

Simmons & Holliday Inc.

Olympia

Nursing Aid Certified

&

Home Care Aide

Course Catalog



2625 Martin Way E, Suite C

Olympia, WA 98506

Phone: (360) 350-0037

Fax: (360) 350-0038

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128—10th Ave. SW, Box 43105,
Olympia, Washington 98504
Web: wtb.wa.gov
Phone: 360-753-5662
Email Address: wtecb@wtb.wa.gov

Simmons & Holliday is approved to teach the Nursing Assistant—Certified Program and the Home Care Aide program through the State of Washington Department of Social and Health Services.

Owner:

Cynthia Holliday, RN, Program Director

Office Hours

Monday—Friday 8:30a.m.—3:30p.m.

Credentials Awarded

Upon completion of the Home Care Aide Course, students will receive a Certificate of Completion for the Home Care Aide program. They are also eligible to take the State Exam for home care aides to become state certified.

Student Conduct

Students are expected to conduct themselves in a professional and respectful manner at all times. Cell phones are not allowed in class. During the classroom portion of the course, there will be breaks and lunch times. If a student refuses to silence their phone, they may be asked to leave. They can come back when they are willing to follow the cell phone policy. Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

Discrimination Policy

This school does not discriminate against students or potential students on the basis of race, creed, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability.

Accommodation Clause

Students with disabilities requiring special accommodations must notify the school in writing at least two weeks prior to the start of class stating the accommodation required.

Academic Calendar

Nursing Assistant—Certified Classes:

Classroom Hours 8:30a.m.—4:30p.m. (67 Hours)

Clinical Hours 6:00a.m.—2:30p.m. (50 Hours)

Clock Hours—117

Home Care Aide Classes:

Dementia class

Mental Health

HCA Skills

Clock Hours—75

Faculty

Cynthia Holliday, RN
Program Director
NAC Instructor
Home Care Aide Instructor
BLS Instructor
HCS Community Educator

Renaldo Fisher
BLS Instructor

Taunya Weston
Office Manager

Jennifer Sampson
Program Manager/ Instructor

Description of facilities and training equipment

We are a two story commercial building approximately 4500 square feet, with wheel chair access to administration, class room, labs, restrooms and sinks. With additional accommodations full kitchen, cooking facility, laundry. We used standard medical equipment which include items found in a Health Care setting such as beds, basins, tubs, catheter, blood pressure, and gait belts.

Program Description/Objective

The goal of this course is to teach caregivers how to care for the elderly and disabled individuals in a home care setting such as adult family homes, boarding homes, assisted living, or in their own homes. The course includes the following

1. Client Rights. Basic state and federal laws, advanced directives, Ombudsman program, adult abuse, problem solving.
2. Caregiver basic job responsibilities. Providing personal care, respecting privacy and independence, documenting observations, reporting guidelines, professional conduct emergencies, safety.
3. Infection Control. How infections spread, hand washing, wearing gloves, blood borne pathogens.
4. Body Mechanics. Transfers, falls, fall prevention.
5. Basic Communication. Body language, active listening managing challenging communication.
6. Skin and Body Care. Personal hygiene and how to perform hygiene skills.
7. Nutrition and food handling. Nutrition basics, food-borne illness.
8. Bowel and Bladder Function.
9. Medications. Medication assistance and administration, nurse delegation, five rights of medication.
10. Self Care. Reducing stress, setting limits, loss and grief.
11. Specialty Courses. Dementia, Mental Health.

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:

- When the school receives notice of the student’s intention to discontinue the training program; or,
- When the student is terminated for a violation of a published school policy which provides for termination; or,
- When a student, without notice, fails to attend classes for thirty calendar days.

All refunds must be paid within thirty calendar days of the student’s official termination date.

Admissions Standards

There are no prerequisites for admission to this course.

NAC Course

Facility

The NAC course is divided up into 2 sections: classroom portion and clinical. The classroom section takes place in Simmons & Holliday classroom with tables, chairs, whiteboard and any necessary video equipment. There are also skills practice rooms with bed, wheelchair and all supplies necessary to learn and practice the required skills for the Nursing Assistant—Certified Course. The average class size is 10 students with a ratio of 10 students to 1 instructor.

The clinical portion of the training takes place at Roolan Healthcare, 1505 Carpenter Road SE, Lacey WA 98503. The student/instructor ratio for the clinical time is 10:1.

Grading Process

Students will be graded on homework, tests, participation, and skills evaluation. The student must pass the course with an 80% or higher on all work. If a student does not pass, they have the option of taking the course again at the next scheduled time. The students will be told by the instructor if they are passing or not passing. The school will keep transcripts in a data base. A student may call the office and request a copy of their grades.

Attendance

Students are expected to attend class every day. If there is an emergency and they cannot attend, they must let the instructor know as soon as possible and make up all work that is missed. If a student misses more than 1 day, they will need to make that day up at the next scheduled course.

Cost of Training

The cost of the course is \$650.00. A deposit of \$200.00 must be paid at the time of registration with the balance of the amount due on the first day. If a student has a hardship, the school may set up a payment plan. The student will receive their certificate of completion once all work is completed and their account is paid in full.

Refund Policy

Cancellation and Refund Policy for Resident Training Programs:

The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.

The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.

If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

Attendance

Students are expected to attend class on the required days. If there is an emergency and they cannot attend, they must let the instructor know as soon as possible and make up all work that is missed.

Cost of Training

The cost of the course is \$405.00 which is due on the first day of class. If a student has a hardship, the school may set up a payment plan. The student will receive their certificate of completion once all work is completed and their account is paid in full.

Refund Policy

Cancellation and Refund Policy for Resident Training Programs:

The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.

The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.

If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

Home Care Aide

Facility

The Home Care Aid Training Program was designed for individuals desiring to work in private homes, AFH's and Assisted Living Facilities. Home Care Aid is a 4 week program that consists of both on-line and classroom training.

The Home Care Aid Training Program is a course that has 50 hours of on-line training and 27 hours of classroom training. Students come to class for the first day to get oriented to the online program, receive their user ID, password and to take a Dementia course. They will then work independently with the on-line portion of the class. The students come in to the classroom on the sixth day to take a Mental Health class. They will then come in to the school on the 11th day to take Safety & Orientation. The last two days of class are for learning and demonstrating skills as well as taking the final exam. After passing this course, the students will be eligible to take the State Home Care Aide Exam and apply to DOH for their HCA credential.

Grading Process

Students will be graded on the on-line portion of the program, tests, participation, and skills evaluation. The student must pass the course with an 80% or higher on all work. If a student does not pass, they have the option of taking the course again at the next scheduled time. Students will be told by the instructor if they are passing or not passing throughout the course. The school will keep transcripts and student files in a data base.

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

When calculating refunds, the official date of a student's termination is the last day of recorded attendance:

- When the school receives notice of the student's intention to discontinue the training program; or,
- When the student is terminated for a violation of a published school policy which provides for termination; or,
- When a student, without notice, fails to attend classes for thirty calendar days.

6. All refunds must be paid within thirty calendar days of the student's official termination date.

Admissions Standards

Students must be able to read, write, speak and understand English language. Students will be given an English comprehension test. If they do not pass, they may enroll in a literacy program and then take the NAC course once the literacy program is completed.

Program Description/Objectives

1. Role of the Caregiver: The nursing assistant demonstrates knowledge of and is responsive to the laws and regulations which affect his/her practice, including but not limited to: client abuse and neglect, client complaint procedures, workers right to know, and the Uniform Disciplinary Act.
2. Resident Rights: The nursing assistant demonstrates behavior, which maintains and respects client rights and promotes client independence, regardless of race, religion, life-style, sexual preference, disease process or ability to pay.
3. Basic Communication and Inter-Personal Skills: The nursing assistant uses communication skills effectively in order to function as a member of the care team.
4. Infection Control: The nursing assistant has knowledge of and uses procedures and techniques to prevent the spread of microorganisms.
5. Safety and Emergency: The nursing assistant demonstrates the ability to identify safety and emergency procedures, to include medication assistance, mobility, back safety and levels of assistance.
6. Basic Technical Skills: The nursing assistant demonstrates basic technical skills which facilitates an optimal level of functioning for the client, recognizing individual, cultural and religious diversity.
7. Personal Care Skills: The nursing assistant demonstrates basic personal care skills.
8. Basic Restorative Services: The nursing assistant incorporates principles and skills and restorative nursing in providing nursing care.
9. Death and Dying: The nursing assistant will be able to use the nursing process to plan and implement care for the dying client and their family.

10. Mental Health and Social Service Needs: The nursing assistant demonstrates the ability to identify the psycho social characteristics of all clients including persons with mental retardation, mental illness, dementia, Alzheimer's disease, and related disorders.
11. Care of the Cognitively Impaired: The nursing assistant will understand the various cognitive disorders, i.e. dementia, Alzheimer's, mental illness, retardation and other related disorders, and possible causes, characteristics and demonstrated behaviors.

The student must complete Modules 1 through 16 in the textbook as well as learn and demonstrate all skills necessary to pass the Nursing Assistant—Certified exam and to do the job of nursing assistant.

Credentials Awarded

Upon completion of the Nursing Assistant—Certified Course, students will receive a Certificate of Completion for the NAC program, HIV/AIDS Certificate and 1st Aid/CPR and Healthcare Provider cards. They are also eligible to take the State Exam for nursing assistants to become state certified.

Student Conduct

Students are expected to conduct themselves in a professional and respectful manner at all times. Cell phones are not allowed in class. There will be breaks and lunch times for use of cell phones. If a student refuses to silence their phone, they may be asked to leave. They can come back when they are willing to follow the cell phone policy.