

# Journey Medical Training Center

## Nurse Aide Training

### Course Catalog



Catalog Volume 2

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## WELCOME

Welcome to the Nursing Assistant program at Journey Medical Training Center (JMTC). The faculty wishes you success as you undertake this exciting and demanding step in your education as a Nursing Assistant. This school catalog is designed to provide you with information specific to the Nursing Assistant program. It is important to read the entire catalog, familiarizing yourself with the content.

If you have further questions or need additional information, please contact your instructor or the Program Director by calling (469) 803-5575.

Additional information about JMTC and the Nursing Assistant program may be found on the Journey Medical Training Center's Web page at [www.journeymedicaltrainingcenter.com](http://www.journeymedicaltrainingcenter.com).

## MISSION STATEMENT

Journey Medical Training Center's mission is to empower and equip individuals with the tools for a successful entry into the healthcare setting.

## SCHOOL APPROVAL AND REGULATION

Journey Medical Training Center is a small proprietary career school as defined by Texas law. The school provides training and certification preparation for Certified Nurse Aide candidates. This catalog is specifically for the Nurse Aide Program. Students completing the Nurse Aide Program course are prepared to take the state examination for certification as a nurse aide.

Journey Medical Training Center holds a Certificate of Approval from the Texas Workforce Commission Career Schools and Colleges, Austin, Texas. The TWC-assigned school number for Journey Medical Training Center is S5490. The school is approved to provide /conduct a Nurse Aide Training and Competency Evaluation Program (NATCEP) by the Texas Department of Health and Human Services. Journey Medical Training Center was established in November 2018.

## OWNER/PROGRAM DIRECTOR

Journey Medical Training Center was founded in 2018 by Deadra Thomas, RN, MHA, BSN. It is Mrs. Thomas' vision to open a vocational school to help others enter the healthcare profession and provide continue education to healthcare professionals. Mrs. Thomas has over 29 years of professional nursing experience that includes education, leadership, management, and patient care in several specialties and will be the primary instructor for the classroom instruction and clinicals.

## ADVISORY BOARD

Member	Position	Member	Position
Deadra Thomas, MHA, BSN, RN	CEO/Program Director	Sekai Mukangara, LVN	LTC Nurse
Eddie Newman IV, M.A., BBA	Health Insurance Specialist	Regina Richardson, M.A.	Education Success Coach
Elizabeth Boyd, BSN, RN	RN Advisor, LTC	Jessica Cross, M.A., B.A.	Dean of Student Support
Mindy Michel, MSN, RN	Adjunct Faculty UNT	John Thomas, PhD	Educator

## FACILITY & EQUIPMENT

Journey Medical Training Center is located at 8668 John Hickman Parkway, Unit 602, Frisco, TX. The facility includes a large classroom equipped with desks, chairs, television, Blu-ray Disc Player, whiteboard, projector, and reference materials. There is a nursing skills laboratory equipped with two hospital beds, and equipment to practice the required skills. The school has a break area and restroom for student use.

## HOURS OF OPERATION

The school office shall be open Monday through Friday from 8:00am to 5:00pm Central Standard Time.

## REGISTRATION AND TUITION PAYMENT

### Financial Obligations

Application Fee	\$50.00
Nurse Aide Training Total Course Fee	\$760.00
Texas Nurse Aide Exam Fee	\$104.50
Books (Textbook & Workbook)	\$70.00
Lab Fee	\$55.00
Student Liability Insurance	\$10.00
<b>Total</b>	<b>\$1,049.50</b>
<b>OTHER REQUIREMENTS NOT INCLUDED IN COURSE FEES</b>	
Urine Drug Screen	\$30.00 (Paid to vendor)
American Heart Healthcare Professionals CPR	\$45.00 If taken at Journey Medical Training Center. *Required prior to starting class.
Navy Blue Scrubs	\$35.00 (Scrubs may also be purchased from an outside vendor)
Tuition late fee	\$35.00 (Assessed on first day of missed payment)
Lab Skills Practice	\$40.00 per day (After regular class hours)
Lost Textbook	\$50.00
Lost Workbook	\$20.00
Replacement Blood Pressure Cuff Set	\$25.00
Replacement Gait Belt	\$15.00
Replacement Stethoscope	\$15.00

### Required Supplies not Included in Course Fees:

- Navy Blue Scrubs (Scrubs may be purchased from an outside vendor or the school for \$35/set)
- Watch with a second hand
- White shoes (No open toes or clogs) Plain white athletic shoes are acceptable

### Payment Plan

Students may pay the full tuition upon enrollment or opt for a three-payment option that includes 10% interest (\$104.50 + \$1049.50= \$1,154.00) Those opting for the three-payment option must pay \$384.67 at the time of enrollment, \$384.67 on the Friday of the second week of class, and \$384.66 on the Friday of the third week of class.

### Payment Methods

Acceptable payment methods include: Cash, Visa, PayPal, Cashier's Check or Money Order payable to "Journey Medical Training Center". The school is not Title IV approved. No federal financial aid is offered or provided.

### Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) The last day of attendance, if the student is terminated by the school
  - b) The date of receipt of written notice from the student; or

c) Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

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

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

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

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

#### **8. Refund Policy for Students Called to Active Military Service**

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

- a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
- b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no

longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

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

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

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

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



## **ADMISSION/ENROLLMENT POLICIES**

### **Non-Discrimination Policy**

Journey Medical Training Center does not discriminate on the basis of race, color, religion, national origin, disability, age, marital status, veteran's status, sex or sexual orientation in admission to and participation in its educational programs, school activities and services, or its employment practices.

### **Admission Requirements**

The school shall require for admission into its programs proof of one of the following:

1. Be at least 17 years of age.
2. Have a social security card.
3. Have a valid driver's license or state or federally issued photo ID.
4. Be able to read, write, and speak English
5. Successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential or GED.
6. Current American Heart Association Provider Basic Life Certification (BLS).
  - Heartsavers and Red Cross certification are not accepted.
  - The American Heart Association Basic Life Support Course is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

### **Prospective students must also:**

1. Pass the school's required urine drug screen.
2. Cannot be listed as unemployable on the Employee Misconduct Registry (EMR) and cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006.
3. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease.
4. Undergo an admission interview by the Program Director or admissions representative.
5. Present evidence of current MMR, Tetanus, negative TB screen, Influenza, and completed Hepatitis B series.

### **Credit for Previous Education, Training, or Experience**

The school will evaluate and maintain a written record of the previous education or training submitted with the student application.

### **Course or Program Withdrawal**

Should a student elect to voluntarily withdraw from the Program, he/she may do so at any time. The notification of intent to withdraw will not be considered received until provided in writing to the Program Director via email to [Deadra.thomas@journeymedicaltrainingcenter.com](mailto:Deadra.thomas@journeymedicaltrainingcenter.com) or written notice delivered in person or via USPS. The amount of fees refunded shall be in accordance with the "Refund Policy".

### **Cancellation Policy**

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

## HEALTH AND SAFETY

### Health Requirements

**Vaccinations:** The expense for vaccinations and/or chest x-ray are the responsibility of the student. To participate in clinical exercises at long-term care centers, students must provide current documentation (copy) in the following vaccinations:

- Hepatitis B
- Influenza immunization
- Tetanus immunization within the past ten years
- Two MMR immunizations or a positive Rubella titer, Rubeola titer and Mumps titer
- TB test that is negative or chest x-ray that shows no communicable disease or active TB completed within the preceding 12 months. A student who does not produce the TB or chest-x ray by the third day of class will be placed on hold and scheduled into the next class available as they will not qualify to continue the curriculum.

**Drug Screen:** Prior to the class start date, students must have a negative drug screen. Students who receive a positive drug screen will not be admitted to the nurse aide program. The school will schedule the testing.

### Change in Health Status

Any change in health status that results in absence from class, requires that the student submit a statement from his/her physician that his/her condition is not detrimental to the safety or health of himself or others before returning to the program. In cases where absences caused by a change in health status interferes with a student's progress, the student will be asked to withdraw from the program and may apply to re-enter the program after resolution of the health problem and submission of an updated health record.

### Occupational Safety

- Any accident or injury in the clinical area and/or campus must be reported to the instructor immediately. Hospital Incident report forms, and the Nursing Department's Report of Accident or Incident form need to be completed.
- Students must always use Standard Precautions and follow policies regarding the handling of needles and other sharps in order to minimize the risk of HIV, Hepatitis and other infectious diseases.
- Students are not covered by Workers' Compensation. Therefore, any medical care costs from accidents, injuries or illness are the student's responsibility.
- Students may be exposed to a variety of illnesses while enrolled in the program. Students are urged to maintain good health practices and to obtain medical care and treatment as needed.
- Students are expected to observe all safety regulations as instructed when working with clients and staff and when handling supplies and equipment.
- Students smelling of alcohol or other substances will not be able to participate in the lab/clinical setting.
- Students are required to carry health insurance.

## SYLLABUS

### Program Description- Nurse Aide

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

The approximate time required to complete the Nurse Aide Program is four weeks for both day and evening classes. The course is offered every 5 weeks. Students will have daily homework assignments, and a weekly quiz and/or exam.

Course Hours:	106 clock hours (49 hours lecture, 17 hours lab, 40 hours externship)
Prerequisites:	The AHA Basic Life Support Provider Certification
Required Textbooks:	Hartman's Nursing Assistant Care, Long-Term Care, 4th Ed 2018, (Susan Alvare Hedman, Jetta Fuzy, and Suzanne Rymer), Hartman's Nursing Assistant Workbook, 4th Ed
Instructional Methods	Lecture, PowerPoint, Clinical Skills Lab, Return Demonstration, Videos, and Games
Student Instructor Ratio	10:1
Grades Evaluation	Tests (30%), Quizzes (10%), Homework (20%), Final Exam (40%), Clinical Practice (Pass/Fail)

*\*The AHA BLS Course is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

## PROGRAM OUTLINE

Subject	Prerequisite	Contact Hours Lec/Lab/Ext/Total
NA-101 Introduction to Long-Term Care	N/A	16/00/00/16
NA-102 Personal Care Skills	NA-101 Introduction to Long-Term Care	12/08/00/20
NA-103 Basic Nursing Skills	NA-102 Personal Care Skills	12/09/00/21
NA-104 Restorative Services	NA-103 Basic Nursing Skills	04/00/00/04
NA-105 Mental Health & Social Services Needs	NA-104 Restorative Services	05/00/00/05
NA-106 Clinical Practice	NA-105 Mental Health & Social Services Needs	00/00/40/40
	<b>Total Hours</b>	<b>49/17/40/106</b>

## SUBJECT DESCRIPTION

### **NA-101 Introduction to Long-Term Care (16 hours lecture)**

Students will learn the role of the nursing assistants in LTC facilities, safety and emergency measures, infection prevention, resident rights, communications, etc.

### **NA-102 Personal Care Skills (12 hours lecture/8 hours lab/20 hours total)**

Students will learn proper body mechanics, positioning and moving residents, care of the resident's environment, assisting with bathing, toileting, perineal and skin care, hygiene and grooming, nutrition, hydration, and elimination.

### **NA-103 Basic Nursing Skills (12 hours lecture/9 hours lab/21 hours total)**

Students will learn to promote a restraint-proper environment, how to obtain, observe, report, and document vital signs, height and weight, learn the various types and the role of the nursing assistant in admissions, transfers, and discharges. Students will learn the signs of approaching death, the role of the nurse assistant in meeting the physical and emotional needs of the dying resident and the various ways that residents cope with death.

**NA-104 Restorative Services (4 hours lecture)**

Students will learn the role of the nurse assistant in restorative care, guidelines and key terms in restorative services, the interdisciplinary team in a LTC Facility, the Omnibus Budget Reconciliation Act, prosthetic devices, passive range of motion exercises.

**NA-105 Mental Health & Social Services Needs (5 hours lecture)**

Students will learn the Maslow Hierarchy of Needs original five-stage model, the developmental task of older adults, normal responses to losses and changes associated with aging, the professional boundary guide, learn the types of residents with psychosis, dementia, and are combative, and the role of the nurse assistant in assisting with specific behavioral management plans.

**NA-106 Clinical Practice (40 hours externship)**

Students will provide direct patient care to assigned residents utilizing the skills learned in the classroom and laboratory setting.

**Enrollment Periods-** Enrollment periods are open three calendar weeks prior to the first day of class and ends one week prior to the first day of class.

**School Term 2020 Calendar**

<b>Term</b>	<b>Start Date</b>	<b>End Date</b>	<b>Term</b>	<b>Start Date</b>	<b>End Date</b>
Spring	3/09/2020	4/03/2020	Summer	7/27/2020	8/21/2020
Spring	4/13/2020	5/08/2020	Fall	8/31/2020	9/28/2020
Spring	5/18/2020	6/12/2020	Fall	10/05/2020	10/30/2020
Summer	6/22/2020	7/20/2020	Winter	11/09/2020	12/04/2020
Winter	12/14/2020	1/18/2021			

**Holidays**

The Following school holidays will be observed, and students are not required to report to school on these days: New Year's Day, Good Friday, Memorial Day, June 15<sup>th</sup> – June 19<sup>th</sup> (Summer Break), July 3<sup>rd</sup>, Labor Day, Thanksgiving Day, Day After Thanksgiving, December 21<sup>st</sup>-December 25<sup>th</sup> (Winter Break).

**Emergency Closings**

In the event severe weather conditions, such as snowstorms, ice storms or other acts of nature create hazardous conditions and/or extended power outages, the Program Director may find it necessary to close the school. In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or school holidays an emergency number will be posted on the outside door.

**Course Time Hours**

Course time hour is at least 50 minutes of instruction during a 60-minute period.

**Breaks**

There will be approximately 20 class days. Students will receive a 10-minute break in the morning on half days, a 10-minute break in the morning and afternoon on full class days, and an additional 30-minute lunch break on clinical days. Students are required to bring their own lunches, drinks and snacks. Students will not be allowed to leave the property during the classroom or clinical instruction sessions. Leaving the property will result in the student being charged with an un-excused absence and may result in termination from the program.

## CLASS SCHEDULES

Day Classes					
Weeks 1-3 Classroom/Skills Lab				Week 4 Clinical Practice	
Monday, Tuesday, Friday		Wednesday & Thursday		Monday -Friday	
Class Hours	Activity	Class Hours	Activity	Class Hours	Activity
8:30am- 10:20am	Instruction	8:30am-10:20am	Instruction	6:45am-7:15am	Pre-conference
10:20am-10:30am	Break	10:20am-10:30am	Break	7:15am-10:00am	Resident Care
10:30am-12:30pm	Instruction	10:30am-12:00pm	Instruction	10:00am-10:10am	Break
		12:00pm-12:30pm	Lunch	10:10am-12:45pm	Resident Care
		12:30pm-2:00pm	Instruction	12:45pm-1:15pm	Lunch
				1:15pm-1:50pm	Resident Care
				1:50pm-2:00pm	Break
				2:00pm-3:00pm	Resident Care
				3:00pm-3:15pm	Post-Conference

Evening Classes (*Some evening clinicals may be held from 6:45am-7:15pm based on the needs of the clinical site.)					
Weeks 1-3 Classroom/Skills Lab				Week 4 Clinical Practice	
Monday-Thursday		Friday		Monday -Friday	
Class Hours	Activity	Class Hours	Activity	Class Hours	Activity
5:00pm-7:30pm	Instruction	5:00pm-7:30pm	Instruction	2:00pm-2:30pm	Pre-conference
7:30pm-7:40pm	Break	7:30pm-7:40pm	Break	2:30pm-4:30pm	Resident Care
7:40pm-9:30pm	Instruction	7:40pm-9:00pm	Instruction	4:30pm-4:40pm	Break
				4:40pm-7:00pm	Resident Care
				7:00pm-7:30pm	Lunch
				7:30pm-9:00pm	Resident Care
				9:00pm-9:10pm	Break
				9:10pm-10:00pm	Resident Care
				10:00pm-10:30pm	Post-Conference

## FACULTY

**Deadra Thomas, MHA, BSN, RN**

**Program Director/Instructor**

### Courses Taught

Introduction to Long-Term Care  
Basic Nursing Skills  
Mental Health & Social Service Needs

Personal Care Skills  
Restorative Services  
Clinical Practice

Deadra Thomas brings over 30 years of unique experience in healthcare that includes leadership, education, and clinical expertise. Her clinical experience includes both adult and pediatric care in the acute and post-acute settings, Long-Term Care, nursing education, nursing administration, and healthcare leadership. Her teaching experience includes military healthcare professionals, Vocational Nursing Programs, RN staff education, corporate staff education, and patient education.

Deadra Thomas holds a Master of Arts, Healthcare Administration and a Bachelor of Science in Nursing. In 2017, Thomas received the prestigious DFW Great 100 Nurses award for her excellence in nursing leadership and community service and was recognized in D'Magazine as a finalist for the Excellence in Nursing.

## ACADEMIC POLICIES

### Classroom Evaluation Method:

A grade is assigned based on student performance in each of the following areas: examinations, quizzes, and class participation. The student must pass theory with a minimum grade of C (70%) or better.

### Grading Scale

Grade	Letter	GPA	Comments
90-100	A	4	Outstanding Achievement
80-89	B	3	Above Satisfactory
70-79	C	2	Satisfactory (Student must pass theory with a minimum grade of C or better.to graduate.)
60-69	D	1	
Below 60	F	0	
Incomplete	I	0	
Withdrawal	W	0	

### Clinical Evaluation

A satisfactory level must be attained at the completion of the designated hours in the clinical setting according to the course curriculum and the Texas Nurse Aide Performance Record evaluation tool. A lab grade is assigned based on a Pass/Fail criterion.

### Examinations

During examinations you will be asked to:

- Spread out in the classroom as much as possible.
- Bags and all personal items will be kept in the front or outside of the classroom. If you are anticipating an emergency contact, please inform those persons to call the front office to contact you.
- Attend to all personal items before the exam. Most tests are between 30-60 minutes long (with the exception of the final exam) and most adults can manage without a break during that time frame.
- There may be more than one proctor in the room while exams are being taken.
- Notes may not be taken, and recording is prohibited during the exam review.
- Picture taking or scanning of the exam is not permitted.
- As part of the nursing student code of conduct, nursing students are expected to maintain confidentiality with regards to exam questions, wherein the contents of an exam are not to be shared with other students.

### Academic Dishonesty

Students who engage in academic dishonesty (any intentional attempt to falsify, fabricate, or tamper with information, records, or any other material that is relevant to any course, laboratory, or academic exercise or function) will result in immediate termination from the program. Academic dishonesty include (but are not limited to):

- Cheating on exams
- Falsifying documentation on patient records
- Leaving clinical site early without permission from the clinical instructor
- Taking a patient's medication
- Photographing exams

## **Progress Reports**

A cumulative grade average of at least 70% is required for the student to receive the course certificate. Students will receive written notification of their progress at the midpoint, the Monday and/or Tuesday following the second Friday of class, and the week following the completion of the 4-week course. Students will have access to their grades on the student portal or may request printed copies from the instructor.

## **Probation**

A student who is not making satisfactory progress at the midpoint will be placed on academic probation for the remainder of the progress evaluation period. A student may be placed on probation for failure to maintain a C” grade point average, committing an unsafe clinical practice, or unprofessional conduct.

The school director and/or the instructor will counsel the student placed on probation prior to the student returning to class. A student on probation will receive a plan of action by the instructor. The date, action taken, terms of probation will be clearly indicated in the student's permanent file. If the plan of action is not followed or the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment will be terminated.

## **Reenrollment**

A student whose enrollment was terminated for unsatisfactory progress may reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

## **Incompletes**

Under Texas Education Code, Section 132.061 (f), A student who is obligated for the full tuition may request a grade of “Incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. A student who receives a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program.

A student who receives an Incomplete (I) at the end of the withdrawn course may not proceed to the next course in the sequence until all work has been completed. The student may complete the course if space is available at the next scheduled course. If the class has been discontinued, the student may receive a refund in accordance with the refund policy.

## CLINICAL EXPERIENCE

### Clinical Practicum Rules and Regulations

#### Confidentiality

Students must sign and abide by the HIPAA Confidentiality Agreement. Students who violate the privacy policies and procedures of the clinical site, applicable law, or HIPAA Confidentiality Agreement, will be subject to disciplinary action which may include dismissal from the nursing program.

No smoking is permitted when wearing the clinical uniform. Clinical facility phones shall not be used for personal calls. Students may not use cell phones in the clinical area.

The student is to provide direct client care only when the instructor is in the clinical facility, and the instructor is aware of the student's clinical objectives. Interactions with clients, their families, staff, faculty and peers must be professional, courteous and diplomatic at all times.

#### Clinical Uniform Attire and Regulation

**ID:** Students are required to wear the student picture ID issued by Journey Medical Training Center in the clinical setting.

**Uniform:** In order to participate in the clinical portion of the program, students will need to purchase a nursing uniform, commonly called scrubs. Your instructor will provide you information on where to purchase your scrubs. A clean, pressed uniform is worn for each clinical experience and for activities as specified by the faculty. White nursing shoes or all white athletic shoes, as approved by the clinical site, are required. Backless shoes or shoes with cutouts or mesh are not acceptable. Shoes worn in the clinical area should be used only in the clinical setting and not for outside use. Only all white or neutral socks or hosiery are permitted. It is essential that hosiery, shoes and shoelaces be clean and in good repair. Students may wear a solid navy blue or black lab jacket or sweater in the clinical setting. Print or floral lab jackets or sweaters are not permitted in the clinical setting.

**Hair:** Hair must be clean, neatly arranged and away from the face and neck. Hair below shoulder length must be pinned or tied back securely and off the collar. Hair ribbons or ornate hair decorations are not allowed. Males must be clean shaven or have neatly trimmed mustaches or beards.

**Jewelry:** A wedding and/or engagement ring may be worn when in uniform. Any other jewelry is inappropriate with the uniform except one pair of post earrings, which are to be worn only in the earlobe. Any other visible facial or body piercings are not permitted.

**Body Art:** Tattoos or body art not covered by the uniform are to be covered with make-up.

**Perfume:** Perfumes and colognes are not to be used when in the clinical setting.

**Equipment:** Students will also need to have a watch with a rotating second hand. A stethoscope and Blood Pressure kit will be provided for clinical use.

#### Nursing Skills Laboratory

Course/Skill Lab is included in nursing courses and are required lab sessions taught by the course instructor. Open Lab or Practice Lab, available from 3pm-4:30pm Monday-Friday, are extra sessions to be used for practicing skills in when the lab is not used for school lab. The instructor may or may not be present. Supervised Lab are extra sessions scheduled with and under the supervision of the instructor. Student may sign up for 30-minute slots and must email the instructor to cancel the session.



## **ATTENDANCE POLICIES**

### **Attendance**

It is necessary for health care workers to be reliable and dependable employees. The patient's welfare is dependent on the worker being in the right place at the right time. We believe that is essential within the curriculum to teach employability skills as an integral part of the education program.

If a student is absent for 2 consecutive school days or more than 25% of scheduled the course time for the course, whichever is less, the student's enrollment in the course will be terminated.

A student whose enrollment was terminated for violation of the attendance policy may not reenroll before the start of the next progress course. This provision does not circumvent the approved refund policy.

### **Tardy**

Students are expected to be in class, at their desks, and prepared to work at the beginning of the school day, following breaks, and lunch periods. Students who are not on time will be marked tardy by the instructor who will track tardiness and report 3 tardiness as an absence.

### **Makeup Work Policy**

No more than 5% of the total course time hours for a course may be made up. Make-up work shall:

- 1) Be supervised by an instructor approved for the class being made up
- 2) Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session
- 3) Be completed within two weeks of the end of the grading period during which the absence occurred
- 4) Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor.
- 5) be signed and dated by the student to acknowledge the make-up session.

The format and/or style for a make-up exam/quiz, at the discretion of the instructor, may differ from the regular exam. Exams are considered property of the instructor. Students may be charged \$35.00 per hour for makeup clinical hours at the Long-Term Care Facility at the discretion of the Program Director, and \$5.00 an hour for classroom hours. Clinical hours makeup is not guaranteed and is dependent upon availability of the clinical site and instructor. It is the responsibility of the student to request in writing the opportunity to schedule makeup time.

### **Leave of Absence**

Due to the 4-week length of the program, leave of absences are not granted. Students who need to withdraw for personal issues may do so and reapply to the course at a later date.

### **Dismissal Policy**

This school shall terminate the enrollment of a student who accumulates less than 66 clock hours in the classroom and 40 hours in the clinical setting as the student must have 106 hours combined as defined by the Texas Department of Health and Human Services. A student may reenroll at the next schedule start date if space is available.

### **Course or Program Readmission**

It is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance. The student may not reenter before the start of the next grading period if terminated for violation of the attendance policy. A Student may reenter if the following criterion is/are met:

- There is space available and the student commits to arriving on time to classes.
- The student has rectified the issue causing the attendance problem to begin with. (i.e. not having transportation, illness, etc.)

## **STUDENT EMPLOYMENT**

All students must adhere to the school's requirements and must meet the school's competencies and objectives. A student who is employed must rearrange his/her work schedule so that it does not conflict with the school schedule in order to optimize potential for success.

## **PROFESSIONAL CODES & STANDARDS**

It is the policy of this school to require students to use professional, courteous behavior in the classroom and in the field. Students who violate a Professional Code of Conduct and Standard may receive a verbal warning, written warning, or immediate termination. Students who violate HIPAA or engage in academic dishonesty will be terminated immediately from the program. Students may appeal an immediate termination in writing utilizing the Student Grievance Form and email to the Program Director at [Deadra.thomas@journeymedicaltrainingcenter](mailto:Deadra.thomas@journeymedicaltrainingcenter), or delivered in person or via USPS. The student will be notified in writing of the decision made and if readmittance may be granted for the next available scheduled course.

### **Student Code of Conduct and Professional Behavior**

- Students should turn off cell phones during class and clinicals and put them away inside their personal property such as a backpack or purse. Students may check their messages when on break.
- Students that harass, threaten, or use inappropriate language with fellow students, staff, or patients shall be terminated from the school immediately.
- Students must be punctual and notify the instructor if late or will be absent.
- Students are responsible for all material covered in class, the assigned readings, and the information covered in the student handbook.
- When participating in class, only one student should talk at a time.
- In the student nursing lab, there will be no playing with equipment or lying or sitting on the beds except in mock clinical practicum.
- Students are responsible to use equipment and supplies with care and return all equipment to its appropriate storage area. Any damage of equipment should be reported to your instructor and charge nurse or designated facility leader.
- The instructor and student must report to the appropriate office at the community facility when equipment has been broken or damaged and complete an Incident Report. Charges that result from the negligence or horseplay of a student are the responsibility of the student.
- The school encourages friendliness, but never familiarity with staff or patients.
- Students are not to make engagements with or to take gifts from clients or residents, nor are students to give clients or residents gifts. This is both unprofessional and unethical.

### **Disruptive Behavior Policy**

Situations that warrant immediate withdrawal from the program include (but are not limited to):

- Theft of supplies or possessions from clinical sites, patients/residents, the school, other students or employees of the school or clinical agencies.
- Destruction of property or possessions of patients/residents, other students or employees of the school or clinical agencies.
- Falsifying documentation at clinical sites or on campus.
- Engaging in disorderly conduct or creating a disturbance on campus or clinical sites.
- Jeopardizing the safety of patients/residents, students, faculty or employees of clinical agencies or school through neglect of duty or through disregard for others.
- The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus or at clinical.

- Any refusal or intentional failure to follow direct instructions from the school's faculty or a person in authority at a clinical site or school.
- Any challenge to obstruct, abuse or interfere with patient/resident care.
- Use of or possession of guns, knives, explosives or other weapons on campus or at clinical site.
- Harassment of an individual based on race, gender, age, national origin, religion, physical or mental disability at a clinical site or school.
- Violation of Health Insurance Portability Accountability Act (HIPAA) policies and procedures in all clinical agencies related to copying and/or disclosure of patient/resident information.
- Physical and or verbal abuse of an individual on campus or at clinical site.

### **Personal Appearance**

The well-groomed nurse aide should shower/bathe daily, shampoo hair frequently and keep it neat, use deodorant daily, and practice good oral hygiene. The instructor will do regular grooming checks.

### **Dress Code**

**Classroom Attire-** Students are required to wear the student picture ID issued by Journey Medical Training Center while in the classroom setting. Professional attire (business casual) is required for Mondays. Wearing apparel shall be such that it does not disrupt the classroom atmosphere. Short shorts, halters, or other wearing apparel with suggestive messages are not appropriate.

**Clinical Attire-** Navy blue scrubs are required for the course skills lab and externship delivering patient care. No acrylic nails are allowed.

### **Electronic Devices**

No personal cell phone, laptop, or tablet may be used in the classroom or clinical setting.

### **Eating**

Eating, drinking, chewing gum, and smoking are prohibited in the Journey Medical Training Center classroom and in the clinical setting. Eating may be permitted in the clinical setting in designated areas only. The instructor may approve drinking in the classroom.

### **Social Media Communication**

Inappropriate use of social media (e.g., Facebook, Instagram, Twitter, Snapchat, YouTube, blogs, list serves, etc.) for posting content that exhibits undesirable or disruptive behaviors or conduct will result in a withdrawal from the program. Students are advised that any sharing of clinical information on a social networking site, or through email is a violation of HIPAA, and is forbidden. Taking of photographs is prohibited in all clinical settings.

## **GRADUATION REQUIREMENTS**

Students will graduate, receive a certificate of completion from Journey Medical Training Center based on the completion of the following:

- Pass all chapter exams with a cumulative grade “C” or better and receive an overall grade of C/GPA of 2.0 or higher.
- Full payment of all monetary obligations to Journey Medical Training Center.
- The student must have satisfactorily completed a minimum of 106 clock hours of training that includes 66 clock hours of classroom training that doesn't involve direct resident care; and 40 clock hours of hands-on resident care in a nursing facility or alternative clinical training under the direct supervision of a licensed nurse as approved by the Texas Department of Health and Human Services.
- Successfully complete the program skills checklist defined by Journey Medical Training Center. The checklist requires the verification of successful performance of skills be initialed and dated by the students on the date the skill is taught, practiced and performed and verified with the initials of the instructor.
- The student must have satisfactorily completed the Texas Department of Health and Human Services’ established curriculum, including at least 16 introductory hours of training in the following areas before direct client contact:
  - Communication and interpersonal skills
  - Infection control
  - Safety and emergency procedures, including the Heimlich maneuver
  - Promoting residents' independence; and respecting residents' rights.
  - Personal care skills
  - Basic nursing skills
  - Mental health and social service needs
  - Care of cognitively impaired residents
  - Basic restorative services; and residents’ rights

## **TRANSCRIPT**

Upon graduation from the program and a written request to the Program Director, the student will be provided with an official copy of their program transcript. The transcript will be provided free of charge.

## **TRANSFER OF CREDIT HOURS**

Students planning to transfer should check the transfer institution’s requirements/guides or discuss their options with an academic advisor or counselor. There are no credit transfer agreements for this program with other institutions.

## **CERTIFIED NURSE AIDE EVALUATION EXAM**

Students meeting the requirements outlined in the graduation requirements section of this catalog will receive a Certificate of Completion of the Nurse Aide Training Program which qualifies them to sit for the Certified Nurse Aide Evaluation Exam to become a Certified Nurse Aide in the State of Texas.

Pearson Vue is responsible for administering the state CNA exam. The \$104.50 State Testing Fee to take the exam is covered by the course fee. For more information you may contact Pearson Vue at 1-888-274-5050 and download from the Pearson VUE website (<http://www.pearsonvue.com/tx/nurseaidex>).

## **JOB PLACEMENT ASSISTANCE**

Graduation is not a guarantee of employment. However, following completion of the program, graduation, and completion and passing of the state CNA exam, graduates will be provided the opportunity to apply for and interview for open CNA positions at the affiliate clinical sites and the local long-term care facilities, home health agencies, and hospitals. Journey Medical Training Center will provide guidance on interviews and prospect job openings.

## STUDENT GRIEVANCE PROCEDURE

Each student shall receive a copy of the grievance procedure and the school shall maintain proof of the delivery. A student who has a concern about a school-related issue is encouraged to schedule a conference with the instructor or school's Program Director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing documented on the Student Grievance Form and email to the Program Director at [Deadra.thomas@journeymedicaltrainingcenter](mailto:Deadra.thomas@journeymedicaltrainingcenter), or delivered in person or via USPS. The Program Director will review all completed complaint forms, take appropriate action, and provide a written response to the student by the 10<sup>th</sup> business day after the formal written complaint is received by any member of the school faculty or staff. The school will then maintain the complaint report including any associated documentation. The school will diligently work to resolve all complaints at the local school level.

**Unresolved Grievances:** A student who is dissatisfied with the school's Program Director's response can file a complaint with the Texas Workforce Commission (TWC). The TWC-assigned school number for Journey Medical Training Center is S5490.

Texas Workforce Commission  
Career Schools and Colleges Section  
101 East 15th Street Room 226T  
Austin, Texas 78778-0001  
512-936-3100  
<http://csc.twc.state.tx.us>

**Unresolved Grievances Continued:**

Information on filing a complaint with the Texas Workforce Commission can be found on their Career Schools and Colleges website at [www.texasworkforce.org/careerschools](http://www.texasworkforce.org/careerschools).

Complaints may also be filed with NATCEP under Texas Health and Human Services at 512-438-2017.

Information on filing a complaint with the Texas Workforce Commission can be found on their Career Schools and Colleges website at [www.texasworkforce.org/careerschools](http://www.texasworkforce.org/careerschools).

### **ADDITIONAL CLASSES OFFERED**

**Basic Life Support (BLS) Certification** is part of the mandatory pre-admission requirements. Students may take the American Heart Association Basic Life Support Course through Journey Medical Training Center if seats are available or at other BLS providers. One instructor to 6 students for BLS. Students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam and will receive a course completion card, valid for two years. "This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."

**Babysitter Class-** An interactive class that aid in assisting individuals with learning about CPR, basic childcare and safety, sanitation, simple food preparation, and life skills. This intended audience is pre-teen and teenagers. Students will receive a certificate of completion at the end of the course. "This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."

**Heartsaver Bloodborne Pathogens-** This course teaches employees how to protect themselves and others from being exposed to blood or blood-containing materials. This course is designed to meet OSHA requirements for bloodborne pathogens training when paired with site-specific instruction. "This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."

**Heartsaver First Aid-** is a classroom, Instructor-led course designed to prepare students to provide first aid in a safe, timely, and effective manner. Upon successful completion of the course, including a first aid skills demonstration, students receive a Heartsaver First Aid course completion card, valid for two years. "This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."

**Stop The Bleed-** Stop The Bleed class provides hands on training to individuals to control bleeding in emergency or urgent situations by applying direct pressure, packing a wound, and using a tourniquet to stop bleeding. Upon completion, the student will receive a certificate of participation. "This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."

**TRUE AND CORRECT STATEMENT**

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

---

Deadra L Thomas

## **APPENDICES**



**Appendix A**  
**Student Catalog Acknowledgement**  
Nurse Aide Training Program

By signing below, I acknowledge that I have read, understand, and agree to abide by the information and requirements presented in the Journey Medical Training Center Student Catalog.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix B**

**Student Grievance Procedure Acknowledgement**

**Nurse Aide Training Program**

By signing below, I acknowledge that I have received a copy of the Student Grievance Procedure and I understand and agree to abide by the information and requirements presented in the procedure.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix C****Grievance/Appeal Form**

Please read carefully the Student Grievance and Appeals Procedures document before filing this application. Fill in all information requested completely, including any documents needed to consider the appeal. Place the form in a sealed envelope and deliver to the Program Director.

Name	Student ID
Address	
Home Phone	Mobile/Alternate Phone
Email	Program
Person (s) involved in this case: (Name (s) & Title)	
Explain any attempts to settle the problem with the person(s) involved with the case (Instructor or staff person), or with that person's supervisor. Please use separate pages if necessary:	
List and attach copies of any documents you are submitting with this application such as: grade reports, letters, correspondence, etc.	
State a summary of the desired outcome you wish as the result of this grievance or appeal:	
The information contained in this application is not shared with anyone outside the grievance/appeals process without your express permission. The Director is not allowed to discuss cases except in the context of the grievance/appeals process.	
Signature	Date
Following the completion of the Appeal/Grievance process, should the student not yet be satisfied with the resolution offered, he/she may contact Texas Workforce Commission Texas Workforce Commission for information on filing a formal complaint at Career Schools and Colleges Section, 101 East 15 <sup>th</sup> Street Room 226T, Austin, Texas 78778-0001. 512-936-3100. <a href="http://csc.twc.state.tx.us">http://csc.twc.state.tx.us</a> . The TWC-assigned school number for Journey Medical Training Center is_____. Students may also contact NATCEP at 512-438-2017.	

**Appendix D****Student Voluntary Withdrawal Form**

Name		Date
Social Security Number		
Address		
Preferred Phone Number	Email	
Start Date	End Date	
Reason for Withdrawal (Provided by Student):		
Student Signature		Date
Instructor Comments:		
Program Director Signature		Date
Refund Information		
<ul style="list-style-type: none"> <li>• No refund on Application Fee.</li> <li>• A full refund will only be allowed if student withdrawal is submitted prior to conclusion of first 3 days of classroom instruction. (See Student Handbook)</li> <li>• A 50% refund will only be allowed if withdrawal is submitted prior to conclusion of 5 days of classroom instruction. (See Student Handbook)</li> <li>• A 25% refund will only be allowed if withdrawal is submitted prior to conclusion of 8 days of classroom instruction. (See Student Handbook)</li> <li>• No refund will be given after the conclusion of 8 days of classroom instruction. (See Student Handbook)</li> </ul>		

Copies: 1- Student

1- School

1- Finance

**Appendix E**

**Consent to Drug/Alcohol Testing**

**Statement of Acknowledgment and Understanding Release of Liability**

I, \_\_\_\_\_ am enrolled in Journey Medical Training Center. I

acknowledge receipt and understanding of the institutional policy with regard to drug and alcohol testing, and the potential disciplinary sanctions which may be imposed for violation of such policy as stated in the student handbook.

I understand the purpose of this policy is to provide a safe working and learning environment for patients, students, clinical and the Journey Medical Training Center's staff, and property. Accordingly, I understand that prior to participation in the clinical experience, I may be required to undergo drug/alcohol testing of my urine. I further understand that I am also subject to testing based on reasonable suspicion that I am using or am under the influence of drugs or alcohol.

I acknowledge and understand the intention to test for drugs and/or alcohol and agree to be bound by this policy. I hereby consent to such testing and understand that refusal to submit to testing or a positive result of the testing may affect my ability to participate in a clinical experience and may also result in disciplinary action up to and including dismissal from Journey Medical Training Center.

My signature below indicates that:

1. I consent to drug/alcohol testing as required by clinical agencies or as directed by Journey Medical Training Center.
2. I authorize the release of all information and records, including test results relating to the screening or testing of my urine specimen, to the Program Director of Journey Medical Training Center and others deemed to have a need to know.
3. I understand that I am subject to the terms of the general regulations on student conduct and disciplinary sanctions of Journey Medical Training Center and the Policy Statement on Drug-Free Campus, as well as, federal, state and local laws regarding drugs and alcohol.

My signature indicates that I have read and understand this consent and release, and that I have signed it voluntarily in consideration of enrollment at Journey Medical Training Center.

---

Student's Signature

Date

## Appendix F

### Instructor Evaluation Form

COURSE: \_\_\_\_\_ Date \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

Your honest and sincere evaluation of this course helps insure that our programs are of the highest caliber and that they meet or exceed your training needs. Thank you.

#### RATING SCALE:

- 5- Outstanding
- 4- More than satisfactory
- 3- Satisfactory
- 2- Less than satisfactory
- 1- Poor
- N/A- Not applicable

		5	4	3	2	1	N/A
<b>Classroom</b>	1. Knew subject thoroughly.						
	2. Related course materials to class needs.						
	3. Made course requirements and objectives clear.						
	4. Encouraged class participation.						
	5. Answered questions completely						
	6. Stayed on subject.						
<b>Laboratory</b>	1. Technique demonstration was provided if needed or requested.						
	2. Provided time for skills practice.						
<b>Clinicals</b>	1. Verbal and Written feedback was provided in a timely manner						
	2. Additional assistance was provided when needed or requested						
	3. Communicated clearly student responsibilities.						
<b>Suggestions</b>	1. How could the instructor improve the class delivery?						
	2. Please describe anything else you would like to share about your instructor.						

**Appendix G**

**Student Receipt of Instructor Evaluation Form**

I, \_\_\_\_\_, received an instructor evaluation  
Print                      First Name                      Last Name

form to be completed at the end of my course.

Instructor's name: \_\_\_\_\_

Course: \_\_\_\_\_ Date of Course: \_\_\_\_\_

\_\_\_\_\_  
Student Signature                      Date: \_\_\_\_\_

**Appendix H**

**HIPAA Confidentiality Agreement for Students**

Print Name \_\_\_\_\_ ID Number \_\_\_\_\_

- \_\_\_\_\_ The discussions, uses and disclosures addressed by this agreement mean any written, verbal or electronic communications such as email, Facebook and Twitter.
- \_\_\_\_\_ I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site and includes the participation of a faculty member. This includes verbal and electronic discussions.
- \_\_\_\_\_ I understand that I cannot access any chart other than that of an assigned patient. I am not allowed to access my own personal chart or that of family, friends or acquaintances.
- \_\_\_\_\_ I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned.
- \_\_\_\_\_ I acknowledge that medical records, accounting information, patient information and conversations between or among healthcare professions about patients are confidential under law and this agreement. I further understand that it is a violation of HIPAA to access any patient information other than for those to whom I am assigned.
- \_\_\_\_\_ I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical staff of the clinical site.
- \_\_\_\_\_ I understand that I may not remove any record from the clinical site without the written authorization of the site. I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research I must attempt to exclude as much of the following information as possible.
- \_\_\_\_\_ I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may be used or disclosed for health care training and educational purposes at Journey Medical Training Center and must otherwise remain confidential. I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this agreement to an appropriate instructor or Program Director.
- \_\_\_\_\_ Finally, I understand that if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action which may include dismissal from the nursing program. By signing this agreement, I certify that I have read and understand its terms and will comply with them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## Appendix I

### Clinical Evaluation Criteria

Students must demonstrate the following skills and behaviors in the clinical setting. Failure to do so will result in a failing grade for the required clinical hours.

Category	Passing Behavior	Failing Behavior
Interpersonal skills	<ol style="list-style-type: none"> <li>1. Greet staff and patient professionally.</li> <li>2. Utilize professional language.</li> </ol>	<ol style="list-style-type: none"> <li>1. Utilizing foul or abuse language.</li> </ol>
Professionalism	<ol style="list-style-type: none"> <li>1. Clean and neat uniform</li> </ol>	<ol style="list-style-type: none"> <li>1. Uniform wrinkled, stained, or unwashed.</li> <li>2. Chewing gum.</li> <li>3. Talking on phone during clinicals.</li> <li>4. Using facility phone for personal calls.</li> </ol>
Attitude	<ol style="list-style-type: none"> <li>1. Accept feedback positively, and use it as a tool to improve clinical practice</li> <li>2. Attitude of respect and collaboration with patients, families, and healthcare team members.</li> </ol>	<ol style="list-style-type: none"> <li>1. Evidence of defensiveness, disrespect, disengagement, or difficulty with teamwork.</li> <li>2. Unmotivated to learn or work – not interested in learning procedures or taking direction from instructor.</li> <li>3. Dismiss learning opportunities such as “done that before” or “I don’t want to repeat it.”</li> <li>4. Defensiveness toward preceptor’s feedback</li> </ol>
Communication Skills	<p>The ability to effectively communicate.</p> <p>Understand</p> <ol style="list-style-type: none"> <li>1. Address patient by preferred name.</li> <li>2. Asks questions when unsure of procedure</li> <li>3. Seeks clarification</li> <li>4. Charts correctly</li> <li>5. Notifies instructor and/or nurse of changes in patient status</li> </ol>	<ol style="list-style-type: none"> <li>1. Calling patient by pet names such as “Honey”, “Sweetie”, “Grandma/Grandpa”, etc.</li> </ol>
Infection Prevention	<ol style="list-style-type: none"> <li>1. Understand and follow isolation precautions.</li> <li>2. Demonstrate proper handwashing technique.</li> <li>3. Utilize appropriate PPE.</li> <li>4. Proper disposal of soiled linen.</li> </ol>	<ol style="list-style-type: none"> <li>1. Observed not washing hands or using hand sanitizer prior to patient care.</li> <li>2. Not wearing gloves when handling body fluids.</li> </ol>
Quality of Care	<ol style="list-style-type: none"> <li>1. Accurately obtain vital signs.</li> <li>2. Answers call lights</li> <li>3. Reviewing and following the patient care plan.</li> <li>4. Report patient changes in condition to the instructor and/or nurse.</li> <li>5. Performs critical elements in patient care skills as taught in skills lab.</li> </ol>	<ol style="list-style-type: none"> <li>1. Failing to follow plan of care.</li> <li>2. Failure to accurately performs basic patient care skills according to the steps taught in skills lab or classroom.</li> </ol>
Organization	<ol style="list-style-type: none"> <li>1. Organize their time</li> </ol>	<ol style="list-style-type: none"> <li>1. Inappropriate use of clinical time.</li> </ol>
Patient Safety	<ol style="list-style-type: none"> <li>1. Utilizing siderails</li> <li>2. Utilize appropriate ambulation tools</li> <li>3. Remove visible hazards from patient</li> </ol>	<ol style="list-style-type: none"> <li>1. Minimize importance of patient safety</li> </ol>
Attendance	<ol style="list-style-type: none"> <li>1. Arrive on time for clinicals</li> </ol>	<ol style="list-style-type: none"> <li>1. Tardy for clinicals</li> </ol>

**Appendix J****Texas Health and Human Services Commission Regulatory Services****Nurse Aide Training Program Daily Sign-In Record**

Each student is required to sign the daily sign-in record. It is the program instructor's responsibility that the information on this form is correct and complete. This form must be maintained as part of the NATCEP records.

Instructor's Name:

Instructor's Signature:

Class Date:

Student's Name	Time In	Time Out	Student Signature

To be completed by the instructor at the end of the class. Total Class hours:

## Appendix K

**Texas Health and Human Services Commission  
Texas Nurse Aide Performance Record**

Nurse Aide Name		SS#
NATCEP Name and Location		
Program Code #		
Clinical Training Site		
Dates of Training		
Beginning Date	End Date	

Place a full signature here to correspond with each set of initials on form.		
<b>Initials</b>	<b>Corresponding Signature of Instructor</b>	<b>Title</b>

S=Satisfactory Performance	U=Unsatisfactory Performance	*= NNAAP Skill	INTS=Initials
Procedural Guidelines		Classroom	Skills Lab
			Clinical
<b>Section I Safety and Emergency Pro</b>			
1. Fainting and Falls			
2. Seizures			
3. Clearing the Obstructed Airway			
4. *Personal Protective Equipment (PPE)			
5. Body Mechanics for Nurse Aides			
<b>Section II Infection Control</b>			
6. *Hand Washing			
7. Isolation Precautions			
<b>Section III Communication</b>			
8. Communication and Interpersonal Skills			
<b>Section IV Nutrition &amp; Hydration</b>			
9. Assisting with Meals			
10. *Feeding the Dependent Resident			
<b>Section V Resident's Environment</b>			
11. Making the Unoccupied Bed			
12. Making the Occupied Bed			
<b>Section VI Basic Nursing Skills</b>			
13. *Intake and Output (I&O)			
14. Temperature (Oral and Axillary)			
15. *Manual Pulse and Respiration			
16. *Blood Pressure			
17. *Height and Weight			
<b>Section VII Personal Care</b>			
18. Tub or Shower Bath			
19. *Complete Bed Bath			
20. *Perineal Care/Incontinent Care-Female			
21. (With or Without Catheter)			
22. Cather Care			
23. Brushing the Teeth			

24. *Denture Care									
25. *Special Mouth Care									
26. Hair Care									
27. Shampooing the Hair									
28. Shaving the Resident									
29. Fingernail Care									
30. *Foot Care									
31. *Dressing and Undressing the Resident									
32. *Applying Knee High Elastic (Compression) Stocking									
<b>Section VIII Elimination Care</b>									
33. *Bedpan									
34. Urinal									
35. Indwelling Urinary Catheter Care									
36. *Urine Specimen Collection									
37. Stool Specimen Collection									
<b>Section IX Carrying for Resident Death</b>									
38. Postmortem Care									
<b>Section X Basic Restoration Services</b>									
39. *Assisting Resident to Transfer to Chair or Wheelchair									
40. *Ambulation and Ambulation Aids									
41. *Passive Range of Motion (PROM) Exercises									
<b>Section XI Prevention of Pressure Ulcer</b>									
42. Positioning Residents									
43. *Turning Resident on side Toward You									
44. Moving Resident in Bed									
45. Assisting with Resident to Sit Up on Side of Bed									

**Appendix L**  
**Open Lab Sign Up**

Open Lab Hours: 3pm-4:30pm, Monday-Friday.

DATE	NAME	TIME IN	TIME OUT	SKILLS PRACTICED

## **Appendix M**

### **National Nurse Aide Assessment Program (NNAAP)**

The NNAAP® Skills List is a list of skills that a nurse aide candidate may be asked to demonstrate during the Skills Evaluation.

1. Hand Hygiene (Hand Washing)
2. Applies one Knee High Elastic Stocking
3. Assists to Ambulate using a Transfer Belt
4. Assists with use of Bedpan
5. Cleans upper or lower denture
6. Counts and Records Radial Pulse
7. Counts and Records Respirations
8. Donning and Removing PPE (Gown and Gloves)
9. Dresses Client with Affected (Weak) Right Arm
10. Feeds Client Who Cannot Feed Self
11. Gives Modified Bed Bath (Face and One Arm, Hand, and Underarm)
12. Measures and Records Electronic Blood Pressure
13. Measures and Records Urinary Output
14. Measures and Records Weight of Ambulatory Client
15. Performs Modified Passive Range of Motion (PROM) for one Knee and One Ankle
16. Performs Modified Passive Range of Motion (PROM) for One Shoulder
17. Positions on Side
18. Provides Catheter Care for Female
19. Provides Foot Care on One Foot
20. Provides Mouth Care
21. Provides Perineal Care (Peri-Care) for Female
22. Transfers from Bed to Wheelchair Using Transfer Belt
23. Measures and Records Manual Blood Pressure