

NAC Training Program

Private Vocational School Catalog

School Location 401 W Maple #69
McCleary, Wa 98557

Send all correspondence to
NAC Training Program
Above Address



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Table of Contents

<p>Pg 1 <i>Front Cover</i></p> <p>Pg 2 <i>License Information</i></p> <p>Pg 3 <i>Table of Contents</i></p> <p>Pg 4 <i>NAC Training Program</i> <i>Owner:</i></p> <p>Pg 5 <i>Instructor Information</i></p> <p>Pg 6/7 <i>School Description</i> a. Administrative/Office b. Vocational School/Description/Equipment/ Facility c. Location 1. Classroom 2. Clinicals</p> <p>Pg 6 <i>Financial</i> a. Ability to Benefit/Admission Standards b. Total cost of training including tuition, fees, deposits, and other charges necessary for a student to complete the program: c. Financial Aid, Placement assistance</p> <p>Pg 7 <i>Refund Policy</i></p> <p>Pg 8/9 <i>Calendar/Enrollment Policies</i> a. Requirements b. Ability to Benefit/Admission Standards c. Enrollment Period d. Placement Assistance e. Days & Hours of Operation f. Holidays</p> <p>Pg 9 <i>Standards of Progress</i> a. Grading system method, reporting, & minimum grades b. Criteria for Certification</p> <p>Pg. 10 <i>School Records</i> a. Length of time Maintained b. Procedure for requesting copies</p>	<p>Pg 10 <i>Program Description</i> a. Objective b. Hours (Clock) required for completing course c. Method of Instruction d. Scope and Sequence of courses required to complete program e. Education credentials awarded upon completion of programs</p> <p>Pg. 11 <i>Class Information</i> a. Textbooks & Handouts b. Maximum class size and average student/ teacher ratio c. Policy for tardiness, absences, makeup work, & interruptions for unsatisfactory attendance:</p> <p>Pg. 11 <i>Attendance Policy</i></p> <p>Pg 12/13 <i>Class Schedule</i></p> <p>Pg 13 <i>Attendance Policy</i></p> <p>Pg 14/15 <i>Clinical Evaluation Criteria</i> I Ethical & Professional Behavior a. Professional Attitude b. Reliability & Punctuality c. Personal Appearance d. Probationary Period II Nursing Assistant Process a. Assessment b. Planning c. Implementation III Interpersonal Skills a. Consistently Functions as a contributing member of the health care team b. Communicates effectively with residents & staff</p>
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Owner Information:



Annette Curran is the owner of NAC Training Program. She spent many years as a homemaker, then 20 years in the care giving field starting out as a CNA and eventually becoming the Administrator of the Beehive Retirement Center in McCleary, WA Due to new ownership, she left the Beehive in 2001 and worked as a consultant to other businesses. She now has a home based business and handles the enrollment, financial, marketing, website and all other office related business items of the NAC Training Program.

Please send, fax, or email to the following:

ellsann@hotmail.com

360-495-3619 PH 360-239-5326 Cell

360-495-3618 FX

401 W. Maple #69

McCleary, WA 98557

<http://nactrainingprogram.com/>



Instructors/Qualifications:

NAC Training Program Instructors are experienced, hardworking people with a desire to assist conscientious, hardworking students to attain their goals.

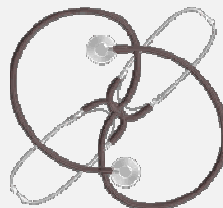
***PROGRAM DIRECTOR /INSTRUCTOR - Brenda Lewis RN:
Organized, highly motivated and detail-oriented***

Employed as a Nurse for 30 years with 23 of those as an RN

*Employed at Capital Medical Center for twelve yrs
ICU/Step-down Charge Nurse for ten yrs
Educator Coordinator – instructed RNs, LPNs, & CNAs in
Procedures, orientation, equipment use & computer programs for two yrs
While ICU/Step-down Charge Nurse PRN*

*Prior to this, employed in Payson , UT
Acting Head Nurse, MedSurg Unit, ICU 14+ yrs*

She is also a certified CPR Instructor. PH: 360-470-0736



Assistant Instructor: Forthcoming

School Description

Administrative Office

Location & Mailing Address: 401 W. Maple #69 McCleary, WA 98557
PH: 360-495-3619

Vocational School Classroom:

Location: 401 W. Maple #69 (Located upstairs at the Beehive Retirement Community on the 7th St side of the Beehive) PH: 360-470-0736

Classroom: We have sufficient room to handle ten students. We have the necessary equipment to give them proper training.

Clinicals: We have contracted with Pacific Care Center & Caring Places Management to complete the clinical requirements necessary for certification.

Financial:

1. Enrollment Fee: The total cost for the four weeks of training is \$550.00 including registration fee of \$100.00. This fee includes four weeks of instructional classes, and one week of clinicals. Payment in full required for CNA class prior to 3rd week. Additional cost for the books = \$60.00 this includes both the Textbook (\$42.00) & Workbook (\$18.00). *There will be a \$100.00 extra charge per makeup day or days beyond our regular scheduled days (due to hiring our RN instructor the additional time).*

2. Financial Aid, & Placement Assistance: We do not provide financial aid or assistance although we search for available funding for students and offer advice as to various programs that may assist eligible students; we also provide information regarding class completion rates and the current labor market.

3. Additional Information: Students are required to have scrubs and white shoes prior to the second week of class.

•Students who are not already a N.A.R. (Nurse's Aide Registered) will need to apply (check website below for current fee) as soon as they have received their HIV/Aids training – you may also download the application at this site:

http://www.doh.wa.gov/hsqa/Professions/Nursing_Assistant/documents/NARapp.pdf

•After receiving our CNA Certificate of Completion, you are eligible to apply to the NACES organization for their State Test and may go to this site <http://www.nacesplus.org/washington.html> for the link to download the application among other items. When you send the application in you will need to send a certified check for \$107.00 (No Personal Checks) along with a copy of your newly acquired Certificate of Completion to NACES PLUS

•Once students pass the test, they may apply for their license as a CNA (Nurse's Aide Certified) {check website below for current fee} and you may download the application at the following site:

http://www.doh.wa.gov/hsqa/Professions/Nursing_Assistant/documents/NsgAsstCertEnd.pdf Along with the current fee, you are required to send a copy of your CNA Certificate with ap for test and licensing. Please check website links for current fees.

4. Students must have a TB test prior to clinicals - Clinics often provide test for minimal fee.

Cancellation/Refund Policy

1. Elma NAC Training Program will refund:

- a. All money paid by the applicant if they are not accepted including when a starting class is canceled by the school
- b. All money if applicant cancels within five business days (excluding Sundays & holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
- c. Elma NAC Training Program will retain the registration fee of \$100.00 if the applicant cancels after the class begins or after signing the contract or making an initial payment.
- d. If training is terminated after the student enters classes a percentage of the total cost in addition to the \$100.00 registration fee will be retained as follows:

Up to One week	10%
25% of course	25%
25%-50% of Course	50%
50% and over	100%
- e. The official date of a student's course termination serves as last date of attendance:
 1. When Elma NAC Training Program receives notice of student's attention to discontinue the training program
 2. When the student is terminated for a violation of published school policies which provide for termination
 3. When a student, without notice, fails to attend classes for two calendar Days
- f. If program is discontinued after training has begun or if the school moves locations we will:
 1. Provide our students pro-rated refunds of all tuition & fees paid or
 2. Arrange for comparable training at another public or private vocational school. Students must accept this training in writing.
- g. If we, as Elma NAC Training Program, decide to discontinue our program, we will notify the affected students in advance in writing and will include information found under WAC 490-105-210(3)
- h. Students affected must request a refund within ninety days.

Calendar/Enrollment/Policies

Requirements:

Students must be able to pass a DSHS Background Check. (No Felonies after reaching adult age)

If not a high school graduate or have GED, students will need to take an 'Ability to Benefit' test.

Students must be able to read, write and speak English.

Ability to Benefit/Admission Standards:

1. When admitting students, we will assess basic skills & relevant aptitudes and will determine a potential student's ability to complete & benefit from the training we are offering.

a. We will determine through a form the student fills out, the applicant's ability to benefit against current prerequisites for employment in the Caregiver field. i.e. prior work & health history, driving and arrest records, & evaluation of any applicable physiological factors i.e. vision acuity, lifting & weight bearing capabilities, dexterity, etc

b. Students with High School Diploma or GED meet the academic requirements for admittance. Students who have not met this qualification may be tested, validating they possess the academic skills necessary to compete in the caregiver field i.e. legible handwriting, spelling, knowledge comparable to a high school graduate.

c. Testing offered will be given in private with no advance information offered to the students. All tests will be free from information that is offensive with regard to gender, age, native language, ethnic origin, or handicapping situations.

d. Records of ability to benefit assessment will be included as a regular part of student's records

Enrollment Period

1. Enrollment may take place anytime prior to the beginning of class, preferably at least one week prior to class

2. Enrollment may be completed by contacting the office to make arrangements to fill out the enrollment forms and for making payment. Also forms may be downloaded from our Website. www.NACTrainingProgram.com

Placement Assistance:

This service is not provided by our school at this time. However, Administration & Instructors will assist students with advice & help in ways within our ability, to obtain a position. We will provide our students with current NAC Training Program student completion rate and employment & a printout of the current labor Market and pass on to them any pertinent information pertaining to employment.

Days & Hours of Operation

The four week (111+ Hrs) CNA Course Days & Hours are:

1st Week - 8am-1:30pm Mon--Fri

2nd Week - 8am-1:30pm Mon – Fri except for Thurs (CPR Class) which will end at 2pm

3rd Week - 6am-2:00pm Mon--Fri (Clinicals held at contracted site)

4th Week - 8am-1:30pm Mon--Wed.

(50 Clinical hours are mandated by the State- 40 must be in contracted facility & 10 in classroom setting- *We are now offering 20+ In-House Clinicals (There will be a \$100.00 extra charge per makeup day over and beyond our regular schedule due to hiring instructor)*)

Holidays:

1. All federally mandated holidays (Day will be made up on available day)
2. The week prior to and after Christmas

Standards of Progress

Grading System:

Written response to all homework, essays and reports are required

All *asterisk homework, essays, reports must be completed for a passing grade

Reports will be graded as:

Excellent – Consistently functions with accuracy and completeness with a high degree of independence – is punctual and reliable – attends all classes

Satisfactory – Consistently functions with accuracy and completeness - requires moderate supervision - is dependable – is punctual and reliable – attends all classes

Unsatisfactory – Frequent errors and incomplete performances – Requires maximum supervision is inconsistent - not reliable or punctual

Minimum Grades

Tests – An 80-100% score is required on the final exam in order to pass our NAC Course. All other tests must have a score of 70% or higher with the exception of the CPR course; an 84% or higher is required by the AHA.

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=Below 60%

Reporting Grades

Students will be shown all test results and may request a copy of final test. Clinical evaluations, attendance, and punctuality shall be included in their final grade

School Records

1. Length of time records will be maintained

NAC Training Program will retain Student Transcripts for fifty years. Other records will be kept for six years.

2. Procedure for requesting copies of your records

NAC Training Program students requesting a copy of their records shall do so in writing, and will include their legal name, current address and phone number in the request. Records will be given to students only; not to family members or friends.

Program Description

Objective of the NAC Training School:

1. Assist students to successfully complete the programs of study in which they are interested
2. Assist students to qualify for the fields of employment in the field for which their education is designed

Instruction Location:

1. Instruction Classes are located in the NAC Training Program classroom at 401 W. Maple #69 (Located at the Beehive Retirement Community)
2. Clinicals will be located at one of our contracted units (See pg 6)

Scope and Sequence of Courses required to complete program

Certified Nursing Assistant Training Certificate of completion will be given upon successfully passing the final exam with an 80% or above & by attending the required classroom hours and clinical hours. The final grade is also determined by attendance, and punctuality, test results and the final exams both written and clinical.

(101 Clock hour course - 4 weeks -) Introduction to basic nursing care, safety, legal & ethical issues related to the practicing nursing assistant. Must demonstrate ability to give competent & quality care in a long term care facility under the supervision of the instructor or licensed nursing staff

CPR/First Aid as a Separate Class Student will receive CPR/First Aid Card after successfully passing final test (84% or above) & demonstrating skills required to perform CPR

45 hr. class (Also Included with CNA Course) - Time & dates to be determined

American Heart Association's Basic Life Support course - Class size limited to ten students

Class Information:

Text Book & Accompanying Workbook: 'Successful Nursing Assistant Care' – 2nd Edition by Diana Dugan RN published by Hartman Publishing

Handouts will be reproduced from the following sources:

- KNOW – HIV/AIDS Handbook from pdf file WA.GOV website
- Dementia Care Specialty Training - Aging & Disabilities July 2007
- Current Washington State Nursing Assistant Candidate Handbook
- American Heart Association Basic Life Support

Quizzes will be given often - you must pass the final exam with at least an 80% - retests are only possible with authorized approval. To successfully pass the clinical portion of this course you must receive a satisfactory score per Washington State Nursing Assistant Candidate Handbook guidelines which you will be given upon enrollment in the class. You also must be in attendance at all clinical labs – 40 hours at our contracted facility and 10 hours of labs in our classroom.

Maximum Class size – Ten Students

Average Class size – Eight Students

Minimum Class size – Five Students

Student/Teacher Ratio – One Teacher for every ten students

Policy for tardiness, absences, makeup work, & interruptions for unsatisfactory attendance:

1. Each case will be considered on an individual basis
2. The CNA Class Evaluation Criteria on pages 14/15 discusses this policy in depth

Students who violate published school policies will be terminated

Attendance Policy

100% Attendance at all classes is strongly encouraged. Missing a day means you will miss valuable lecture and/or clinical lab time that you will need to successfully complete the final test and state tests. Some classes **must be** attended i.e.: CPR, HIV, Dementia. We have scheduled 100 hours of classroom and clinical instruction. A 90% (90 hours) attendance is required to pass our NAC course, 50 hours of which are clinical hours (40 hands-on in a contracted facility and 10 clinical lab hours at our facility). **These clinical hours are mandated by the state;** you cannot miss one day of clinical labs without the risk of incurring additional fees and/or risking ineligibility to complete the training and certification process. *(There will be a \$100.00 extra charge per makeup day beyond our regular scheduled days, due to hiring our instructor for an extra day or days).*

It is very important that you get sufficient rest, eat properly and follow proper cleanliness habits in order to avoid sickness, especially during this period of time.

Class Schedule:

Week 1: Classroom - Introduction

Mon 8:00am – 1:00pm Introduction – Chapters 1, 2
Discussion: 'Why you want to be a Nurse Assistant'. 'Life experiences you have had in the field of Nursing'. Housekeeping: rules of the class, obligations and expectations.

Tues. 8:am–1:30pm Chapters 25, 26, 5, 3, 4

Wed. 8:am–1:30pm Chapters 9, 12, 27,18, 21

Thur. 8:am–1:30pm Chapters 22, 23, 27, 16 *Quiz

Fri. 8:am-1:30pm Chapters 19, 20, 15, 24 (00)

Week 2: Classroom

There will be *Ongoing clinical labs for state exam in the classroom* - WA Nursing Assistant Candidate Handbook will be used - MUST WEAR SCRUBS or no credit given.

Mon. 8:am–1:30pm Chapters 14, 13, 7, 11, 10

Tues. 8:am–1:30pm Chapters 6, 8 *Quiz

Wed. 8:am–1:30pm HIV/AIDS*

Thur. 8:am–1:30pm CPR/1st AID*#

Fri. 8:am-1:30pm In-House Clinicals

Week 3: Clinicals

All Students MUST WEAR SCRUBS & CLEAN WHITE SHOES! **THERE ARE NO EXCEPTIONS!** PLEASE BE ON TIME . THIS IS HANDS ON CARE OF RESIDENTS. YOU WILL BE GRADED USING THE CRITERIA FOR CLINICAL EVALUATION GIVEN AT THE START OF CLASS IN WEEK ONE

Mon— 6:00am – 2:00pm - Clinicals at contracted facility

Tues---6:00am – 2:00pm - Clinicals at contracted facility

Wed----6:00am – 2:00pm - Clinicals at contracted facility *Midterm Exam

Thurs--6:00am – 2:00pm - Clinicals at contracted facility

Fri-----6:00am – 2:00pm - Clinicals at contracted facility

Week 4: Review –Final Tests – Written & Skills

Mon. 8:am–1:30pm Dementia Care

Tues. 8:am–1:30pm Chapter 28, Final Written Exam *

Wed. 8:am-1:30pm Final Skills Exam #– Receive Certificates

*Class Schedule is subject to change in which case it will be presented to the current students in writing

* **Written Exam**

Skills Exam

(00) Clinical Labs Begin

There will be an extra charge of \$100.00 per makeup day(s) over & beyond our regular schedule due to hiring instructor for an extra time).

*The state requires follow-up information from us in regards to how many students completed the course & are employed as well as where employed; so we will be phoning you monthly after you complete the class. If you would phone me (Annette 360-495-3619) with that information, it would be appreciated.

Criteria for Clinical Evaluation

Excellent:

Consistently functions with accuracy and completeness. Demonstrates a high degree of independence.

Satisfactory:

Consistently functions satisfactorily with occasional non-critical errors and incomplete performance. Requires moderate supervision.

Unsatisfactory:

Consistently functions unsatisfactorily with frequent errors and incomplete performance. Requires maximum supervision.

***Critical Criteria:** Must have Satisfactory in asterisked criteria to [pass clinical portion of training.

Part 1: Ethical and Professional Behavior

A. Professional Attitudes

***1. Consistently maintains ethical and legal standards**

- a-Respects and maintains client confidentiality
- b-Demonstrates sound decision making ability for level of Preparation

2. Attitude is client centered

- a-Demonstrates philosophy that every person has worth
- b-Regards client and family as unique individuals
- c-Provides emotional support for client and family
- d- Demonstrates interest in client by demonstrating a warm, caring attitude

B. Reliability and Punctuality

1. Accepts Responsibility for meeting deadlines and keeping appointments -

2. Consistently arrives for clinicals on time – must be present for all clinicals.

C. Personal Appearance

1. Dress is appropriate for clinical area

- a-Clean, modest, pressed uniform with name pin
- b-Limited jewelry according to class standards
- c-Polished shoes must be clean, with white laces

2. Grooming and hygiene are in keeping with class standards

- a-Fingernails are trimmed and clean (No artificial nails please)
- b-Hair styled off collar (Pony tails okay)
- c-Exhibits good personal hygiene
- d. Professional Growth

1. Sets appropriate goals and seeks learning experiences to meet clinical focus

2. Accepts constructive criticism & acts upon suggestions for improvement

Part 11: Nursing assistant Process

A. Assessment

1. Uses appropriate data gathering techniques
2. Identifies client problems based on assessment data
3. Consistently and accurately identifies alterations in client's physiological and psychological functions.

B. Planning

1. States realistic goals for nursing care as observable client outcomes
2. Plans nursing care to meet client needs based on assessment data and knowledge base.
3. Consistently demonstrates ability to set priorities

C. Implementation

- *1. Consistently practices in a safe manner
 - a-Acknowledges own limitations and seeks assistance where necessary
 - b-Uses proper body mechanics
 - c-Uses safety measures on equipment as necessary
 - d-Demonstrates awareness of infection control techniques
2. Consistently demonstrates ability to transfer knowledge in the performance of Nursing Assistant skills
3. Consistently demonstrates organization in implementation of care
 - a-Works in a logical sequence (head to toe: clean to dirty)
 - b-Performs with reasonable speed and dexterity
4. Accurately documents pertinent information; writes legibly and spells correctly

Part 111: Interpersonal Skills

A. Consistently functions as a contributing member of the health team

1. Demonstrates knowledge of procedural policies of facility
2. Understands decision making and authority structure within facility
3. Effectively uses available resources
4. Works cooperatively with peers and other health team members
5. Identifies and accepts feelings of self and others

B. Communicates effectively with residents and staff

1. Demonstrates knowledge of basic communication skills
 - a. Demonstrates ability to obtain accurate data
 - b. Displays good listening skills
 - c. Communicates with others at their level of understanding and/or physical capacity
2. Communicates relevant and accurate information in oral reports