



# Certified Nursing Assistant Training Program

Offered in partnership with the  
Perry Foundation Academy of Health

**UNLV** | CONTINUING  
EDUCATION

 702-895-3394

 [ced.unlv.edu](http://ced.unlv.edu)

 [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu)

 UNLV Paradise Campus, Bldg. 100

March 2022

Welcome to the UNLV Continuing Education Certified Nursing Assistant Training Program, offered in partnership with the Perry Foundation Academy of Health.

Certified Nursing Assistants (CNAs) offer patients compassion and patience while assisting them with day-to-day life tasks such as health monitoring, dressing, bathing, and feeding. CNAs enjoy solid job security and frequently work a flexible schedule. Typical work environments include long term care facilities, hospitals, clinics, and in the home.

You will study a broad range of subjects including infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, psychosocial needs, basic restorative services and skills, basic nursing skills, quality improvement, and more.

The Perry Foundation Academy of Health's CNA program is 96 hours and takes just over four weeks to complete, preparing you to take the Nevada State Board of Nursing (NSBN) exam. This is a hybrid program, meaning some of the curriculum will be completed online while other portions will be in person.

The attached Perry Foundation Student Catalog is current as of March 1, 2022. Please read it carefully as some program details may have changed. By enrolling, students agree to abide by the terms outlined in the catalog.

## **Classroom Training Facility**

### **Perry Foundation**

2920 Green Valley Parkway, Bldg. 7, Ste. 712  
Henderson, Nevada 89014  
702-413-7338

## **Contact UNLV Continuing Education**

 702-895-3394

 [ced.unlv.edu/certified-nursing-assistant](http://ced.unlv.edu/certified-nursing-assistant)

 [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu)

 UNLV Paradise Campus  
851 E. Tropicana, Las Vegas, NV 89119



# PERRY FOUNDATION Academy of Health

## South

2920 Green Valley Parkway  
Building 7, Suite 712  
Henderson, Nevada 89014  
(702) 413-7338

## North

985 Damonte Ranch Parkway  
Suite 320  
Reno, Nevada 89521  
(702) 413-7338

# Student Catalog

*Effective date of March 1, 2022*

Licensed to operate by the Commission on Postsecondary Education  
Nurse Assistant Training Program Approved by the Nevada State Board of Nursing



Perry Foundation is a 501 (c)(3) non-provider based non-profit in Nevada whose mission is to improve the quality of care for residents living in post-acute and long-term care communities. This has primarily been achieved by providing evidence-based education to the caregivers and health care professionals working within these communities. Doing Business as Perry Foundation Academy of Health, it is our intent to provide each learner with the highest quality education and support them on their individual career path.

The Perry Foundation is governed by a board of directors led by Board Chair, Charles Perry.

### **Non-discrimination Statement**

Perry Foundation Academy of Health does not discriminate on the basis of sex, age, race, color, religion, physical or mental disability, creed, national origin, veteran status, sexual orientation, genetic information, gender identity, gender expression, or other protected classes under the law (including Title IX of the Education Amendments of 1972).

### **Faculty Members**

Robert Kidd- School Director, President/CEO, Perry Foundation

Sara Hartwich, RN – Academic Director/Program Coordinator

Devan Young – Executive Administrator

Paula Dixon, RN – Instructor

Amy Hemley, RN - Instructor

Claudette Lachowicz, RN - Instructor

Madge Rascoe, RN - Instructor

Mik Staeck, RN – Instructor

### **Classroom Training Facility**

Classroom and Laboratory education to be held at:

#### **Perry Foundation**

2920 Green Valley Parkway, Bldg 7, Ste 712

Henderson, Nevada 89014

(702) 413-7338

985 Damonte Ranch Parkway, Ste 320

Reno, Nevada 89521

The facilities include multiple classrooms and skills labs. The classrooms hold up to 30 people and are equipped with wireless access and audio / video equipment.

### **Clinical education will be held at one of the following:**

Horizon Specialty Hospital of Henderson

8550 S. Eastern Ave

Las Vegas, Nevada 89123

(702) 382-3155

Delmar Gardens of Green Valley

100 Delmar Gardens Dr.

Henderson, Nevada 89074

(702) 361-6111

Hearthstone of Northern Nevada  
1950 Baring Ave.  
Sparks, Nevada 89434  
(775) 626-2224

Northern Nevada State Veterans Home  
36 Battle Born Way  
Sparks, Nevada 89431  
(775) 827-2955

Highland Manor of Fallon  
550 N Sherman St.  
Fallon, NV 89406  
(775) 423-7800

Alta Skilled Nursing & Rehab  
555 Hammill Lane  
Reno, NV 89511  
(775) 828-5600

Lake Mead Health & Wellness  
1180 E. Lake Mead Pkwy  
Henderson, NV 89015  
(702) 565-8555

Life Care Center of Las Vegas  
6151 Vegas Dr.  
Las Vegas, NV 89108  
(702) 648-4900

Mission Pines Nursing and Rehabilitation Center  
2860 E. Cheyenne Ave.  
North Las Vegas, NV 89030  
(702) 644-7777

Harmon Hospital  
2170 E. Harmon Ave.  
Las Vegas, NV 89119  
(702) 794-0100

Silver Hills Healthcare Center  
3450 N. Buffalo Dr.  
Las Vegas, NV 89128  
(702) 952-2273

Lifecare Center of Las Vegas  
6151 Vegas Dr.  
Las Vegas, NV 89108  
(702) 648-4900

Highland Manor of Mesquite  
272 W Pioneer Blvd  
Mesquite, NV 89027  
(702) 346-7666

Henderson Hospital  
1050 W. Galleria Drive  
Henderson, NV 89011  
(702) 963-7000

Students are placed in clinical settings to practice skills learned in the classroom and lab and to provide the best patient care possible. Students will work with a preceptor but may complete tasks independently as appropriate. To ensure patients receive high quality and safe care, students must ensure collaborative relationships with facility staff and instructors.

**Perry Foundation administrative offices are located at:**

2920 Green Valley Parkway  
Building 7, Suite 712  
Henderson, Nevada 89014  
Business hours: Monday – Friday, 8am – 3pm

985 Damonte Ranch Parkway  
Suite 320  
Reno, Nevada 89521  
(Reno – by appointment only)

**Observed holidays**

New Year's Day	January 1
Martin Luther King JR. Day	Third Monday of January
Memorial Day	Last Monday of May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday of September
Thanksgiving Day	Fourth Thursday in November
Family Day	Day after Thanksgiving
Family Day	December 23
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

**Course dates\***

<b>Henderson</b>		<b>Reno</b>	
<u>Start Date</u>	<u>End Date</u>	<u>Start Date</u>	<u>End Date</u>
January 3	February 2	January 3	Jan 28
January 4	February 17	February 14	March 16
January 14	February 16	April 4	May 2
February 7	March 9	May 23	June 22
February 18	March 23	July 11	Aug 8
February 22	April 7	Aug 29	Sep 28
March 14	April 13	Oct 17	Nov 14
March 25	April 25	Nov 28	Dec 28
April 12	May 26		
April 18	May 17		
April 27	May 26		
May 23	June 22		
May 31	July 14		
June 1	July 1		
June 27	July 27		
July 6	August 5		
July 19	September 1		
August 1	August 30		
August 8	September 9		
September 6	October 5		
September 6	October 20		
September 12	October 12		
October 10	November 8		
October 17	November 16		
October 25	December 13		
November 14	December 13		
November 18	December 21		
December 19	January 24		
December 20	February 2		

*\*Course start and end dates are subject to change.*

## Entrance Requirements and Pre-requisites

Persons wishing to enroll in the Perry Foundation Academy of Health CNA Program must show proof of high school diploma or equivalency, or satisfactorily complete a pre-admission assessment.

If a background check is unsatisfactory to the Perry Foundation or clinical training sites, the student will not be permitted to participate in the program. Students are admitted to the program, subject to the results of the background check. All enrollment requirements are due at the beginning of the program but must be complete and submitted no later than 48 hours prior to scheduled clinical rotations. Failure to do so may result in dismissal from the program (refund policy applies).

## Enrollment Requirements

### 1. **Background Check** *(included in tuition)*

CNA Program background checks are completed online through [www.mystudentcheck.com](http://www.mystudentcheck.com).

- Select school (Perry Foundation Academy of Health-School Pay)
- Select program.

### 2. **CPR / BLS** *(included in tuition if needed)*

Students need to provide proof of successful completion of either a CPR + First Aide course or BLS (Basic Life Support) for Healthcare Workers course administered by the American Heart Association or equivalent. The BLS for Healthcare Workers is included in the tuition. There will be no tuition adjustment if not needed.

### 3. **Physical Examination** within 1 year.

### 4. **Immunizations**

Students need to provide documentation of current immunization status for the following:

- Tetanus/Diphtheria/ Pertussis (Tdap): 1 dose within 10 years or Titers
- Hepatitis B: 3 doses, or Titers, or Declination Form
- Measles, Mumps, and Rubella (MMR): 2 doses, or Titers
- Varicella (Chicken Pox): 2 doses, or Titers
- Current COVID-19 vaccine (fully vaccinated by start of class as defined by the CDC)
- Current Influenza vaccine in flu season.
- Negative 2-step TST (Tuberculin Skin Test) or QuantiFERON within 1 year. Negative Chest X-Ray only accepted when taken within the last 2 years and as follow-up to a documented positive TST.

## Program Costs

Tuition	\$2,575
Textbooks	included in tuition
Scrub top & bottom included (1 set)	included in tuition
Lab Fees	included in tuition
Skills Demonstration Video Subscription	included in tuition
Basic Life Support (BLS)	included in tuition
Initial background check	included in tuition
Fingerprinting (Board of Nursing)	included in tuition
Nevada State Board of Nursing application	included in tuition
Skills and Knowledge Licensing Exam	included in tuition
Stethoscope	included in tuition
Blood Pressure Cuff	included in tuition
Gait Belt	included in tuition
Secondhand Watch	included in tuition

## Theory, Laboratory and Clinical Hours

Total hours 96

Theory and clinical classes will meet for 24 hours per week for 4 weeks. Dates and times of classes vary so check schedule for exact days and times.

***\*Class days and start times are subject to change. Clinical times will be earlier than class times and vary based on clinical location, instructor will provide times first day of class.***

## Cancellation Policy

The student may cancel their enrollment not later than three days after signing the enrollment agreement and is eligible for a refund of all monies paid for tuition and fees within 15 days of the cancellation request. Students who cancel after the three-day cancellation period are subject to the refund policy.

## Process for Cancellation of the Enrollment Agreement

Enrollment Cancellation Form is located online at

<https://perryfoundationnv.enrollware.com/schedule>. All cancellation forms must be returned to the Perry Foundation Academy of Health using one of these methods:

- 1) Email to the Executive Administrator at [Devan@PerryFoundationNV.org](mailto:Devan@PerryFoundationNV.org).
- 2) In person or by mail to the Perry Foundation Academy of Health, 2920 N. Green Valley Pkwy, #712, Henderson, NV, 89014.
- 3) Fax: (775) 243-4630

## Payment & Refund Policy

**NRS 394.449 Requirements of policy for refunds by postsecondary educational institutions.**

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
  - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money

the student has paid. As used in this section, “substantially failed to furnish” includes cancelling or changing a training program agreed upon in the enrollment agreement without:

- (i) Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or
  - (ii) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.
- (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.
  - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
  - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
    - (a) Date of cancellation by a student of his or her enrollment;
    - (b) Date of termination by the institution of the enrollment of a student;
    - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
    - (d) Last day of attendance of a student, whichever is applicable.
  3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
  4. For the purposes of this section:
    - (a) The period of a student’s attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student’s last day of actual attendance, regardless of absences.
    - (b) The period of time for a training program is the period set forth in the enrollment

agreement.

- (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

A deposit of \$500 is due at the time of registration and the balance is due on day four of the program. Non-payment in full will withdraw the student from the program unless prior arrangements have been agreed upon in writing.

### **Credit for Previous Training**

Due to the short term of the program and the nature of the training offered by The Perry Foundation Academy of Health, prior credit will not be given.

### **Learning Objectives**

1. Describe the functions of body systems appropriate to the nursing assistant scope of practice.
2. Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and Nevada State Board of Nursing regulations.
3. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
4. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
5. Identify stages of growth and development.
6. Define common medical terms and abbreviations used in health care.
7. Demonstrate competence and proficiency in the following categories of skills:
  - Communication and interpersonal relationships.
  - Safety and infection control.
  - Personal care procedures.
  - Vital signs.
  - Nutritional requirements and techniques.
  - Admission, transfer, and discharge procedures.
  - Exercise and activity.
  - Elimination.
  - Unsterile warm and cold applications.
  - Care to clients with special needs.
  - End of life care.
  - Care to clients with cognitive impairment.
8. Comply with privacy and confidentiality laws.
9. Demonstrate behaviors consistent with professional work ethics.
10. Adhere to the policies and procedures of clinical sites.

### **Learning Outcomes**

1. Students will be able to demonstrate knowledge of common elements required for certification by the Nevada State Board of Nursing. This will be measured by student

achievement of a passing grade on instructor developed and administered final examinations.

2. Students will be able to demonstrate compliance with standards of practice for nursing assistants.
3. Students will be able to demonstrate competence with all skills required for certification. This will be measured by an administered skills competency test given at the end of the program that contains elements of all required steps for all required skills.

### **Nevada State Board of Nursing Licensure**

Once students have successfully completed the Nurse Assistant Training Program and have successfully passed the state licensing exams, they must complete the following requirements for licensure:

**Step 1:** Ensure proper Nevada State Board of Nursing approved fingerprinting / background check has been completed. Confirmation receipt may be required as part of the application submission.

**Step 2:** Have created your account with the Nevada State Board of Nursing. Visit the NSBN website at [www.nevadanursingboard.org](http://www.nevadanursingboard.org) and click on the Nurse Portal to create your account.

**Step 3:** Notify Perry Foundation that you have completed Step 1 and Step 2. At that time, the Perry Foundation will request from the Nevada State Board of Nursing that your account be placed into by-pass mode, allowing you to complete your application without being charged a fee.

**Step 4:** Wait to complete your application until you receive notification from the Perry Foundation to proceed. At which point, you will have 48 hours to complete your application without being charged a fee. If you fail to complete your application within that 48-hour window, you will be responsible for the application fee. Be advised, you will be asked to upload a copy of your certificate of completion.

### **Conduct**

#### ***Unsafe & Unsatisfactory Performance***

Students that exhibit poor behavior or are disruptive during any learning sessions, will be subject to conduct documentation so that they may take immediate corrective action. In addition, in the event unsatisfactory academic or clinical performance occurs, the student may also receive written documentation as follows:

First offence – Documented verbal warning.

Second offence - Written warning.

Third offence - Dismissal. (Refund policy applies)

### **Severe Infractions that Demand Immediate Dismissal**

Students are expected to maintain high moral and ethical standards during all learning sessions and clinicals.

Perry Foundation Academy of Health maintains the right to immediately dismiss any student, without prior warning for the following infractions (refund policy applies):

1. Falsification of any records including patient and student records.
2. Carelessness or violations of Facility rules and procedures which could jeopardize the safety of self or others and/or which could result in bodily injury or damage to Facility property.
3. Failure to apply clinical principles learned in class and laboratory sessions.
4. Disorderly conduct including fighting, horseplay, threatening, or abusing any individual, patient, visitor, or member of the public. Immoral or indecent conduct.
5. Refusal to follow the instruction of the instructor, preceptor, or facility leadership.
6. Distribution, use, possession, purchase or sale of or being under the influence of alcohol, narcotics, intoxicants, drugs or hallucinatory agents during class or clinical rotations.
7. Use of alcohol or drugs while in a student uniform.
8. Threats of violence, acts of violence, terrorist threats or acts of terrorism against the facility, patients, employees, or the general public.
9. Sleeping during clinical rotations.
10. Stealing from the facility, fellow students, patients, or members of the public, regardless of the amount. Soliciting tips, gifts or other gratuities or favors from patients or their families.
11. Possession of weapons or explosives on school or facility premises.
12. Disclosure (whether negligent or intentional) of confidential information pertaining to patients including, but not limited to the violation of the Patient's Right and Confidentiality Policies and the Health Information Portability and Accountability Act (HIPAA).
13. Repeat tardiness or unexcused absences.
14. Academic Dishonesty, as defined by but not limited to the following:
  - Obtaining or providing unauthorized information during an examination through verbal, visual, or unauthorized use of books or other aides.
  - Obtaining or providing information concerning all or part of an examination prior to that examination.
  - Taking an examination for another student or arranging for another person to take an exam in one's place.
  - Altering or changing test answers after submittal for grading, grades after grades have been awarded, or other academic records once these are official.

## Clinical Policies

Clinical instruction is provided during the program. This instruction is provided in various locations, such as the Perry Foundation Academy of Health, long-term acute hospitals, and various skilled nursing facilities.

1. The purpose of the clinical session is for the student to extend the learning experience in a real-life setting.
2. Individual instructors, prior to each clinical rotation, give specific instructions regarding preparation for scheduled clinical lab sessions.
3. Students are expected to perform safely in all areas of client care. Any performance, which endangers a patient's well-being may result in the student's removal from the clinical.
4. Students will be expected to follow all policies and procedures in relation to parking, use of cafeteria, nursing assistant scope of practice, uniform requirements, and routines established for the nursing unit.
5. **Reporting Suspected Child or Elder Abuse:** Nevada Revised Statutes (NRS) 432B.220 and NRS 200.5091 require a student to report suspected child or elder abuse or neglect to the clinical instructor. Per the statute, this includes physical or mental injury of a non-accidental nature, sexual abuse or exploitation, or negligent treatment or maltreatment. Anyone who fails to report these conditions is guilty of a misdemeanor, as indicated in NRS 432B.240 and NRS 200.5099.
6. **Reporting of problems during clinical:**
  - A. Students noting patient or staff problems during clinical should inform their clinical instructor immediately.
  - B. The instructor will evaluate the behavior or problem against the criteria for Unprofessional Behavior before reporting to the School Director or Academic Director.
    - Generally, the criteria are gross negligence, abuse, or performing duties outside the scope of practice.
    - Each clinical instructor is responsible for reporting unprofessional behavior directly to the Academic Director.
    - The Academic Director will evaluate the behavior and discuss with the facility site representative and report it if necessary.
  - C. If the incident needs to be addressed, the student should:
    - Ask the staff diplomatically OR
    - Question the staff to help understand the behavior or action OR
    - Report the incident to the clinical instructor who will follow up with facility staff if necessary.
    - The student should always be prepared to state or write what they would do differently in the same circumstance and provide a rationale.
  - D. The clinical instructor's role is to manage the event for a good outcome for the student, the facility staff, and the facility.
  - E. Global or system issues should be discussed with the facility and the Academic Director.

## Confidentiality

Confidentiality is both a legal and ethical concern in nursing practice. Confidentiality is the protection of private information gathered about a client during the provision of health care services. It is the CNA student's responsibility to safeguard the client's right to privacy by protecting information of a confidential nature.

Perry Foundation Academy of Health expects that all students and faculty will protect the privacy rights, including maintaining confidentiality, of all clients. It is expected that students and faculty will NOT:

- Discuss the care of clients with anyone not involved in the client's direct care.
- Discuss the care of clients in any public setting.
- Remove any actual/copied client records from the clinical setting (this includes computer printout information).
- Use the client's name on any written form or notation (initials only).

## Dress Code

The dress code is to be followed in both classroom and clinical settings unless otherwise stated.

- Perry Foundation Academy of Health scrubs to be worn at clinicals. Classroom attire is at the discretion of the instructor and will be communicated prior to the start of class.
- No canvas, open-toe, or high-heeled shoes. Open-back shoes are permitted but must be worn with the strap in position to hold the shoe on. Athletic shoes are acceptable but must be white or black.
- Hose/socks must be worn at all times.
- Any shirt worn under the scrub top must be white or black only, at the discretion of the instructor based on the policy of the clinical site.
- Perry Foundation Academy of Health issued badges are to be worn at all times on the upper torso (above the waist) during clinical sessions so that it may easily be read by patients, visitors, co-workers, and physicians.
- During clinicals, facial piercings, tongue rings, or nose ornamentation may only be worn if the clinical training site allows.
- Tattoo(s) that are exposed are not considered appropriate during clinical sessions and must be covered unless otherwise permitted by the clinical site.
- Please be aware and conscientious of your personal hygiene, neatness of attire and cleanliness of apparel. Strong odors or excessive use of perfume or cologne are inappropriate.
- Hair is to be clean, neat, and safely secured so as not to compromise the patient's medical condition.
- No nail extensions.
- No hats.
- Cell phone usage is prohibited during lab and clinical sessions.
- No chewing gum during clinical sessions.
- No food is allowed in clinical sessions unless on a break and in a designated break room.

## **Student Equipment**

- Stethoscope / BP Cuff
- Gait belt
- Secondhand watch

## **Coordinating Clinical Experience with Health Care Facilities**

Perry Foundation Academy of Health students are in clinical settings to learn as much as possible (in a very limited time) on how to give the best care possible. These experiences vary. Students should give or seek help when it is needed. Students may work alone, with each other, or with a staff member. Instructors help the students understand their roles, teach, and guide the students' learning experience.

Each facility's nursing staff is responsible for the quality of nursing care the patients receive from all members of the health care team; therefore, the facility nursing staff is responsible for the quality of care the patients receive from students. Because the staff knows the patient and are ultimately responsible for their patient, the instructor and students must collaborate with these nurses for their skills and knowledge to give the best nursing care possible.

The following guidelines for students, instructors and staff nurses should help clarify responsibilities for each role in the clinical setting:

### **Student Commitments:**

1. Arrive at the designated clinical assignment 15 minutes before the shift is scheduled to begin.
2. Understand and follow facility policies.
3. Understand scope of practice and skill level. Only provide care in which you are qualified and competent.
4. Not pass a patient call light.
5. Actively seek help when uncertain of ability to perform tasks.
6. Be a team member by offering assistance whenever possible.
7. Seek out learning opportunities and discuss with preceptor and instructor.
8. Report errors and omissions immediately and take necessary action.
9. Report any illness or injury to instructor or unit supervisor immediately.

### **Instructor Commitments:**

1. Be responsible for the overall supervision of the students including being physically in the facility during the clinical rotation.
2. Understand, teach, and follow facility policies and procedures.
3. Be responsible for the overall learning experience of the students.
4. Seek out learning experiences for students.
5. Keep facility informed as to: names of students, dates of experiences, changes in plans, and types of clients to meet lab objectives, lab objectives, list skills students can perform.
6. Collaborate with students and staff.
7. Evaluate student performance.
8. Facilitate post-conferences.
9. Maintain good relationships and act as a mediator when needed.

**Facility Staff Commitments:**

1. Helping students and instructors select clients to meet learning objectives.
2. Educate student on facility policies, procedures, and standards of practice.
3. Assisting the students with direct patient care.
4. Notifying the instructor and student of learning opportunities.
5. Notifying the student and instructor if unsafe or at-risk actions are witnessed.
6. Promptly contact the instructor with questions or concerns.
7. Share knowledge and demonstrate patient care when appropriate.
8. Provide input of student's progress to the instructor.

**Appeals Process / Complaint & Disclosure Policy**

Appeals must be submitted in writing via email to the Perry Foundation Academy of Health's faculty or administration. Responses will be in writing via email.

Complaints & Disclosures must be submitted using the Complaint & Disclosure Form located at <https://perryfoundationnv.enrollware.com/schedule>. Follow the directions on the form to submit.

**Drug Free Environment**

Perry Foundation Academy of Health is committed to protecting the safety, health, and well-being of its employees, clients, and all people who come into contact with its workplace(s) and property, and/or use its products and services. Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, the Perry Foundation Academy of Health is committed to ensuring a substance-free environment for all its employees and clients. Perry Foundation Academy of Health therefore strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. In addition, Perry Foundation Academy of Health strictly prohibits the abuse of alcohol or prescription drugs. Any violation of this policy will result in disciplinary action up to and including dismissal from the program and possible referral for criminal prosecution.

**Reasonable Suspicion Testing of Students**

Where there is reasonable suspicion to believe that a student has violated any provision of the clinical training facility's Drug-Free Workplace Policy, the facility may require that the individual undergo a blood or urinalysis for the presence of any illegal drug, controlled substance, or alcohol.

**Electronic Devices**

Electronic devices including but not limited to cell phones and smart watches must be in silent mode during classroom and lab and are not allowed during testing. In addition, cell phones are not allowed on your person during clinical sessions.

**Care and use of equipment and supplies**

You are responsible for using good judgment and care when using equipment and supplies of the Perry Foundation or clinical training sites. Follow instructions and, if you have any

questions, ask a knowledgeable resource. If you discover poor or malfunctioning equipment, please report the situation to a supervisor or your instructor. Students who damage or destroy equipment or who lose equipment may be subject to disciplinary actions up to and including discharge from the program.

### **Attendance**

Attendance is necessary to obtain the most benefit from the CNA program and as such, the following policy is in effect.

- Absence: If the student misses 25% or more of a class, it will be considered an absence.
- Tardiness: If the student arrives after a scheduled start time of a session. (*includes returning from a break*)

Three tardies will equal one absence. After two absences, the student may be withdrawn from the program. Tardies and absences will not be allowed during clinical session.

### **Please note: In the event of an emergency, the student must do the following:**

1. Notify the instructor immediately via Email **and** call the main office line, notifying office staff.
2. Follow up with the instructor regarding his/her absence. Make-up time for a missed session may be required to successfully complete the program and is at the discretion of the Academic Director and may result in the delay of your completion from the program. More than two absences, for any reason, will withdraw the student from the program. Refund policy applies.

### **Course Work**

Course work missed due to an absence must be completed immediately. Any tests missed must be made up on the student's time and at the discretion of the instructor.

### **Prevention of Blood Borne Pathogen Exposure**

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Infection control programs are designed to protect patients, students, and staff from infections.

All students are required to familiarize themselves with the clinical training facility's blood borne pathogen, infection control, and accidental exposure policies and procedures.

### **Accidental Exposure**

A student who has exposure to blood or body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash needle stick and/or cuts with soap and water.
- Flush splashes to the nose, mouth, or skin with copious amounts of water.
- Irrigate eyes with clean water, saline, or sterile irrigants.
- Remove soiled personal protective equipment and/or clothing as soon as possible.

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the appropriate registered nurse at the clinical facility AND
- Notify clinical faculty who will then implement the process below.
- If there is a witness to the incident, several steps can be taken simultaneously.

Clinical training facility and student must:

- Complete an incident report at the clinical facility, if required; and be aware of and follow any reporting and follow-up requirements of the clinical facility.

The Clinical Faculty will be responsible for coordinating the procedures needed to get appropriate care for the student.

The Clinical Facility will:

- Identify the source of the exposure.
- Obtain stat physician's order for needle stick exposure panel, if a needle stick.
- Obtain consent from source client, if not in chart.
- Determine who will be the health care provider for the student for counseling and treatment, if needed.
- Obtain phone number and name of student and the health care provider, and provide this information to the contacts listed below.
- Normally the labs will be run STAT and will be reported to the student's physician.
- Provide the student with contact information to obtain source testing results.
- Send the student to their health care provider to obtain medical evaluation and post-exposure follow-up within 1 to 2 hours of the exposure. Medical evaluation may be at the clinical training facility; a private healthcare provider; at an urgent care facility; or at an emergency room.
  - Student should bring a copy of the documents with as much completed information as possible to the health care provider. They should also have the contact number for source information so that the health care provider may obtain results.

Additional responsibilities

- The clinical instructor must notify the Academic Director of the incident as quickly as possible.
- It is the student's responsibility to make his/her healthcare provider aware of the results of any blood panel drawn as a result of an exposure.
- It is the student's responsibility to follow-up with any counseling recommended by his/her healthcare provider as a result of an exposure.
- It is the student's responsibility to follow-up with any treatment recommended by his/her healthcare provider as a result of an exposure.

#### Source information

- The clinical facility will collect as much information as possible from the source patient following an exposure. While Perry Foundation Academy of Health will make every effort to maintain confidentiality, the Perry Foundation cannot be held responsible for acts and omissions of the clinical agency.

#### Instructor Evaluations

At the end of the course, each student will be asked to complete an instructor/course evaluation. To encourage honesty, the evaluations will be anonymous, and handed out after all exams are complete.

#### Student Indemnification

In an event of school discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

#### Standard of Academic Progress

##### GRADING SCALE

Letter Grade	Numerical Grade (%)	GPA
A+	97 – 100	4.0
A	94 - 96	4.0
A-	90 – 93	3.7
B+	87 – 89	3.3
B	84 – 86	3.0
B-	80 – 83	2.7
F	< 80	0

All students must maintain the following minimum standards of Satisfactory Academic Progress (SAP):

- Maintain a minimum grade of 80%;
- Compliance with our attendance policy.
- Maintain satisfactory improvement of learned skills.

Students are monitored for SAP upon completion of the first four days and are advised of their academic progress in writing at that time.

Students who have not maintained a minimum grade of 80% or have not complied with the stated attendance policy at the completion of the 96-hour program will be, at the discretion of the faculty, allowed readmission following all policies, rules and regulations.

## **Readmissions**

A student may apply for re-admission if the student:

1. Left the program in good standing. All previous hours are forfeited, and all fees and tuition apply.
2. If dismissed from the program, the student may write a letter of appeal to the Academic Director. Re-admission is at the digression of the Academic Director.

## **Evaluation Criteria**

### Skills

1. Learner will demonstrate satisfactorily in all learned skills and document competency on skills demonstration checklist.
2. Learner must achieve a PASS on a PASS/FAIL scale during final skills demonstration exam.

### Quizzes

- Quizzes will be completed regularly throughout the program and will be weighted less than exams. Retakes of quizzes will be allowed at the discretion of the instructor with the retake score not to exceed 80%.

### Exams

- Exams will be completed throughout the program and will be more comprehensive than quizzes.

### Finals & Successful Completion of Program

- The final exam consists of two parts: written and skills demonstration. Students must PASS the skills demonstration on a PASS/FAIL scale and achieve a minimum 80% academic average, including the final exam.

## **Placement Services**

Perry Foundation Academy of Health does not guarantee employment, but offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## **Licensure and Accreditation Status**

Licensed to operate by the Commission on Postsecondary Education. Approved by the Nevada State Board of Nursing.

## Curriculum

Course	Hours	Objectives	Content
<p><b><u>Day 1</u></b></p> <p>Ch 1 – Introduction to Health Care            Ch 2 – The Person’s Rights            Ch 3 – The Nursing Assistant            Ch 4 – Ethics and Laws            Ch 5 – Student and Work Ethics</p> <p>Mock Skills:</p> <ul style="list-style-type: none"> <li>• Blood Pressure</li> <li>• Vital Signs: Pulse and Respirations</li> <li>• Vital Signs: T, R, Pulse Ox, and electronic blood pressure</li> </ul> <p style="text-align: right;"><i>Theory Hours</i> 4 <i>Lab Hours</i> 4</p>		<p>Describe the types, purposes, and organization of health care agencies, the health care team and the nursing team/service department.</p> <p>Understand the importance of the nursing assistant and responsibilities.</p> <p>Identify scope of practice, legal issues, rights of residents and reporting elder abuse.</p> <p>Identify professional behavior related to behavior, hygiene, confidentiality, and safety in the workplace.</p>	<p>Responsibilities and scope of practice of a nursing assistant.</p> <p>Types of health care facilities, healthcare team, chain of command, and patient care partnership.</p> <p>The Omnibus Budget Reconciliation Act of 1987 (OBRA), the ombudsman role and protecting person’s rights.</p> <p>Ethics and Laws. Legal issues including liability, negligence, tort laws, reporting, disciplinary actions, ethical behavior, resident’s rights, elder abuse, and reporting.</p>
<p><b><u>Day 2</u></b></p> <p>Quiz 1</p> <p>Ch 6 – Health Team Communications            Ch 7 – Understanding the Person            Ch 8 – Body Structure and Function            Ch 9 – The Older Person            Ch 10 – Safety Needs            Ch 11 – Preventing Falls</p> <p>Mock Skills:</p> <ul style="list-style-type: none"> <li>• Ambulation using a gait belt</li> <li>• Pivot transfer from bed to wheelchair</li> <li>• Pivot transfer from wheelchair to bed</li> <li>• Repositioning</li> <li>• Range of motion of upper and lower extremities</li> <li>• Occupied bed</li> </ul> <p style="text-align: right;"><i>Theory Hours</i> 3 <i>Lab Hours</i> 5</p>		<p>Describe the communication process, barriers to communication, and effects of non-verbal interpretation.</p> <p>Explain the purpose, legal, and ethical responsibilities and recording in the medical record.</p> <p>Explain Abraham Maslow’s theory of basic needs.</p> <p>Name the components of the musculoskeletal, urinary, integumentary, cardiovascular, respiratory, endocrine, sensory, digestive, and nervous systems.</p> <p>Understand the effects of aging on the respective systems.</p> <p>Identify and know common meaning and abbreviations used in health care.</p> <p>List rules of general safety, fire, disaster, oxygen use, and restraints.</p> <p>Understand safety measures that prevent falls.</p>	<p>Elements in the communication process, barriers to successful communication, observed interpretation.</p> <p>Medical records: purpose, sections, responsibilities, and recording.</p> <p>Basic needs of the patient and how culture and religion play a role.</p> <p>The components, function, and impact of aging on various systems of the anatomy.</p> <p>Psychological and social changes common in older adulthood.</p> <p>PASS and RACE components in fire safety.</p>

<p><b>Day 3</b></p> <p>Quiz 2</p> <p>Ch 12 – Restraint Alternatives and Restraints  Ch 13 – Preventing Infection  Ch 14 – Body Mechanics  Ch 15 – Moving the Person  Ch 16 – Transferring the Person  Ch 17 – Comfort Needs  Ch 18 – Hygiene Needs</p> <p>Mock Skills</p> <ul style="list-style-type: none"> <li>• Isolation Gowns – Urinary Drainage Bag with Handwashing</li> <li>• Catheter Care with Handwashing</li> <li>• Perineal Care with Handwashing</li> <li>• Bedpan and Output with Handwashing</li> </ul> <p style="text-align: right;"><i>Theory Hours</i> 4 <i>Lab Hours</i> 4</p>		<p>Describe purpose, use, and safety of restraints and alternatives to restraints, risk factors associated with use of restraints</p> <p>Explain the chain of infection, standard precaution techniques, asepsis, disinfection, and sterilization.</p> <p>Demonstrate proper hand washing, gowning, and gloving.</p> <p>Demonstrate safety measures when transferring, ambulating, and repositioning the client</p> <p>Explain purpose and rules of proper body mechanics.</p> <p>Demonstrate proper use of the gait belt.</p> <p>Identify characteristics of a well-made bed.</p> <p>Demonstrate how to make an occupied bed.</p> <p>State the role of the Nursing Assistant in treatment and procedures of: skin care, oral hygiene, denture care, perineal care, and bathing.</p>	<p>Safety and proper use of restraints.</p> <p>Importance and characteristics of a comforting environment and comfort devices.</p> <p>Infection control and standard precaution techniques.</p> <p>Bedmaking guidelines and best practices.</p> <p>Proper use and correct application of gait belt.</p> <p>Principles of safety as they relate to wheelchairs, beds, gurneys, transfers with assistive devices, etc.</p> <p>Ambulating a client with or without the use of assistive devices.</p> <p>Preventing, caring for, and maintaining skin integrity, oral hygiene, bathing, and hygiene needs of the client.</p>
<p><b>Day 4</b></p> <p>Exam 1</p> <p>Ch 19 – Grooming Needs  Ch 20 – Urinary Needs  Ch 21 – Urinary Catheters  Ch 22 – Bowel Needs  Ch 23 – Nutrition Needs  Ch 24 – Fluid Needs</p> <p>Mock Skills</p> <ul style="list-style-type: none"> <li>• Feeding a dependent client</li> <li>• Foot Care</li> <li>• Dental Care</li> <li>• Mouth Care</li> <li>• Partial Bed Bath</li> <li>• Undressing and Dressing</li> </ul> <p style="text-align: right;"><i>Theory Hours</i> 3 <i>Lab Hours</i> 5</p>		<p>Explain how to safely provide grooming measures: hair care, shaving, nail and foot care, and changing garments.</p> <p>Identify the observations to report to the nurse and causes of incontinence.</p> <p>Perform Emptying a urinary drainage bag.</p> <p>Explain and perform proper method of catheter care.</p> <p>Perform proper procedures for providing a bedpan to a client.</p> <p>Describe and name major structures of the urinary and digestive system, observations and reporting; collection of specimens.</p> <p>Describe completing the intake and output record, observations of feedings and assistive devices available to assist with clients in eating meals.</p>	<p>Importance of grooming needs for client.</p> <p>Urinary bladder, bowel elimination, guidelines for caring, collecting, assisting, and observations.</p> <p>Preparing, serving, feeding, assistive devices, and observations of patient's diet.</p> <p>Food pyramid, dehydration, special diets, and dietary practices.</p>
<p><b>Day 5</b></p> <p>Quiz 3</p> <p>Ch 25 – Measurements  Ch 26 – Collecting Specimens  Ch 27 – Exercise and Activity Needs  Ch 28 – Wound Care</p>		<p>Demonstrate best care practices for temperature taking, use of different types of thermometers, blood pressure, how to take an accurate pulse and respiration, and pulse oximetry.</p> <p>List factors affecting vital signs, normal ranges for temperature, pulse, respirations, blood pressure and pulse oximetry.</p>	<p>Vital signs, temperature taking, normal ranges of body temperature, types of thermometers</p> <p>Benefits of exercise/activity, complications due to lack of exercise/activity</p>

<p>Ch 29 – Pressure Injuries Ch 30 – Oxygen Needs</p> <p>Mock Skills:</p> <ul style="list-style-type: none"> <li>Review of skills</li> </ul> <p style="text-align: right;"><i>Theory Hours</i> 3 <i>Lab Hours</i> 5</p>		<p>Describe basic range of motion (ROM), principles of exercise and safety as they relate to wheelchairs, beds, gurneys, transfers, etc.</p> <p>Describe the steps in warm and cold Applications, general rules, effects, types, safety factors, and possible complications.</p> <p>Describe the causes, risk factors, and prevention of pressure injuries.</p> <p>Explain measures that promote oxygenation and assist with oxygen therapy.</p>	<p>Basic range of motion and safety of: movement, transferring, positioning, ambulating, falls and prostheses.</p> <p>Wound care, oxygen needs, and preventing infections.</p> <p>General rules of application of heat and cold, effects, types, safety factors, and possible complications.</p>
<p><b>Day 6</b></p> <p>Quiz 4</p> <p>Ch 31 – Rehabilitation Needs Ch 32 – Hearing, Speech, and Vision Problems Ch 33 – Common Health Problems Ch 34 – Mental Health Disorders Ch 35 – Confusion and Dementia Ch 36 – Emergency Care Ch 37 – End-of-Life Care</p> <p>Mock Skills</p> <ul style="list-style-type: none"> <li>Review All Skills and prepare for clinical rotations</li> </ul> <p style="text-align: right;"><i>Theory Hours</i> 3 <i>Lab Hours</i> 5</p>		<p>Describe needed attributes to work successfully with clients with special needs, needed assistance, effects of rehabilitation on the client's life, prevention of complications, assisting with communication, and physical limitations.</p> <p>Describe common ear, speech, and eye disorders.</p> <p>Explain how to assist persons who are visually impaired and blind.</p> <p>Describe common disorders of the musculoskeletal, urinary, integumentary, cardiovascular, respiratory, endocrine, sensory, digestive, and nervous systems.</p> <p>Describe anxiety disorders and the defense mechanisms used to relieve anxiety.</p> <p>Describe various reactions seen in people with cognitive impairment.</p> <p>Describe the rights, care, signs, symptoms, and needs of a dying client.</p> <p>Describe post-mortem care, mental health condition, and suicide prevention measures.</p>	<p>Assisting clients with mental and physical limitations.</p> <p>Central and peripheral nervous system disorders, observations, and nursing actions.</p> <p>Type 1 and Type 2 Diabetes and ways they are managed.</p> <p>Symptoms of hyper and hypoglycemia.</p> <p>Rights of a dying client, stages of grieving process, hospice program, and ways to meet the needs of the dying client.</p>
<p><b>Day 7</b></p> <p>Clinical Rotation</p> <p style="text-align: right;">8</p>		<p>Students will apply knowledge and skills learned in Days 1-6 to clients in a client care setting.</p>	
<p><b>Day 8</b></p> <p>Clinical Rotation</p> <p style="text-align: right;">8</p>		<p>Students will apply knowledge and skills learned in Days 1-6 to clients in a client care setting.</p>	
<p><b>Day 9</b></p> <p>Exam 2 Chapter content Review Alternative Clinical Experience (ACE)</p> <p style="text-align: right;"><i>Theory Hours</i> 3 <i>Lab Hours</i> 5</p>		<p>Review clinical site experience, applying proper skills techniques to situations experienced while in clinical rotations.</p>	

<b>Day 10</b> Pre-Final Alternative Clinical Experience (ACE)  <i>Theory Hours</i> 2 <i>Lab Hours</i> 6		Review clinical site experience, applying proper skills techniques to situations experienced while in clinical rotations.	
<b>Day 11</b> Chapter Content Review Skills Review  <i>Theory Hours</i> 3 <i>Lab Hours</i> 5		Review of the Pre-Final and preparation for final exams.	
<b>Day 12</b> Chapter Content Review Skills Review  Final Exams  <i>Theory Hours</i> 4 <i>Lab Hours</i> 4		Final review and practice of all content. Final Exams.	

Theory Hours	32
Lab Hours	48
Clinical Hours	16
Total	96

\*\*Hours are for a full class of 15 students

Number of classroom/lab hours prior to resident contact	48 hours
Length of program in weeks	4 weeks
Number of classes to be conducted in 12 months:	12

Perry Foundation Academy of Health will schedule a minimum of 6 courses in a 12-month period.

Number of students who may enroll per program offering:  
 There is a maximum of 15 students per 1 instructor in a lab setting, and a minimum of 4 registered students for each session.