 hours an evening, 4 days a week, 10 weeks, 170 clock hours.

**PROGRAM DELIVERY**

All courses are taught residentially.

Complete Citation of Textbooks and Other Required Written Materials:

“The Nursing Assistant’s Handbook”, and student workbook, Jetta Fuzy, RN, MS, Hartman Publishing, Third Edition, 2010

Sequential and Detailed Outcome of Subject Matter to be Addressed or List of Skills to be Learned:

Subject matter to be addressed:

1. Introduction
2. Patient/Resident Rights
3. Communication and Interpersonal Skills
4. Medical and Surgical Asepsis
5. Body Mechanics
6. Rehabilitative/Restorative Care
7. Emergency Procedures and Prevention of Catastrophe
8. Resident Care Skills
9. Vital Signs
10. Weights and Measures
11. Resident Care Procedures
12. Nutrition
13. Observation and Charting
14. Long-Term Care Resident
15. Death and Dying

Skills to be Learned:

1. Position and transfer of patients
2. Collection of specimens
3. Vital signs
4. Nutrition/diet
5. Patient chart entries
6. Special skin care

Instructional Mode or Methods:

1. Activities – The structured learning experiences used in this course are intended to stimulate and actively involve students in the learning process.
2. Video – Videos are used to provide model demonstrations of the skills and will ensure standardization of quality whenever the course is taught.
3. Demonstration – Where videos are not employed, instructors will conduct a model demonstration for the class.
4. Student Practice Sessions – Practice sessions are part of the classroom component. These sessions allow students to practice and develop competence in each skill.
5. Clinical Experience – Students in this course must spend a minimum of 100 hours in a long-term care facility.

**Upon successful graduation, and after passing the state of California competency evaluation, the graduate will be qualified for employment as an entry level Certified Nurse Assistant.**

A Certificate of Achievement will be issued upon successful completion of the program.

Print/Revision June 2011

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## PROGRAM OBJECTIVES

This program is designed to provide students with the skills to promote patient care; to provide entry-level skills for employment as a nurse assistant, home health aide, and restorative nurse aide; to provide awareness of opportunities/choices in health care occupations; and, to expand the role of the nurse assistant as a paraprofessional. Students will be given a certificate from the school upon successful completion of 280 program clock hours and a 75% program average. This program will train students to provide quality care to residents in long-term care facilities, hospitals, and home health agencies and will prepare the student for certification by the state of California as an entry-level worker on a health care team as a certified nurse assistant, home health aide, and restorative nurse aide. A graduate of this program, upon successfully passing the nurse assistant state exam, could become employed as a nurse assistant, home aide, and/or restorative nurse aide and to administer care in long-term care settings, acute-care hospitals, and in-home care. All training is in English.

## PROGRAM SCHEDULE

Classes are conducted:

Days:           8 hours a day, 5 days a week, 8 weeks, 280 clock hours  
                  8 hours a day, 4 days a week, 10 weeks, 280 clock hours  
                  8 hours a day, 3 days a week, 12 weeks, 280 clock hours

## PROGRAM DELIVERY

\*\*All courses are taught residentially.

### Complete Citation of Textbooks and Other Required Written Matters:

“The Nursing Assistant Handbook”, and student workbook, Jetta Fuzy, RN, MS, Hartman Publishing, Third Edition, 2010  
“The Home Health Aide Handbook”, Jetta Fuzy, RN, MS, Hartman Publishing, Third Edition, 2011  
RNA materials compiled from Longwood Manor RNA Manual, Quality Care Assurance, Inc., and Gerontological RNA Manual.

### Sequential and Detailed Outcomes of Subject Matter to be Address or List of Skills to be Learned:

Subject matter to be addressed:

1. Introduction
2. Patient/Resident Rights
3. Communication and Interpersonal Skills
4. Medical and Surgical Asepsis
5. Body Mechanics
6. Rehabilitative/Restorative Care
7. Emergency Procedures and Prevention of Catastrophe
8. Resident Care Skills
9. Vital Signs
10. Weights and Measures
11. Resident Care Procedures
12. Nutrition
13. Observation and Charting
14. Long-Term Care Resident
15. Death and Dying
16. Introduction to Aide and Agency Role
17. Interpretation of Medical and Social Needs
18. Personal Care Services
19. Nutrition
20. Cleaning and Care Tasks in the Home
21. RNA Job Description
22. RNA General Policies

23. How We Communicate
24. Transfers and Ambulation
25. Exercising
26. ROM – Range of Motion
27. Contracture Prevention and Management
28. Positioning and OBRA
29. Care of Fractures/Hip Precautions
30. Restorative Dining Program
31. Documentation Skills
32. ADL Program
33. CPR and First Aid
34. Basic Interviewing, Application, and Resume Skills

Instructional Mode or Methods:

1. Activities – The structured learning experiences used in this course are intended to stimulate and actively involve students in the learning process.
2. Video – Videos are used to provide model demonstrations of the skills and will ensure standardization of quality whenever the course is taught.
3. Demonstration – Where videos are not employed, instructors will conduct a model demonstration for the class.
4. Student Practice Sessions – Practice sessions are part of the classroom component. These sessions allow students to practice and develop competence in each skill.
5. Clinical Experience – Students in this course must spend a minimum of 120 hours in a long-term care facility.

**Upon successful graduation, and after passing the state of California competency evaluation, the graduate will be qualified for employment as an entry level Certified Nurse Assistant, Home Health Aide, Restorative Nurse Aide.**

A Certificate of Achievement will be issued upon successful completion of the program.  
Print/Revision December 2007/2010

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## PROGRAM OBJECTIVES

This course is designed to provide students with complete and comprehensive training in all areas of the vocational nurse field. The students will be taught how to promote quality of care in long-term care settings, as well as, acute, and home care settings. The student must maintain a 75% average and 1532 clock hours in order to complete the program and prepare the student for licensing by the state of California as a licensed vocational nurse.

A graduate of this program, after successfully passing the NCLEX-PN® exam by the state of California, could become employed as a vocational nurse.

All training is in English.

## PROGRAM SCHEDULE

Classes are conducted:

Days: 6 hours a day, theory – 8 hours a day, clinical, 4 days a week, 59 weeks, 1532 clock hours.

Evenings: 6 hours an evening, theory – 12 hours a day, clinical (Sat-Sun), 3 days a week, 59 weeks, 1532 hours.

6 hours an evening, theory – 8 hours a day, clinical, 4 days a week, 59 weeks, 1532 hours.

## PROGRAM DELIVERY

\*\*All courses are taught residually.

### Vocational Nurse Syllabus

Total Hours – Theory: 576 hours

CPR for the Professional Rescuer 100.....	8 hours
Medical Terminology 100A.....	8 hours
Anatomy and Physiology 101.....	50 hours
Nutrition 102.....	30 hours
Psychology 103.....	30 hours
Growth and Development 104.....	30 hours
Pharmacology 105.....	54 hours
Fundamentals of Nursing.....	96 hours
Nursing Process.....	12 hours
Communication.....	6 hours
Patient Education.....	4 hours
Medical/Surgical Nursing.....	192 hours
Communicable Disease.....	6 hours
Gerontological Nursing.....	12 hours
Rehabilitation Nursing.....	6 hours
Maternity Nursing.....	24 hours
Pediatric Nursing.....	18 hours
Leadership.....	3 hours
Supervision.....	3 hours

Total Hours – Clinical: 956 hours

Fundamentals.....	60 hours
Medical/Surgical.....	744 hours
Pediatrics.....	40 hours
Maternity.....	40 hours
Gerontology.....	48 hours
Rehabilitation.....	24 hours

Complete Citation of Textbooks and Other Required Written Materials:

### BASIC NURSING

Rosdahl/Kowalski, 9<sup>th</sup> Ed., Lippincott, 2008  
ISBN #0-7817-6521-3

STUDY GUIDE TO ACCOMPANY BASIC NURSING

Rosdahl/Kowalski, 9<sup>th</sup> Ed., Lippincott, 2008  
ISBN #0-7817-6936-5

MEDICAL TERMINOLOGY IN A FLASH

Eagle, Davis, 2006  
ISBN #0-8036-1366-0

INTRODUCTION TO PHARMACOLOGY

Asperheim, 11<sup>th</sup> Ed., Saunders, 2009  
ISBN #1-4160-5905-9

COMPREHENSIVE REVIEW FOR NCLEX-PN

Silvestri, 4<sup>th</sup> Ed., Saunders, 2010  
ISBN #1-4106-4730-8

Additional Resources:

1. All VN students are given a laptop.
2. All VN students are provided a complete package of ATI materials.

Instructional Mode or Methods:

1. Activities – The structured learning experiences used in this course are intended to stimulate and actively involve students in the learning process.
2. Video – Videos are used to provide model demonstrations of the skills and will ensure standardization of quality whenever the course is taught.
3. Demonstration – Where videos are not employed, instructors will conduct a model demonstration for the class.
4. Student Practice Sessions – Practice sessions are part of the classroom component. These sessions allow students to practice and develop competence in each skill.
5. Clinical Experience – Students in this course must spend a minimum of 956 hours in a long-term care facility or acute-care hospital.

Print/Revision December 2007/June 2011

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COURSE TITLE/NUMBER: **CPR for the Professional Rescuer 100**

COURSE DESCRIPTION: This professional course is designed for people with job-related duties in emergency preparedness and response. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, handouts.

COURSE OBJECTIVES: The student will be able to:

1. Respond to breathing and cardiac emergencies in adults, children, and infants,
2. Use an AED on an adult or child victim of cardiac arrest.
3. Use personal protective equipment to stop bloodborne pathogens and other diseases from spreading.

CLOCK/CREDIT HOURS: 8 clock hours.

PREREQUISITES REQUIRED: None.

INSTRUCTIONAL RESOURCES: None.

METHOD OF EVALUATION: (1) Exam

COMPLETION REQUIREMENTS: Minimum: 75%

COURSE TIMEFRAME: 1 Day

PRINT/REVISION DATE: December 2007/June 2011

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COURSE TITLE/NUMBER: **Medical Terminology 100A**

COURSE DESCRIPTION: This course will cover an introduction and overview of medical language, with emphasis on basic, essential terminology. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, handouts.

COURSE OBJECTIVES: The student will be able to:

1. Divide Medical terms into component parts.
2. Be able to name the body systems and their functions.
3. Be able to identify and define useful diagnostic and procedural suffixes.
4. Be able to identify and define common prefixes used in medical terms.

CLOCK/CREDIT HOURS: 8 clock hours.

PREREQUISITES REQUIRED: None.

INSTRUCTIONAL RESOURCES: Medical Terminology in a Flash  
Eagle, Davis.

METHOD OF EVALUATION: (2) Exams

COMPLETION REQUIREMENTS: Minimum: 75% cumulative exams. See page 14 for grading scale.

COURSE TIMEFRAME: 1 Day

PRINT/REVISION DATE: December 2007/June 2011

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COURSE TITLE/NUMBER:	<b>Anatomy &amp; Physiology 101</b>
COURSE DESCRIPTION:	This course will cover all the bodily systems playing a major role in human anatomy. The material is presented in a practical and comprehensive manner. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, handouts.
COURSE OBJECTIVES:	The student will demonstrate a basic understanding of human anatomy and physiology. These will include all of the body systems. Course objectives include the following: <ol style="list-style-type: none"> <li>1. Be able to identify the major body systems and understand what each body system does.</li> <li>2. Be able to relate how each body system works.</li> <li>3. Be able to identify and explain major cells, tissues, and organs.</li> <li>4. Be able to identify and explain the functions of central muscles and bones.</li> </ol>
CLOCK/CREDIT HOURS:	50 clock hours.
PREREQUISITES REQUIRED:	CPR for Professional Rescue, Course 100 Medical Terminology, Course 100A
INSTRUCTIONAL RESOURCES:	Basic Nursing, Rosdahl/Kowalski, 9 <sup>th</sup> Edition, Lippincott Student Workbook for Basic Nursing, Rosdahl/Kowalski, 9 <sup>th</sup> Edition, Lippincott
METHOD OF EVALUATION:	(9) Exams
COMPLETION REQUIREMENTS:	Minimum: 75% cumulative exams. See page 14 for grading scale.
COURSE TIMEFRAME:	9 Days – 6 Hours/Day
PRINT/REVISION DATE:	December 2007/June 2011

COURSE TITLE/NUMBER:	<b>Nutrition 102</b>
COURSE DESCRIPTION:	This course will cover the basic principles of human nutrition, and the relationships between nutrition and disease. Includes the physiological, psychological and economic aspects of obtaining an adequate diet through the power points, life cycle. Method of delivery is a combination of lectures, videos, classroom discussion, demonstrations, handouts.
COURSE OBJECTIVES:	The student will be able to: <ol style="list-style-type: none"> <li>4. Discuss normal nutrition.</li> <li>5. Describe and differentiate diets for patients.</li> <li>6. Describe nutritional issues to meet the specific multicultural needs of others.</li> <li>7. Identify medical/surgical conditions requiring modifications in fluid and dietary intake.</li> </ol>
CLOCK/CREDIT HOURS:	30 clock hours.
PREREQUISITES REQUIRED:	None.
INSTRUCTIONAL RESOURCES:	Basic Nursing, Rosdahl/Kowalski, 9 <sup>th</sup> Edition, Lippincott Student Workbook for Basic Nursing, Rosdahl/Kowalski, 9 <sup>th</sup> Edition, Lippincott

METHOD OF EVALUATION: (2) Exams  
COMPLETION REQUIREMENTS: Minimum: 75% cumulative exams. See page 14 for grading scale.  
COURSE TIMEFRAME: 5 Days – 6 Hours/Day  
PRINT/REVISION DATE: December 2007/June 2011

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COURSE TITLE/NUMBER: **Psychology 103**

COURSE DESCRIPTION: This course will cover the basic introductory psychology of humans and psychosocial nursing. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts. Method of delivery is a combination of lectures, power points, videos, demonstrations, handouts.

COURSE OBJECTIVES: The student will be able to:  
1. Identify characteristics of the mentally healthy versus the mentally ill.  
2. Identify basic nursing interventions for the mentally ill.  
3. Describe substance abuse disorders.

CLOCK/CREDIT HOURS: 30 clock hours.

PREREQUISITES REQUIRED: None.

INSTRUCTIONAL RESOURCES: Basic Nursing,  
Rosdahl/Kowalski, 9<sup>th</sup> Edition, Lippincott  
Student Workbook for Basic Nursing,  
Rosdahl/Kowalski, 9<sup>th</sup> Edition, Lippincott

METHOD OF EVALUATION: (2) Exams. See page 14 for grading scale

COMPLETION REQUIREMENTS: Minimum: 75% cumulative exams.

COURSE TIMEFRAME: 5 Days – 6 Hours/Day

PRINT/REVISION DATE: December 2007/June 2011

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COURSE TITLE/NUMBER: **Growth and Development 104**

COURSE DESCRIPTION: This course introduces the student to the normal growth and development from birth to death. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, handouts.

COURSE OBJECTIVES: The student will be able to:  
1. Describe the psychosocial changes at each stage of development.  
2. Describe the physical developmental changes at each stage of development.  
3. Identify the aging process and its affects on the body systems.

CLOCK/CREDIT HOURS: 30 clock hours.

PREREQUISITES REQUIRED: None.

INSTRUCTIONAL RESOURCES: Basic Nursing,  
Rosdahl/Kowalski, 9<sup>th</sup> Edition, Lippincott  
Student Workbook for Basic Nursing,  
Rosdahl/Kowalski, 9<sup>th</sup> Edition, Lippincott

METHOD OF EVALUATION: (2) Exams

COMPLETION REQUIREMENTS: Minimum: 75% cumulative exams. See page 14 for grading scale.  
COURSE TIMEFRAME: 5 Days – 6 Hours/Day  
PRINT/REVISION DATE: December 2007/June 2011

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COURSE TITLE/NUMBER: **Pharmacology 105**

COURSE DESCRIPTION: This course will cover principles of basic math and pharmacological principles needed to calculate medication dosage. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, handouts.

COURSE OBJECTIVES: The student will be able to:  
4. Demonstrate a mastery of basic math needed to calculate medications.  
5. Demonstrate a basic understanding of introductory pharmacological principles.  
6. Identify the nurse's role and administration of medication.

CLOCK/CREDIT HOURS: 54 clock hours.

PREREQUISITES REQUIRED: None.

INSTRUCTIONAL RESOURCES: Introduction To Pharmacology, Asperheim, 11<sup>th</sup> Edition, Elsevier&Saunders

METHOD OF EVALUATION: (12) Exams

COMPLETION REQUIREMENTS: Minimum: 75% cumulative exams. See page 14 for grading scale.

COURSE TIMEFRAME: 9 Days – 6 Hours/Day  
PRINT/REVISION DATE: December 2007/June 2011

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COURSE TITLE/NUMBER: **Term 1, Core Program**

COURSE DESCRIPTION: This course will cover communicable diseases, communication, patient education, nursing fundamentals, gerontology nursing, rehabilitation nursing, and the nursing process. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVES: The student will be able to:  
1. Demonstrate knowledge and/or skills related to the following topics: Emergency Preparedness, Biological safety, Environment Safety, and Infectious Diseases.  
2. Demonstrate the use of words and behaviors to construct, send, and interpret messages.  
3. Identify with the client the learning needs and resources that will restore and maintain the client's optimal level of functioning.  
4. Demonstrate knowledge and/or skills related to: History and nature of nursing, the healthcare delivery system, ethical and legal aspects of nursing, client care skills, and cultural components of client care.  
5. Demonstrate the role of the VN in the participation of the nursing process: Assessing, Diagnosing, Planning, Implementing, and Evaluating and Critically Think.

6. Demonstrate competence in the use of the nursing process with gerontological clients who reside in long-term care facilities as well as in acute care settings; Demonstrate the ability to provide nursing care for clients with dementia and related disorders.
7. Demonstrate understanding and skills to provide nursing care to clients who are adjusting to a disabling illness or injury, to clients with chronic physical or mental illness, and to clients who have chemical dependency; Describe care given to patients in a variety of settings including extended care, ambulatory care, home care, and hospice nursing.

CLOCK/CREDIT HOURS: 394 clock hours.

PREREQUISITES REQUIRED: CPR for Professional Rescue, Medical Terminology, Anatomy and Physiology, Nutrition, Psychology, Growth and Development, and Pharmacology

INSTRUCTIONAL RESOURCES: Basic Nursing,  
Rosdahl/Kowalski, 9<sup>th</sup> Edition, Lippincott  
Student Workbook for Basic Nursing,  
Rosdahl/Kowalski, 9<sup>th</sup> Edition, Lippincott

METHOD OF EVALUATION: (11) Exams, (1) Final

COMPLETION REQUIREMENTS: Minimum: 75% cumulative exams  
75% final exam. See page 14 for grading scale.

COURSE TIMEFRAME: 15 weeks

PRINT/REVISION DATE: December 2007/June 2011

COURSE TITLE/NUMBER: **Term 2, Core Program**

COURSE DESCRIPTION: This course will cover Medical-Surgical nursing and system disorders of the gastrointestinal tract, gallbladder, liver, biliary tract, exocrine pancreatic, cardiovascular or peripheral vascular, respiratory tract, and urinary lymphatic, tract. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVES: The student will be able to:

8. Demonstrate knowledge and/or skills related to the care of a patient with a gastrointestinal disorder.
9. Demonstrate knowledge and/or skills related to the care of a patient with a gallbladder, liver, biliary tract, or exocrine pancreatic disorder.
10. Demonstrate knowledge and/or skills related to the care of a patient with a blood or lymphatic disorder.
11. Demonstrate knowledge and/or skills related to the care of a patient with a cardiovascular or a peripheral vascular disorder.
12. Demonstrate knowledge and/or skills related to the care of a patient with a respiratory disorder.
13. Demonstrate knowledge and/or skills related to the care of a patient with a urinary disorder.

CLOCK/CREDIT HOURS: 398 clock hours.

PREREQUISITES REQUIRED: Term 1, Core Program

INSTRUCTIONAL RESOURCES: Basic Nursing,  
Rosdahl/Kowalski, 9<sup>th</sup> Edition, Lippincott  
Student Workbook for Basic Nursing,  
Rosdahl/Kowalski, 9<sup>th</sup> Edition, Lippincott

METHOD OF EVALUATION: (5) Exams, (1) Final  
COMPLETION REQUIREMENTS: Minimum: 75% cumulative exams  
75% final exam. See page 14 for grading scale.  
COURSE TIMEFRAME: 13 weeks  
PRINT/REVISION DATE: December 2007/June 2011

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COURSE TITLE/NUMBER: **Term 3, Core Program**

COURSE DESCRIPTION: This course will cover Medical-Surgical nursing and system disorders of the endocrine, reproductive, sensory, neurological systems. Also includes surgical, HIV/AIDS, cancer patients. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVES: The student will be able to:  
14. Demonstrate knowledge and/or skills related to the care of a patient with a endocrine disorder.  
15. Demonstrate knowledge and/or skills related to the care of a patient with a reproductive disorder.  
16. Demonstrate knowledge and/or skills related to the care of a patient with a sensory disorder.  
17. Demonstrate knowledge and/or skills related to the care of a patient with a neurological disorder.  
18. Demonstrate knowledge and/or skills related to the care of a surgical patient.  
19. Demonstrate knowledge and/or skills related to the care of an HIV/AIDS patient.  
20. Demonstrate knowledge and/or skills related to the care of a cancer patient.

CLOCK/CREDIT HOURS: 390 clock hours.

PREREQUISITES REQUIRED: Term 2, Core Program

INSTRUCTIONAL RESOURCES: Basic Nursing,  
Rosdahl/Kowalski, 9<sup>th</sup> Edition, Lippincott  
Student Workbook for Basic Nursing,  
Rosdahl/Kowalski, 9<sup>th</sup> Edition, Lippincott

METHOD OF EVALUATION: (5) Exams, (1) Final  
COMPLETION REQUIREMENTS: Minimum: 75% cumulative exams  
75% final exam. See page 14 for grading scale.  
COURSE TIMEFRAME: 14 weeks  
PRINT/REVISION DATE: December 2007/June 2011

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COURSE TITLE/NUMBER: **Term 4, Core Program**

COURSE DESCRIPTION: This course will cover maternity, and pediatric nursing, and the principles of leadership and supervision. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVES: The student will be able to:  
1. Demonstrate knowledge and beginning skills in providing nursing care for the client experiencing normal pregnancy, labor and delivery, and during the postpartum period, and care for the healthy newborn.

2. Demonstrate knowledge of nursing care for clients experiencing high-risk pregnancies, and for high-risk newborns.
3. Demonstrate knowledge and skills in providing nursing care for children and adolescents experiencing common health disruptions.
4. Demonstrate knowledge and skills in providing nursing care for the child or adolescent with physical, mental or cognitive disorders.
5. Demonstrate knowledge and skills related to principles of leadership and supervision; career opportunities and job-seeking skills; and, advancement in nursing

CLOCK/CREDIT HOURS: 140 clock hours.

PREREQUISITES REQUIRED: Term 3, Core Program

INSTRUCTIONAL RESOURCES: Basic Nursing,  
Rosdahl/Kowalski, 9<sup>th</sup> Edition, Lippincott  
Student Workbook for Basic Nursing,  
Rosdahl/Kowalski, 9<sup>th</sup> Edition, Lippincott

METHOD OF EVALUATION: (2) Exams

COMPLETION REQUIREMENTS: Minimum: 75% cumulative exams  
75% final exam. See page 14 for grading scale.

COURSE TIMEFRAME: 8 weeks

PRINT/REVISION DATE: December 2007/June 2011

## NURSE ASSISTANT COURSE DESCRIPTIONS

COURSE TITLE/NUMBER:	<b>Introduction to Nurse Assistant</b>
COURSE DESCRIPTION:	Introduction to Title 22, Division 5, California Code of Regulations; roles and responsibilities; requirements for certification, professionalism, ethics, and confidentiality. Method of delivery is combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.
COURSE OBJECTIVES:	The student will be able to: <ol style="list-style-type: none"><li>1. Define the terminology.</li><li>2. Identify NA requirements.</li><li>3. Describe qualities, responsibilities professionalism ethical behavior, behaviors that maintain confidentiality.</li></ol>
CLOCK/CREDIT HOURS:	Theory 2, Clinical 0
PREREQUISITES REQUIRED:	None.
INSTRUCTIONAL RESOURCES:	The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing , Third Edition
METHOD OF EVALUATION:	(1) Exam
COMPLETION REQUIREMENTS:	Minimum: 75% on exam. See page 14 for grading scale.
COURSE TIMEFRAME:	2 Hours
PRINT/REVISION DATE:	December 2007/2010

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COURSE TITLE/NUMBER:	<b>Resident's Rights</b>
COURSE DESCRIPTION:	Introduction patient/resident rights; individual familial, psychosocial, spiritual needs; federal/state regulations. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.
COURSE OBJECTIVES:	The student will be able to: <ol style="list-style-type: none"><li>1. Define the terminology.</li><li>2. Recognize role of nurse assistant in maintaining resident rights.</li><li>3. Describe role of an ombudsman.</li><li>4. Identify examples of resident rights and need for security, belonging, self-esteem.</li></ol>
CLOCK/CREDIT HOURS:	Theory 2, Clinical 1
PREREQUISITES REQUIRED:	Introduction
INSTRUCTIONAL RESOURCES:	The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing , Third Edition
METHOD OF EVALUATION:	(1) Exam

COMPLETION REQUIREMENTS: Minimum: 75% on exam. See page 14 for grading scale.  
COURSE TIMEFRAME: 3 Hours  
PRINT/REVISION DATE: December 2007/2010

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COURSE TITLE/NUMBER: **Communication and Interpersonal Skills**

COURSE DESCRIPTION: Introduction to concepts and skills required for nurse assistants to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVES: The student will be able to:  
1. Define the terminology.  
2. List the five basic physical/psychological needs.  
3. Describe communication process, breakdown, body language, personal space,  
4. Discuss family communication/interaction patterns.  
5. Discuss socio-cultural factors influencing communication.

CLOCK/CREDIT HOURS: Theory 2, Clinical 0

PREREQUISITES REQUIRED: Patients' Rights

INSTRUCTIONAL RESOURCES: The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing , Third Edition

METHOD OF EVALUATION: (1) Exam

COMPLETION REQUIREMENTS: Minimum: 75% on exam. See page 14 for grading scale.

COURSE TIMEFRAME: 2 Hours

PRINT/REVISION DATE: December 2007/2010

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COURSE TITLE/NUMBER: **Medical/Surgical Asepsis**

COURSE DESCRIPTION: Presentation of procedures and precautions to protect residents, health care workers, and others from infection including hand-washing, universal precautions, and hazardous waste management. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVES: The student will be able to:  
1. Define the terminology.  
2. Discuss microorganisms and diseases, and how they grow and spread  
3. Identify signs and symptoms of infection, including precautions and isolation techniques.  
4. Explain the purpose and psychological effects of universal precautions and other types of isolation techniques.

CLOCK/CREDIT HOURS: Theory 2, Clinical 8

PREREQUISITES REQUIRED: Communication and Interpersonal Skills

INSTRUCTIONAL RESOURCES: The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing , Third Edition  
METHOD OF EVALUATION: (1) Exam  
COMPLETION REQUIREMENTS: Minimum: 75% on exam. See page 14 for grading scale.  
COURSE TIMEFRAME: 10 Hours  
PRINT/REVISION DATE: December 2007/2010

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COURSE TITLE/NUMBER: **Body Mechanics**  
COURSE DESCRIPTION: Provides students with an understanding of efficient and proper use of the body in performing tasks. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.  
COURSE OBJECTIVES: The student will be able to:  
1. Define the terminology.  
2. Explain the rules of proper body mechanics.  
3. Describe transfer techniques, ambulation, and lift, turn, move and position residents.  
CLOCK/CREDIT HOURS: Theory 2, Clinical 4  
PREREQUISITES REQUIRED: Observation and Charting  
INSTRUCTIONAL RESOURCES: The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing , Third Edition  
METHOD OF EVALUATION: (1) Exam  
COMPLETION REQUIREMENTS: Minimum: 75% on exam. See page 14 for grading scale.  
COURSE TIMEFRAME: 6 Hours  
PRINT/REVISION DATE: December 2007/2010

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COURSE TITLE/NUMBER: **Rehabilitative/Restorative Care**  
COURSE DESCRIPTION: Introduction to restorative care. The nurse assistant assists the resident to achieve maximum independent living skills through use of rehabilitative or restorative procedures. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.  
COURSE OBJECTIVES: The student will be able to:  
1. Define the terminology.  
2. Discuss restorative care and goals to promote independence and resident potential.  
3. Identify and list common adaptive devices and explain the purposes of each.  
4. Describe range of motion exercises.  
CLOCK/CREDIT HOURS: Theory 2, Clinical 4  
PREREQUISITES REQUIRED: Nutrition  
INSTRUCTIONAL RESOURCES: The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing , Third Edition  
METHOD OF EVALUATION: (1) Exam  
COMPLETION REQUIREMENTS: Minimum: 75% on exam. See page 14 for grading scale.

COURSE TIMEFRAME: 6 Hours  
PRINT/REVISION DATE: December 2007/2010

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COURSE TITLE/NUMBER: **Prevention and Management of Catastrophe and Unusual Occurrences**

COURSE DESCRIPTION: Introduction of the student to the concepts and procedures related to resident safety and emergency procedures in the long-term care environment. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, handouts.

COURSE OBJECTIVES: The student will be able to:  
1. Define the terminology.  
2. Describe rules for providing a safe environment.  
3. Discuss restraints.

CLOCK/CREDIT HOURS: Theory 1, Clinical 1

PREREQUISITES REQUIRED: Medical and Surgical Asepsis

INSTRUCTIONAL RESOURCES: The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing , Third Edition

METHOD OF EVALUATION: (1) Exam

COMPLETION REQUIREMENTS: Minimum: 75% on exam. See page 14 for grading scale.

COURSE TIMEFRAME: 6 Hours

PRINT/REVISION DATE: December 2007/2010

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COURSE TITLE/NUMBER: **Emergency Procedures**

COURSE DESCRIPTION: Introduction of the role of the nurse assistant in preventing and responding to emergency situation, fire, and disaster. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVES: The student will be able to:  
1. Identify immediate interventions of emergency care.  
2. List the signs of choking and perform Heimlich maneuver.  
3. Describe the role of the NA in emergency (codes), disaster, fire prevention.

CLOCK/CREDIT HOURS: Theory 2, Clinical 1

PREREQUISITES REQUIRED: Prevention and Management of Catastrophe and Unusual Occurrences

INSTRUCTIONAL RESOURCES: The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing , Third Edition

METHOD OF EVALUATION: (1) Exam

COMPLETION REQUIREMENTS: Minimum: 75% on exam. See page 14 for grading scale.

COURSE TIMEFRAME: 3 Hours

PRINT/REVISION DATE: December 2007/2010

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**COURSE TITLE/NUMBER:** **Resident Care Skills**

**COURSE DESCRIPTION:** The purpose is to teach skills needed to support and/or assist the resident in the areas of personal hygiene and elimination and all other areas of activities of daily living, including the use of prosthetic devices, bowel and bladder retraining, and weighing and measuring the resident. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

**COURSE OBJECTIVES:** The student will be able to:  
1. Perform the following skills on the patient:  
a. Bathing, oral hygiene, nail care, hair care, shaving, skin care, dressing the resident, elimination, urinary and bowel care, measure height and weight, and help with prosthetic devices.

**CLOCK/CREDIT HOURS:** Theory 14, Clinical 44

**PREREQUISITES REQUIRED:** Body Mechanics

**INSTRUCTIONAL RESOURCES:** The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing , Third Edition

**METHOD OF EVALUATION:** (1) Exam

**COMPLETION REQUIREMENTS:** Minimum: 75% on exam. See page 14 for grading scale.

**COURSE TIMEFRAME:** 58 Hours

**PRINT/REVISION DATE:** December 2007/2010

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**COURSE TITLE/NUMBER:** **Vital Signs**

**COURSE DESCRIPTION:** Prepare the student to know how, when, and why vital signs are taken and how to report and chart these procedures. The students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure and to recognize abnormal findings. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

**COURSE OBJECTIVES:** The student will be able to:  
1. Perform the following skills on the patient:  
a. Temperature, pulse, respiration, blood pressure, and respiration

**CLOCK/CREDIT HOURS:** Theory 3, Clinical 6

**PREREQUISITES REQUIRED:** Patient Care Skills

**INSTRUCTIONAL RESOURCES:** The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing , Third Edition

**METHOD OF EVALUATION:** (1) Exam

**COMPLETION REQUIREMENTS:** Minimum: 75% on Exam. See page 14 for grading scale.

**COURSE TIMEFRAME:** 9 Hours

**PRINT/REVISION DATE:** December 2007/2010

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**COURSE TITLE/NUMBER:** **Weights and Measures**

**COURSE DESCRIPTION:** Introduction to a common system of measurement used by the nurse assistant. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVES:	The student will be able to: <ol style="list-style-type: none"> <li>1. Define the terminology</li> <li>2. Identify units of measurement for weight, length, and liquid and accurately convert between household and metric systems.</li> <li>3. Convert traditional time to military time.</li> </ol>
CLOCK/CREDIT HOURS:	Theory 1, Clinical 1
PREREQUISITES REQUIRED:	Vital Signs
INSTRUCTIONAL RESOURCES:	The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing , Third Edition
METHOD OF EVALUATION:	(1) Exam
COMPLETION REQUIREMENTS:	Minimum: 75% on exam
COURSE TIMEFRAME:	2 Hours
PRINT/REVISION DATE:	December 2007/2010

COURSE TITLE/NUMBER:	<b>Resident Care Procedures</b>
COURSE DESCRIPTION:	To provide learning experiences that will prepare the nurse assistant to safely carry out procedures which support the resident in meeting physical care needs that cannot be performed independently. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.
COURSE OBJECTIVES:	The student will be able to: <ol style="list-style-type: none"> <li>1. Perform the following skills on the patient: <ol style="list-style-type: none"> <li>a. Collect specimens, bed care, bowel care, tubes, intake and output, bandages and dressings, ointments, powders and lotions, admission, transfer, and discharge</li> </ol> </li> </ol>
CLOCK/CREDIT HOURS:	Theory 7, Clinical 20
PREREQUISITES REQUIRED:	Body Mechanics
INSTRUCTIONAL RESOURCES:	The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing, Third Edition
METHOD OF EVALUATION:	(1) Exam
COMPLETION REQUIREMENTS:	Minimum: 75% on exam. See page 14 for grading scale.
COURSE TIMEFRAME:	27 Hours
PRINT/REVISION DATE:	December 2007/2010

COURSE TITLE/NUMBER:	<b>Nutrition</b>
COURSE DESCRIPTION:	Examination of the body's need for food and the effect of food on the body. Includes the basic food groups, nutrients, common therapeutic diets, and assisting the resident to meet nutrition and hydration needs. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.
COURSE OBJECTIVES:	The student will be able to: <ol style="list-style-type: none"> <li>1. Define the terminology.</li> <li>2. Discuss the body's need for food/fluids.</li> <li>3. Discuss special nutritional needs of the elderly, including diet therapy.</li> <li>4. Describe proper techniques for feeding residents.</li> <li>5. List dietary modifications generally affected by religious or cultural preferences.</li> </ol>

CLOCK/CREDIT HOURS: Theory 2, Clinical 6  
PREREQUISITES REQUIRED: Patient Care Procedures  
INSTRUCTIONAL RESOURCES: The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing , Third Edition.  
METHOD OF EVALUATION: (1) Exam  
COMPLETION REQUIREMENTS: Minimum: 75% on exam. See page 14 for grading scale.  
COURSE TIMEFRAME: 8 Hours  
PRINT/REVISION DATE: December 2007/2010

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COURSE TITLE/NUMBER: **Observation and Charting**

COURSE DESCRIPTION: Preparing the student to know how, when, and why to use objective and subjective observation skills using medical terms and abbreviations. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVES: The student will be able to:  
1. Define the terminology.  
2. Describe objective and subjective observations.  
3. List types of charting documents and the use for each.  
4. Identify medical terminology and abbreviations commonly used.

CLOCK/CREDIT HOURS: Theory 4, Clinical 4  
PREREQUISITES REQUIRED: Emergency Procedures  
INSTRUCTIONAL RESOURCES: The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing , Third Edition  
METHOD OF EVALUATION: (1) Exam  
COMPLETION REQUIREMENTS: Minimum: 75% on exam. See page 14 for grading scale.  
COURSE TIMEFRAME: 8 Hours  
PRINT/REVISION DATE: December 2007/2010

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COURSE TITLE/NUMBER: **Long-Term Care Resident**

COURSE DESCRIPTION: Introduction to the basic structure of the body and review of the effect of aging on body structure and function. Approaches to care and community resources commonly available to assist elderly patients with their psychological, recreational, and social needs. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVES: Students will be able to:  
1. Define the terminology.  
2. Describe the body's systems, organs, and functions.  
3. Describe changes due to aging, including diseases and disorders, and psychological, and social changes.  
4. Describe common community resources for the needs of the elderly.

CLOCK/CREDIT HOURS: Theory 2, Clinical 0

PREREQUISITES REQUIRED: Rehabilitative Nursing  
INSTRUCTIONAL RESOURCES: The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing, Third Edition  
METHOD OF EVALUATION: (1) Exam  
COMPLETION REQUIREMENTS: Minimum: 75% on exam. See page 14 for grading scale.  
COURSE TIMEFRAME: 2 Hours  
PRINT/REVISION DATE: December 2007/2010

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**COURSE TITLE/NUMBER:** **Death and Dying**

**COURSE DESCRIPTION:** Introduction to the various stages of the grieving process and physical signs of approaching death. The recognition of the physical, psychological, and spiritual need of the resident during this period and the support needed to the resident and family members. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

**COURSE OBJECTIVES:** Students will be able to:

1. Define the terminology.
2. Describe the five stages of the grieving process and approaches to meet common emotional/spiritual needs of terminally ill residents and their families.
3. Identify care/comfort measures and the common signs of approaching death and biological death.
4. Describe procedures and responsibilities for postmortem care.

**CLOCK/CREDIT HOURS:** Theory 2, Clinical 0

**PREREQUISITES REQUIRED:** Long-Term Care Patient

**INSTRUCTIONAL RESOURCES:** The Nursing Assistant's Handbook, Jetta Fuzy, R.N., Hartman Publishing, Third Edition

**METHOD OF EVALUATION:** (1) Exam

**COMPLETION REQUIREMENTS:** Minimum: 75% on exam. See page 14 for grading scale.

**COURSE TIMEFRAME:** 2 Hours

**PRINT/REVISION DATE:** December 2007/2010

### **HOME HEALTH AIDE COURSE DESCRIPTIONS**

**COURSE TITLE/NUMBER:** **Introduction to Aide and Agency Role:**

**COURSE DESCRIPTION:** This will acquaint the student with the practice of Home health care. Students will understand Federal and State regulations governing home health aide, the purpose of home health care and roles of members of the home health care team, the role and responsibility of the home health aide as a member of the team, communication with clients, families, team members and community agencies.

Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

**COURSE OBJECTIVE:** The student will be able to:

1. Define the terminology

2. Identify State and Federal Regulations and requirement for HHA Certification
3. Describe the purpose and goals of home Care
4. Identify members of the home health care team, their functions, and how they interact.
5. Describe the role and responsibilities of the Home Health Aide.
6. Discuss common observations and documentations to be completed by the HHA
7. Describe key steps, process and methods used in communication.
8. Describe how to access community agencies to meet client needs.
9. Identified organizational and time management techniques for daily work schedule.

CLOCK CREDIT HOURS: Theory 2, Clinical 0

PRE-REQUISITES REQUIRED: NA program.

INSTRUCTIONAL RESOURCES: The Home Health Aide Handbook, Jetta Fuzy, R.N., Hartman Publishing, Third Edition

METHOD OF EVALUATION: (1) Exam . See page 14 for grading scale.

COURSE TIMEFRAME: 2 Hours

PRINT REVISION DATE: December 2007/2010

COURSE TITLE/NUMBER: **Interpretation of Medical and Social Needs of Clients**

COURSE DESCRIPTION: Students will examine physical changes, developmental needs and common disease process found in the home health care client. The impact of illness on the client's and family's physical, emotional and psychological health is also examine. Effects of terminal illness and the family unit caring and discussed. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

and the role of the HHA in providing a supportive environment are

COURSE OBJECTIVE: The student will be able to:

1. Define the Terminology.
2. Identify the basic physical and emotional needs of clients in each age grouping the life span.
3. Recognize the role of the HHA in maintaining client and family rights and privacy.
4. Relate client and family rights to Maslow's hierarchy of needs.
5. Discuss how culture, lifestyle, and life experiences of the client and family can influence care provided.
6. Describe common reactions of illness/disability and its effect on the individual and family, including techniques to support adjustment.
7. Describe basic body functions and changes that should be reported.
8. Identify diseases and disorders common in the home care client and their signs and symptoms
9. Describe common emotional and spiritual needs of terminally ill clients and their families and identify appropriate interventions.

CLOCK CREDIT HOURS Theory 5, Clinical 0

PRE-REQUISITES REQUIRED: Interpretation of Medical and Social Needs of Clients.

INSTRUCTIONAL RESOURCES: The Home Health Aide Handbook, Jetta Fuzy, R.N., Hartman Publishing, Third Edition  
METHOD OF EVALUATION: (1) Exam. See page 14 for grading scale.  
COURSE TIMEFRAME: 5 Hours  
PRINT REVISION DATE: December 2007/2010

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COURSE TITLE/NUMBER: **Personal Care Services**

COURSE DESCRIPTION: Will provide the CNA with expanded knowledge of safety and personal care as it is delivered in the home. Personal care skills, body mechanics, safety and emergency procedures are reviewed, and methods to improvise and adapt these procedures for the home care client are presented. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVE: The student will be able to:

1. Define the terminology.
2. Describe the steps and guidelines for common personal care skills.
3. Explain the importance of improving equipment and adapting care activities in the home.
4. Discuss personal care delivery in home care
5. List examples of home equipments that can be utilized to provide personal care.
6. Discuss the benefits of self care in promoting wellness.
7. Describe key principles of body mechanics.
8. Explain how to adapt body mechanics in the home setting.
9. Describe adaptations that can be made in the home for ambulation and positioning.
10. Identify the purpose of passive and active Range of Motion exercises.
11. Describe high risk factors for skin breakdown and methods of preventions.
12. Describe stages of pressure ulcers/decubitus ulcers and report observations.
13. List types of ostomies and describe how to empty and change the pouch.
14. Recognize emergencies in the home and define critical steps to follow.
15. Relate the chain of infection to the home care setting.
16. Describe infection control measures to use in the home care setting.
17. Describe the role and responsibilities of the HHA in assisting the client to self-administer medications.

CLOCK CREDIT HOURS Theory 5, Clinical 15

PRE-REQUISITES REQUIRED: Introduction to Aide and Agency Role.

INSTRUCTIONAL RESOURCES: The Home Health Aide Handbook, Jetta Fuzy, R.N., Hartman Publishing, Third Edition

METHOD OF EVALUATION: (1) Exam. See page 14 for grading scale.

COURSE TIMEFRAME: 20 Hours

PRINT REVISION DATE: December 2007/2010

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COURSE TITLE/NUMBER: **Nutrition**

COURSE DESCRIPTION: Student will learn how to examine the dietary requirements of the client, respecting budgetary, environmental, and personal resources. Include food pyramid and common therapeutic diets as planned and prepared in the home setting. Recognition of personal preferences, cultural and religious dietary

practices is  
lectures, power points,

discussed. Method of delivery is a combination of

videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVE:

The student will be able to:

1. Define the Terminology
2. Recognize the key principles of nutrition.
3. Plan a meal for client, utilizing the five food groups found in the food pyramid.
4. Plan a weekly menu for client on therapeutic diet.
5. Demonstrate ability to select and purchase foods with consideration of nutritional principles, budget, preference and storage.
6. Discuss key principles for safe food handling and storage.
7. Discuss adaptations necessary for feeding the home care client.
8. Describe the importance of fluid balance and monitoring intake and output.
9. Identify community resources for meeting nutritional needs.

CLOCK CREDIT HOURS

Theory 5, Clinical 3

PRE-REQUISITES REQUIRED:

Personal Care Services

INSTRUCTIONAL RESOURCES:

The Home Health Aide Handbook, Jetta Fuzy, R.N., Hartman Publishing, Third Edition

METHOD OF EVALUATION:

(1) Exam. See page 14 for grading scale.

COURSE TIMEFRAME:

8 Hours

PRINT REVISION DATE:

December 2007/2010

COURSE TITLE/NUMBER:

**Cleaning and Care Tasks in the Home**

COURSE DESCRIPTION:

Student will be provided with learning experiences for the HHA that will enable them to maintain a clean, safe, and healthy environment for the home care client. Consideration for the client, the client's home, and family is emphasized. Students will get information on environmental safety as well as procedures and guidelines for completing household

as  
tasks. Method of delivery is a

combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVE:

The student will be able to:

1. Define the Terminology.
2. Describe the HHA's role and responsibility for maintaining a clean, safe, and healthy environment.
3. Describe key principles for maintaining a safe home environment.
4. Identify appropriate procedure, equipment and supplies for household tasks including alternatives to use when resources are limited.
5. Discuss the procedure for washing and drying dishes.
6. Describe methods of laundering household and personal items.
7. Identify guidelines for organizing household tasks.

CLOCK CREDIT HOURS

Theory 3, Clinical 2

PRE-REQUISITES REQUIRED:

Nutrition

INSTRUCTIONAL RESOURCES:

The Home Health Aide Handbook, Jetta Fuzy, R.N., Hartman Publishing, Third Edition

METHOD OF EVALUATION:

(1) Exam. See page 14 for grading scale.

COURSE TIMEFRAME: 5 Hours  
PRINT REVISION DATE: December 2007/2010

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### RESTORATIVE NURSE AIDE COURSE DESCRIPTION

COURSE TITLE/NUMBER: **Range of Motion Exercises and Transferring Techniques.**

COURSE DESCRIPTION: The student will learn proper techniques to transfer resident with minimal risk of injury. Students will also be able to work closely with the physical therapist/Occupational Therapist to assist placement and use of splints to speed the process of resident from injury. Method of delivery is a combination of lectures, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVE: After completion of this course the student will be able to:

1. Perform Range of Motion /strengthen Exercise of upper and lower extremities.
2. Perform Ambulation of residents needing assistance and supervision
3. Perform Pre-gait Activities: (Sit and Stand, Transfer)
4. Assist with placement and use of splints and positioning devices and to monitor residents for pressure areas.
5. Maintain positioning of residents.
6. Conduct exercise groups
7. Assure wheelchair is appropriate to meet special needs of residents.
8. Report any change in condition to: Licensed Nurse/D.O.N. and Physical Therapist/Occupational Therapist

CLOCK CREDIT HOURS: Theory 10, Lab 6

PRE-REQUISITES REQUIRED: NA Program

INSTRUCTIONAL RESOURCES: CDI, RNA Book

METHOD OF EVALUATION: (2) Exams. See page 14 for grading scale.

COURSE TIMEFRAME: 16 Hours

PRINT REVISION DATE: December 2007/2010

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COURSE TITLE/NUMBER: **Maintaining Activities of Daily Living/Charting**

COURSE DESCRIPTION: The student will learn proper techniques to maintain or rehabilitate the patient's ability to assist with activities of daily living, including charting, weighing, and suggest the patient's care plan. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts. Method of delivery is a combination of lectures, power points, videos, classroom discussion, demonstrations, clinical experience, handouts.

COURSE OBJECTIVE: After completion of this course the student will be able to:

1. Conduct restorative feeding retraining program.
2. Maintain activities of daily living (ADL) program.
3. Weigh new admissions and residents on a monthly/weekly basis.
4. Chart using appropriate terminology and procedures. (daily entries, weekly summaries, document changes in condition).

5. Suggest changes in resident's plan of care to the physical therapy supervisor or nursing supervisor.
6. Attend Resident Care Plan meeting as required.
7. Perform other related activities as requested by the director of nursing or nurse supervising the RNA program.

CLOCK CREDIT HOURS: Theory 4, Lab 2

PRE-REQUISITES REQUIRED: NA Program

INSTRUCTIONAL RESOURCES: CDI, RNA Book

METHOD OF EVALUATION: (1) Exam. See page 14 for grading scale.

COURSE TIMEFRAME: 6 Hours

PRINT REVISION DATE: December 2007/2010

**TUITION AND FEE POLICY**

	TUITION FEE	MATERIAL FEE	REGISTRATION FEE	STRF FEE	TOTAL COST
Nurse Assistant .....	\$2,129.00	\$546.00	\$75.00	\$7.50	\$2,757.50
Nurse Assistant.....	\$2,794.00	\$671.00	\$75.00	\$10.00	\$3,550.00
Home Health Aide Restorative Nurse Aide					
Vocational Nurse.....	\$22,466.00	\$2,459.00	\$75.00	\$62.50	\$25,062.50

Material Fee Breakdown:

1. Nurse Assistant		3. *Vocational Nurse	
Books.....	\$78.00	Books.....	\$1,025.00
Equipment.....	\$73.00	Equipment.....	\$83.00
Uniforms.....	\$48.00	Uniforms.....	\$71.00
Shoes.....	\$55.00	Shoes.....	\$55.00
Physical/PPD/Drug...	\$110.00	Physical/PPD/Drug.....	\$110.00
		Live-Scan (DOJ/FBI)..	\$150.00
State Exam.....	\$90.00	(Clinical Clearance)	
Live Scan.....	\$42.00	(End of Program)	
CPR Certification.....	\$50.00	CPR Certification.....	\$60.00
		Entrance Assessment..	\$20.00
2. Nurse Assistant		BVNPT Application...	\$150.00
Home Health Aide/Restorative Nurse Aide		NCLEX-PN Review...	\$335.00
		ATI Package.....	\$400.00

Books.....	\$203.00	
Equipment.....	\$73.00	
Uniforms.....	\$48.00	
Shoes.....	\$55.00	
		*CNA Review..... \$375.00 (extra charge)
Physical/PPD/Drug...	\$110.00	*CNA State Exam..... \$90.00 (extra charge)
State Exam.....	\$90.00	
Live Scan.....	\$42.00	
CPR Certification.....	\$50.00	

**Job placement assistance is provided which includes employment support.**

**FINANCIAL POLICY**

All students must keep their finances current with CDI.

If the student is 30 DAYS delinquent paying tuition and/or fees, a 10% interest charge will be added to the balance due to the school.

If the student is 60 DAYS delinquent paying tuition and/or fees, the student will be officially dropped from the program. A payment plan is an option that is available to the students. An addendum to the enrollment agreement is included in the student registration package. Call the Financial Aid Office at extension 108 for information.

**STUDENT PROTECTION POLICY**

**STATE OF CALIFORNIA STUDENT TUITION RECOVERY**

“If you are not a resident of California or you are attending classes due to a third-party payment of all tuition and course costs, you are not eligible for protection under and recovery from the Student Tuition Recovery Fund. In all other cases, you are responsible for paying the state assessment amount for the Student Tuition Recovery Fund.”

According to Article 9 of the California Code of Regulations, under the provisions sub-section 76215 (a), participation in the Student Recovery Fund (STRF) requires the following for eligibility.

- “You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you.
1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
  2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a loss as a result of the school closing; failing to live up to its enrollment agreement; or refusing to pay a court judgment.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two (2) years of the final judgment. It is important that you keep copies of the enrollment agreement, receipts or any other information that documents moneys paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education  
(Department of Consumer Affairs)  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

### **CANCELLATION, WITHDRAWAL, AND REFUND**

A student shall have the right to cancel an agreement for a program of instruction including any equipment, until midnight of the fifth business day\* after the day on which the student attended the first class of the program of instruction. Cancellation period: for programs under 50 days – one (1) business day for each 10 program day; for programs over 50 days – 5<sup>th</sup> business day following first class. Cancellation shall occur when the student gives written notice of cancellation to the institution at the address specified in the agreement. The written notice of cancellation need not take a particular form and, however, expressed, is effective if it indicates the student's desire not to be bound by the agreement. If the student cancels the agreement, the student shall receive no liability, and the institution shall refund any consideration paid by the student within 30 days after the institution receives notice of the cancellation or date of post mark. If the institution gave the student any equipment\*\*, the student shall return the equipment 30 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 30 day period, the institution may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost to the institution of the equipment not later than 30 days from the date the cancellation is received or the post marked date. The student may retain the equipment without further obligation to pay for it.

\*Business day means, a day on which that student is scheduled to attend a class session.

\*\*Equipment includes all textbooks, supplies, materials, or any other goods related to the agreement for the course of instruction.

A student has the right to withdraw from a program of instruction at any time. If a student withdraws from a program of instruction after the period allowed for cancellation of the agreement, the institution shall remit a refund as provided in Section 94870 with 30 days following the student's withdrawal.

The state refund calculation is as follows:

- (A) Deduct a non-refundable registration fee not exceeding seventy-five dollars (\$75) from the total tuition charge.
- (B) Divide this figure by the number of hours in the program.
- (C) The quotient is the hourly charge for the program.
- (D) The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in paragraph (D) that was paid by the student.
- (F) The refund amount shall be adjusted as provided for equipment, if applicable.

All amounts that the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for equipment set forth in the agreement for the program of instruction.

If the institution specifies in the agreement a separate charge for equipment that the student actually obtains and the student returns that equipment in good condition, allowing for reasonable wear and tear, with 30 days following the date of the student's withdrawal, the institution shall refund the charge for the equipment paid by the student. If the student fails to return that equipment in good condition, allowing for reasonable wear and tear, with 30 days following the date of the student's withdrawal, the institution may offset against the refund calculated the documented cost to the institution of that equipment. The student shall be liable for the amount, if any, by which the documented cost for equipment exceeds the refund amount. Equipment cannot be returned in good condition if the equipment cannot be reused because of clearly recognized health and sanitary reasons and this fact is clearly and conspicuously disclosed in the agreement. If the institution specifies in the agreement a separate charge for equipment, which the student has not obtained at the time of withdrawal, the refund also shall include the amount paid by the student that is allocable to that equipment.

**HYPOTHETICAL STATE OF CALIFORNIA REFUND EXAMPLE:**

Assume you, upon enrollment in a 400-hour course, pay \$2,000 for tuition, \$100 for registration, and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained. The pro rata refund to the student would be \$1,500.00 based on the calculation stated below. If the student returned the equipment in good condition within 30 days following his/her withdrawal, the institution shall refund the charge for the equipment paid by the student.

Tuition plus registration	\$2,075.00	\$2,000 divided by 400 hours = \$5.00 per hour (quotient)
Less registration fee	(75.00)	100 hours completed x \$5.00 hour = \$500.00 tuition charge
Total for calculation	\$2,000.00	

Add registration fee \$75.00, documented cost of books unreturned \$150.00, plus tuition \$500.00, total charges of attending school \$725.00, deducted from total paid of \$2,225.00. Refund due \$1,500.00

If you return the equipment in good condition within 30 days following withdrawal, the school shall refund the charge for the equipment as described above. The actual refund amount would then be  $(\$1500.00 + \$150.00) = \$1,650.00$ .

For programs greater than 12 months, if you withdraw prior to the next 12-month period, all charges collected for the next period will be refunded.

For the purpose of determining the amount you owe, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- (1) The student notifies the institution of the student's withdrawal or of the date of the student's withdrawal, whichever is later.
- (2) The institution terminates the student's enrollment as provided in the agreement.
- (3) The student failed to attend classes for a three-week period.
- (4) The student fails to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

### **Financial Assistance**

CDI offers students several options for payment of tuition. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. CDI participates in several types of Title IV programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA). The School's Financial Aid Officer uses this form to determine students' eligibility and assists them in deciding what resources are best suited to their circumstances. Students must meet all eligibility requirements to qualify for Federal Student Aid.

Government guaranteed loans are an important part of financing educational expenses. When students must borrow funds to finance their education, CDI provides students with information to assist them in managing their loan effectively. Confidential loan counseling is available upon request.

### **Financial Aid Eligibility Requirements**

To be eligible for financial aid, a student must:

- Be a citizen of the United States or an eligible permanent resident;
- Be enrolled in an eligible program;
- Be making satisfactory academic progress toward graduation;
- Be a high school graduate or its equivalent or pass a nationally recognized Ability-To-Benefit test;
- Not be in default on a financial aid loan nor owe a refund to a financial aid grant received at any postsecondary college or institution;
- And have completed U.S. Selective Service requirements, if applicable.

If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If you withdraw, a refund calculation will be completed and a refund of non-federal aid funds may be provided to you.

### **Title IV Refund Policy**

The Federal Title IV refunds policy operates independently of the CDI refund policy. A student who has received Title IV funds and withdraws may owe the institution for charges no longer covered by returned federal aid.

There are federal provisions governing the return of federal financial assistance for financial aid recipients who completely withdraw from school in any semester. The policy governs all Federal loan and grant programs, including Federal Unsubsidized Stafford Loans, Federal Subsidized Stafford Loans, PLUS Loans, Federal Pell Grant, ACG, SMART, Federal SEOG, and other Title IV programs except Federal Work-Study.

Per federal guideline standards, a student must "earn" federal financial aid awards directly in proportion to the number of days of the program attended. In other words, a student earns financial assistance as they attend class. If a student completely withdraws from class during a program, the institution must calculate the portion of the total scheduled financial assistance earned.

The portion of federal loans and grants the student is entitled to earn is calculated on a percentage basis by comparing the total number of calendar days in the program to the number of days completed before total withdrawal. The total withdrawal date for calculating the Return of Title IV financial assistance will be determined by the institution as the date the student officially withdraws per the institutional procedures.

**It is the student's responsibility to immediately notify the Financial Aid Office that they are withdrawing. The Financial Aid Office is located on the second floor. The phone extension is 108.**

Through Title IV, the institution takes the responsibility on behalf of the student to credit the student's account with federal funds to satisfy current charges for tuition and fees.