

CATALOG

Wonder Health Career Institute

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Volume Six

Published: April 05, 2019

Revision: September 2022

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HISTORY

Livina Orduji, RN, started work in a healthcare facility in 2007 as a certified nurse Aide in one of the Nursing homes in Katy Texas. Prior to that, she has worked as a quality controller in a food manufacturing company in Nigeria. During her career in healthcare industry, she worked mainly with the elderly in a nursing home and she sees the need and importance of Nurse Aide in the Healthcare. In 2018 Livina established Wonder Health Career Institute. The goal of the institution is to create an excellent environment to train Nurse Aides. Always keeping in mind, the importance of highly trained Nurse Aides as the front line of patient care in any setting.

APPROVALS

Wonder Health Career Institute is approved by the Texas Work Force Commission and the Department of Aging and Disability services.

FACILITIES AND EQUIPMENT

Wonder Health Career Institute is located at Langham Creek Plaza; 17440 FM 529 Suite 106A Houston Texas 77095. It is located at Northeast corner of FM 529 and Hudson Oaks Drive; adjacent to Langham Creek High School and one block East of Barker Cypress. The building is easily accessible from major roads of Hwy 6 North. It is climate-controlled to maintain an environment conducive to learning. Instructional equipment used to provide training is up-to-date; flat screen television, anatomical Mannequin, audio video etc. Parking available for the students.

ADMINISTRATION

Livina Orduji - Director/Owner

SCHOOL STAFF

Livina Orduji - Program Director/Instructor

FACULTY AND STAFF

Livina Orduji-----Director / Instructor

Bachelor in Technology: Federal University of Technology Owerri, Imo State.
Nigeria.

Associate Degree in Nursing: Galen college of Nursing, San Antonio. Texas.

PROGRAM GOAL

The goal of the Certified Nurse Aide/ Nursing Assistant (CNA) training program at Wonder Health Career Institute is to prepare the students to fulfill the duties of a CNA effectively and safely in acute care, long term care, home health setting.

COURSE OBJECTIVES

After completing this course, participants will be able to:

- Provide basic care to residents of long-term care facilities.
- Communicate and interact effectively with residents and their families, with sensitivity to the psychosocial needs of residents.
- Assist residents in attaining and maintaining maximum functional independence.
- Protect, support and promote the rights of residents.
- Provide safety and preventive measures in the care of residents.
- Demonstrate skill in observing, reporting and documentation.
- Function effectively as a member of the healthcare team

PROGRAM DESCRIPTION

The content of the Wonder health career institute Nurse Aide program will prepare students for entry-level jobs as Nurse Aides, home health Aides, or patient care attendants. Students will learn all skills necessary to take care of long-term care residents. Graduates will also know how to perform basic first aid, CPR, take vital signs, apply the elements of basic nutrition in meal planning, follow infection control measures. Graduates will also apply body mechanics when lifting, bending and positioning. Graduates may find suitable employment in nursing homes, assisted living facilities, home health agencies, clinics, and hospitals. Upon completion of this course, students will be able to take the Certified Nurse Aide examination.

PROGRAM OUTLINE

SUBJECT	TOPIC	Clock Hours Lec/Lab/Clinical/Total
CNA-101	Introduction to Long-Term Care	14/4/0/18

CNA-102	Personal Care Skills	14/4/0/18
CNA-103	Basic Nursing Skills	8/12/0/20
CNA-104	Restorative Services	6 /3/0//9
CNA-105	Mental Health and Social Services Needs	4/0/0/4
CNA-106	Social Skills	3/0/0/3
CNA-107	Nurse assistant Externship (Clinical)	0/0/45/45
	TOTAL	49 /23/45/117

SUBJECT DESCRIPTIONS

CNA 101 – INTRODUCTION TO LONG TERM CARE: *(14 hours lecture and 4 hours laboratory)*

This subject introduces students to the role of the nurse assistant in the long-term care setting. The students will also cover the following units: safety and emergency measures, resident's rights and independence, communication and interpersonal skills, and taking care of yourself.

Prerequisite: None

CNA 102 – PERSONAL CARE SKILLS: *(14 hours lecture and 4 hours laboratory)*

This subject prepares student to the skills necessary to care of the long-term care residents. This subject will also cover the following units: Body Mechanics, Positioning and Moving Residents, Care of the Resident's Environment, Assisting residents with bathing, Toileting and Perineal Care, Skin Care, Hygiene and Grooming, Nutrition, Hydration, Elimination .

Prerequisite: CNA101

CNA 103 – BASIC NURSING SKILLS *(8 hours lecture and 12 hours laboratory)*

This subject prepares student to the basic nursing skills necessary to care the long-term care resident. This subject covers the following specific units: Promoting a Restraint-Proper Environment, Vital Signs, Height and Weight, Observing, Reporting and Charting, Admission, Transfer and Discharge, Coping with Death. Prerequisite: CNA 102

CNA 104 – RESTORATIVE SERVICES *(6 Lecture hours and 3 hours Laboratory)*

This subject prepares student to the basic restorative services necessary to take care of the long-term care resident. It is a time to review the restorative skills already taught, stress the importance of restoration, and add new knowledge and skill in restorative care. This subject covers the following specific units: Introduction to Restoration Services, and Role of the Nurse Aide in Restoration care.

Prerequisite: CNA 103

CNA 105 – MENTAL HEALTH AND SOCIAL SERVICE NEEDS (4 hours Lecture)

This subject prepares student to the basic knowledge of mental health and social service needs of the long-term care resident. This subject covers the following specific units: Psychosocial Needs of Residents, Culture Change, Specific Behavior Problems and Cognitive Impairment.

Prerequisite: CNA 104

CNA 106 – SOCIAL SKILLS (3 Hours lecture)

This subject prepares student to the basic knowledge of social skills. This subject covers the following specific units: Conflict Resolution and Technologies

Prerequisite: CNA 105

CNA 107 – NURSE-AIDE EXTERNSHIP (CLINICAL IN THE LONG TERM CARE FACILITY) (45 Hours of Nurse assistant Externship)

During this portion of the program, students will put into practice the skills they have gained in previous subjects. The clinical training provides the opportunity for the trainee to learn and apply the classroom training to the care of residents with the assistance and direct supervision of the instructor. The trainee continues to be under the general supervision of a licensed Nurse.

ADMISSION/ENROLLMENT POLICIES

At Wonder Health Career Institute, we do not discriminate based on race, ethnicity, country of origin, sex, gender identity, sexual orientation, religion, physical or mental disability. The school shall accept student into the Wonder Health Career institute program upon the applicant providing the following:

1. Successfully completed Wonder Health Career Institute Application forms.
2. Successful completion of the public, private, or homeschooling at the high school level or obtainment of a recognized high school equivalency credential (GED) or
3. Successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school.
4. Evidence to establish 8 grade level of education for candidates with no GED or High-school diploma proof with transcript.
5. Student should be at least 18 years of age;
6. Student should be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease; and
7. Student Should not be listed on the Nurse assistant Registry in revoked status;

8. Student must have a current TB test or chest x-ray within the last 12 months showing no active TB or communicable disease processes

EMPLOYABILITY AND CRIMINAL CHECKS

NATCEPs are required to check both the Employee Misconduct Registry (EMR) and the Nurse assistant Registry (NAR) and to conduct a criminal history background check for all applicants. Applicants found to be listed on the EMR, or who are listed on the NAR in "revoked" status, or who have a criminal history that would bar employment in an HHS-licensed facility or agency are prohibited from enrolling in a nurse assistant training program.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE.

The school will review any prior education, training or experience. Wonder Health Career Institute do not accept credits from any other Nurse Aide program and also Schools accept credits for incomplete Nurse Aide curriculum from another school. The student must repeat the entire course for a certificate of completion and to enable them to be eligible to take the State Test.

LENGTH OF PROGRAM

The State of Texas requires that CNA training classes must provide a minimum of 100 clock hours of training, including:

- 1: 60 clock hours of classroom training that doesn't involve direct resident care; and
- 2: 40 clock hours of hands-on resident care in a nursing facility.

This Institution fulfils these requirements by offering class hours that exceed the Texas minimum required hours, allowing time for extra review, tutoring or special instructions.

BEGINNING AND ENDING DATES OF CLASS

Class starts every month for four weeks. Three weeks for classroom lecture which normally starts on a Monday and ends on a Thursday for in-person/ on -campus students. Clinical orientation begins on Monday and ends on Friday for one week. Hybrid/Online students have two weeks to complete their classroom portion of the program, one week of skill practice from Monday through Thursday and Clinical orientation that begins on Monday and ends on Friday for one week

PROGRAM SCHEDULE

There are two possible classes offered at Wonder Health Career Institute- Morning and Evening classes. Each class will require 4 weeks to complete from start through graduation.

MORNING CLASS SCHEDULE

Classroom lecture: Monday through Thursday, 9:00am-3:00pm for three weeks

Clinical Orientation: Monday through Friday, 6:30am-3:30pm for one week

EVENING CLASS SCHEDULE

Classroom lecture: Monday through Thursday, 4:00pm -10:00pm for three weeks

Clinical Orientation: Monday through Friday, 12:00pm- 9:00pm for one week

HYBRID CLASS SCHEDULE

Classroom lecture: Students are required to complete the theory part of the course work within two weeks from the start date.

Skill practice: Monday through Thursday, 4:00pm- 9:45pm for one week

Clinical Orientation: Monday through Friday, 12:00pm -9:00pm for one week

BREAK TIME

Classroom Portion: Morning (Monday to Thursday)

Classes will begin at 9:00 am and end at 3:00 pm. Students will receive a 30 minutes break from 12:00 pm to 12:30 pm. The class will be 12 class days with a total of 72hrs of classroom lecture.

Clinical Portion: Morning (Monday to Friday)

Shifts will begin at 6:30am and end at 3:30pm. Students will receive a 30-minutes lunch break each day of the clinical orientation. There is a total of 45 hours of clinical orientation which should occur over 5 days.

Classroom Portion: Evening (Monday to Thursday)

Classes will begin at 4 pm and end at 10 pm. Students will receive a 30 -minutes break from 7:00pm to 7: 30pm. There will be approximately 12 class days with a total of 72hrs of classroom lecture.

Clinical Portion: Evening and Hybrid class (Monday to Friday)

Shifts will begin at 12:00 pm and end at 9:00pm. Students will receive a 30-minutes breaks each day of the clinical orientation. There is a total of 45 hours of clinical orientation which should occur over 5 days.

GRADING POLICY (On-Campus)

A minimum passing grade of 70% is required to pass. A make- up test will be given to anyone who did not pass the first quiz. Students will be graded on a percentage grading scale:

90%-100% =A 80%-89%=B 70%-79%=C 60%-69% =D 0%-59% =E

A-C ----passing grade, D-E----not passing.

If any make-up quizzes or final exam is not passed, the student will not receive a certification and will not be eligible to take the state test.

GRADING POLICY (Hybrid)

Minimum passing grade of 80% is required to pass. They may retake the exam as many times as needed. Students are evaluated throughout the online theory portion of the course with series of workshop activities and practice tests. The practice tests in chapter 1-8 each count for 10% of the theory final grade; the final practice test in chapter 10 counts for 20% of the final grade

NURSE AIDE CLINICAL EVALUATION

Clinical evaluation is performed at the end of the clinical session. A satisfactory level must be attained at the completion of the designated hours in the clinical setting. A clinical failure occurs when any one objective is graded as unsatisfactory.

HOLIDAYS TO BE OBSERVED

Wonder Health Career Institute will be closed on the following holidays:

New Year's Day	Martin Luther King Day
Good Friday,	Memorial Day
Independence Day	Labor Day
Veterans Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve
Christmas Day	Day after Christmas

HOURS OF OPERATION

School Hours-----Monday to Friday	8 am to 10 pm
Office Hours-----Monday to Friday,	8 am to 5 pm

FEES, TUITIONS, AND CHARGES (On-Campus)

Tuition-----	\$950.00
Application fee-----	\$50.00
Uniform (Scrub). Purchase from school-----	\$20.00
Books-----	\$70.00
Laboratory Fee/ supplies-----	Included
Total Cost-----	\$1090

FEES, TUITIONS, AND CHARGES (Hybrid)

Tuition-----	\$950.00
Application fee-----	\$50.00
Uniform (Scrub). Purchase from school-----	\$20.00
Books-----	Included
Laboratory Fee/ supplies-----	Included
Technology fee-----	\$200
Total Cost-----	\$1220

SUPPLIES NOT INCLUDED IN COURSE FEES (REQUIRED)

1. White Duty Shoes with closed-toe and heel
2. Wrist Watch with a secondhand
3. Blood pressure cuff and Stethoscope
4. Pen and Pencils
5. 3-ring 2" or 3" loose-leaf notebook
6. Notebook paper
7. Highlighter

OPTIONAL SUPPLIES

1. Bandage, Scissors
2. Nurse assistant 3 pocket visit bag

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

REFUND POLICY

- 1.** Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. 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 date of termination, 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, the school or college may retain not more than \$100 in 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. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet

used, at the point of termination, up to the 75% completion mark, after which no refund is due.)

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) 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.

REFUND POLICY (HYBRID)

1. Refund computations will be based on the number of lessons in the program
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the date of notification to the student if the student is terminated;
 - (b) the date of receipt of written notice from the student; or
 - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled

3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school.

4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.

5. A full refund of all tuition and fees is due in each of the following cases: (a) an enrollee is not accepted by the school (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

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 proportion of 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.

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.

ATTENDANCE POLICY

Class attendance of students are monitored by the regulatory agency. Students are required to fulfill the minimum hour requirements of the Texas Department of Health and Human Services. Unexcused absences are not acceptable, and may result in termination from the program, at the discretion of the Program Director. Each student must agree to make up any hours missed no matter how small the amount of time that may be. If the student anticipates that he/she will be absent for a classroom or clinical session, he/she must notify the instructor no later than 1 hour prior to the start of that session, or be subject to being charged with an un-excused absence, and possible termination from the program.

If circumstances or events prevent attendance by the student for a classroom session, and provided that the instructor has been adequately notified, as defined above, the student has the opportunity to make-up for the hours missed.

MAKE-UP WORK POLICY

It is a requirement of the school that students with excused absences such as accidents, sickness or death in the family must follow a make-up work policy in order to continue to meet the requirements of the school prior to graduation from the school.

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; and
5. Be signed and dated by the student to acknowledge the make-up session.

TARDINESS POLICY

It is imperative that students be in attendance for each scheduled classroom and clinical full day to fulfill the minimum hour requirements of the Texas Department of Health and Human Services. Students who are more than 10 minutes late will be marked tardy by the instructor who will track tardiness and report 3 tardiness as one absence.

Students who fail to adhere to the Tardiness policy and meet the Program Requirements will be subject to dismissal, and termination from the CNA Training Program.

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 more than 5 minutes late will be marked tardy by the instructor who will track tardiness and report 3 tardiness as one absence. Wonder Health Career Institute does not offer an attendance probation policy. It is the policy of this school that any student missing more than 10 hours of scheduled class days will withdraw or must arrange (for an additional fee) to continue classes either through a make-up session with the instructor or during the next scheduled course session. Students may be charged \$25/hr. for makeup coursework at the discretion of the school Director.

READMISSION AFTER TERMINATION FOR UNSATISFACTORY ATTENDANCE

It is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance if the following criterion is/are met:

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

- 3) The student may not re-enter before the start of the next grading period (new class) if terminated for violation of the attendance policy
- 4) The student must pay complete tuition as at when due.

LEAVE OF ABSENCE

The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 30 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. A student's enrollment in the course will be terminated if the student fails to return as scheduled from an approved leave of absence. Student will need to reapply for admission.

STUDENT CODE OF CONDUCT

All students are expected to abide by the Wonder Health career Institute Conduct Policy while in attendance at all program; classroom and clinical sessions and while on the property/grounds of all classroom and clinical locations. The conduct requirements include:

- 1) Students must maintain a professional behavior at all times.
- 2) Students must comply with facility's policy as well as patient rights.
- 3) Under no circumstance are students to take matters into your hands to resolve a dispute.
- 4) Students must report any concerns to the instructor or the charge nurse on the unit.
- 5) Use of cell phones or other mobile electronic devices during classroom or clinical training sessions is prohibited. All cell phones are to be turned off or on silent mode during lecture, lab or clinical sessions. Use of cell phones is disruptive and inconsiderate to your classmates. The instructor has the option to request that you leave the classroom if you are not compliant with the above policy.
- 6) Eating, drinking, chewing gum, and smoking are prohibited in the classroom unless approved by the instructor.

7) Eating, drinking, and chewing gum during clinical sessions, outside of the prescribed break areas, or during non-break periods, is prohibited. Smoking is prohibited on all smoke-free campuses where clinical sessions are held. Smoking is only allowed on campuses where permitted, but only during break periods.

8) All students must adhere to the patient rights guidelines as provided in HIPPA, which prohibits any incidents of patient abuse, violation of patient rights, photographs, etc.

9) 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.

10) Any damage of equipment should be reported to your instructor and charge nurse. The instructor and student must report to the appropriate office at the community and complete an Incident Report. Any charge is the responsibility of the student. Upon the first violation of the above rules, the student will receive a written warning. Upon the second violation of the above rules, the student will be subject to termination from the program, subject to the discretion of the instructor. The determination for adherence to the Conduct Policy will be entirely at the discretion of the Program Classroom instructor and/or Clinical Supervisor, as appropriate.

STUDENT DRESS CODE.

All students are responsible for wearing the required attire for each classroom/clinical session. The appropriate Wonder Health Career Institute attire includes: Sky blue Scrub top and bottom (appropriate under garments not visible to the eye; tops should fit well over the pants or tucked in; the abdomen should not be exposed). –

Lab jackets are optional. - White work shoes & white socks only. No clogs, sandals, or other open toed shoes. - Identification badge must be worn on uniform at all times.

The following are prohibited, and not considered proper Wonder Health Career Institute attire: - Earrings - stud earrings only, no necklaces are permitted. No piercing or tattoos should be exposed. - No acrylic nails. Natural nails should be short and trimmed. Clear finger nail polish only! - Hair must be groomed and off neck line. No loud hair color will be allowed. Failure to comply with the dress code will result in a written warning upon the first offense, and possible

termination from the program upon the second offense, subject to the discretion of the Program instructor.

STUDENT INPUT TO ACADEMIC POLICIES, PROCEDURES, AND CURRICULUM PLANNING:

The school encourages all students to provide feedback via evaluations, comments, and the like to the faculty and School Director. All students are encouraged to share their input to the academic policies, procedures, and curriculum and the planning of the curriculum. Our students are our best evaluators and their input is not only welcome but extremely valuable to us.

STUDENT GRADUATION/ CERTIFICATE OF COMPLETION

Students will receive a Certificate of Completion from the school upon satisfactory completion of the course work and required course hours which qualifies them to sit for the Nurse Aide Evaluation examination to become a Certified Nurse Aide in the State of Texas. Students must complete their financial commitments with the school prior to being eligible to graduate.

JOB PLACEMENT

Graduation from Wonder Health Career Institute is not a guarantee of employment. However, following completion of the Program, graduation, and completion of the State CNA exam, Students are encouraged to research the local job market for placement opportunities. School will assist to contact facilities for job openings. The school will track and follow student's post-graduation as the state requires the school to maintain a placement rate for students that graduate.

GRIEVANCE POLICY

Wonder Health Career Institute has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is: S5491. All complaints will be directed to the Director of the school via email or in writing. The Director will review the complaint and follow-up /investigate for resolution. The school will maintain the complaint report including any associated documentation. Unresolved grievances should be directed to: Texas Workforce Commission

Career Schools and Colleges, Room 226T

101 East 15th Street

Austin, Texas 78778-0001

Phone: (512) 936-6959

<http://csc.twc.state.tx.us/>

INSTRUCTIONAL METHODS

1. Lecture
2. Laboratory
3. Simulated Workplace
4. Audio Video
5. PowerPoint Presentation
6. Anatomical Mannequins

DAILY CONTENTS

SUBJECT TO BE TAUGHT

CNA 101 – INTRODUCTION TO LONG TERM CARE: *(14 hours lecture and 4 hours laboratory)*

Section one of curriculum

1. Introduction
2. Role of the Nurse assistant in LTC
3. Safety Measures
4. Emergency Measures
5. Infection control
6. Resident Rights and Independence
7. Communication and Interpersonal Skills
8. Taking Care of Yourself

CNA 102 – PERSONAL CARE SKILLS: *(14 hours lecture and 4 hours laboratory)*

Section two of curriculum

1. Body Mechanics, Positioning and Moving Residents
2. Care of the Residents Environment

3. Assisting Residents with Bathing
4. Toileting and Perineal care
5. Skin care
6. Hygiene and Grooming,
7. Nutrition
8. Hydration,
9. Elimination

CNA 103 – BASIC NURSING SKILLS (8 hours lecture and 12 hours laboratory)

Section three of curriculum

1. Promoting a restraint-proper environment
2. Vital Signs, Height and Weight
3. Observing, Recording, Reporting, and Charting
4. Admission, Transfer, and Discharge
5. Coping with Death

CNA 104 – RESTORATIVE SERVICES (6 Lecture hours and 3 hours Laboratory)

Section four of curriculum

1. Introduction to restoration
2. The role of nurse assistant in restoration

CNA 105 – MENTAL HEALTH AND SOCIAL SERVICE NEEDS (4 hours Lecture)

Section five of curriculum

1. Psychosocial Needs of residents
2. Specific behavior problems,
3. Cognitive impairment

CNA 106 – SOCIAL SKILLS (3 Hours lecture)

Section six of curriculum

1. Cultural change
2. Conflict resolution
3. Technologies

CNA 107 – NURSE-AIDE EXTERNSHIP (CLINICAL IN THE LONG TERM CARE FACILITY) (45 Hours of Nurse assistant Externship)

This section covers every section of the curriculum: **Section one to section 6 of curriculum.**

This course meets State of Texas requirements for a training course for Nurse assistant professionals. The course includes classroom and clinical instruction in the following areas:

communication and interpersonal skills, infection control, safety and emergency procedures, including the Heimlich maneuver, promoting residents' independence, respecting residents' rights, personal care skills, basic nursing skills.

THE SCHOOL POLICY ON INCOMPLETES, WITHDRAWALS, REPEAT SUBJECTS, AND REMEDIAL WORK:

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 RE-ENROLL 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.**

If tuition and fees are collected in advance of the withdrawal or incomplete and the class is discontinued, 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 or the class is discontinued when the student returns.

NURSE AIDE IN-SERVICE EDUCATION

SEMINAR OBJECTIVES

The Nurse Aide in-service education is designed to satisfy the 24-hour in-service education requirement, which is part of the Certified Nurse Aide (CNA) renewal process (TAC; Title 26; Part 1; Chapter 556; Rule §556.9). "Effective September 1, 2013, a Nurse Aide renewing a certification must complete at least 24 hours of in-service education every two years that includes training in geriatrics and the care of residents with a dementia disorder, including Alzheimer's disease."

ADMISSION REQUIREMENT

Candidates must be a certified Nurse Aide with active status on the Nurse Aide Registry.

CERTIFICATE OF COMPLETION

Students will receive a certificate of completion from the school upon satisfactory completion of the class with a minimum score 70% from each course.

FEES

Cost----- \$100.00

Registration-----No registration required

Books-----Not required for students.

REQUIRED TEXT: Hartman's In-Service Education Sourcebook Series
Hartman Publishing
1313 Iron Ave SW
Albuquerque, NM 87102

INSTRUCTIONAL METHODS: PowerPoint presentation

REFUND POLICY FOR SEMINARS

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) The date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and

other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.

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

- (a) an enrollee is not accepted by the school;
- (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
- (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

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.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

COURSE DESCRIPTIONS

LESSON 1: CARING FOR THE PERSON WITH ALZHEIMER AND OTHER DEMENTIA (8 hours)

Learning objectives: After completion of this course the Nurse Aides will learn how to care for people with Alzheimer and Dementia patients. They will also learn how to work with families and friends of the Dementia patients.

LESSON 2: THE CHALLENGE OF DEMENTIA: MANAGING ACTIVITIES OF DAILY LIVING (8 hours)

Learning objectives: This in-service will teach the Nurse Aides how to deal positively with the everyday difficulties of managing ADLs and behavior problems in people with Alzheimer's or other dementias.

LESSON 3: PREVENTING FALLS IN THE ELDERLY (8 hours)

Learning objectives: This in-service provides a detailed look at the increasing problem of falls in the elderly, and it helps Nurse Aides recognize the risk factors for falling and find ways to help reduce those risks.

LESSON 4: PRESERVING DIGNITY FOR PEOPLE IN YOUR CARE (8 hours)

Learning objectives: This in-service strives to show how dignity and respect are important at all levels of care and through every interaction that occurs in the healthcare facility. After completion of this course Nurse Aides will learn reasons to treat residents.

LESSON 5: IMPROVING COMMUNICATION SKILLS FOR BETTER CARE (8 hours)

Learning objectives: good communication is essential to providing excellent care. Nurse Aides will learn the fundamental tools they will need to provide quality care.

LESSON 6: THE IMPORTANCE OF OBSERVATION AND DOCUMENTATION (8 hours)

Learning objectives: If you didn't document it, you didn't do it! This topic will help Nurse Aides learn and remember the importance of observing and documenting accurately and thoroughly.

LESSON 7: PREVENTING ABUSE AND NEGLECT A GUIDE FOR CAREGIVERS (8 hours)

Learning objectives Every year one to six million adults over 65 are abused, either verbally, physically, and/or emotionally. The exact number is not known because so many cases go unreported. Nurse Aides can help by learning how to recognize and report suspected abuse.

LESSON 8: WORKING SAFELY: BODY MECHANICS IN HEALTH CARE (4 hours)

Learning objectives: These in-service addresses workplace injury prevention! Nurse Aides will learn the fundamentals of good body mechanics with this engaging in-service

LESSON 9: PROVIDING CONTINUITY OF CARE: DEATH, DYING, AND GRIEF (8 hours)

Learning objectives: This in-service thoroughly explores different aspects of the death and dying experience. It includes information on hospice, advance directives, and the grief process. Cultural and spiritual considerations of death and dying.

LESSON 10: WORKPLACE VIOLENCE: PREVENTION AND MANAGEMENT OF AGGRESSIVE BEHAVIOR (4 hours)

Learning objective: This in-service focuses on violent or aggressive behavior and ways to prevent or minimize it in the work setting. After completion of this course Nurse Aides will learn how to handle aggressive or violent behavior.

LESSON 11: UNDERSTANDING YOUR RESPONSIBILITIES: CONFIDENTIAL AND PRIVATE (4 hours)

Learning objective: This in-service clarifies a potentially confusing subject and explains mandates governing confidential information. Comprehensive teaching and learning material help Nurse Aides to recognize their responsibilities, as well as what is confidential information and positive and negative outcomes of breaches of confidentiality.

LESSON 12: HOME CARE SAFETY (4 hours)

Learning objective: This in-service will help the Aides to identify safety issues at resident homes.

LESSON 13: RESPONDING TO THE SPIRITUAL AND PSYCHOSOCIAL NEEDS OF THOSE IN YOUR CARE: (4 hours)

Learning objective: This in-service handles a potentially difficult subject very skillfully. Comprehensive teaching and learning material help Nurse Aides /caregivers recognize and respect religious and spiritual choices.

MEDICATION AIDE PROGRAM

PROGRAM DESCRIPTION

The content of the Wonder health career institute Medication Aide program will prepare students for entry-level jobs as Medication Aides in Nursing facilities, Intermediate care facilities for individuals with an intellectual disability or related conditions, Correctional institutions and Assisted living (personal care) facilities. Upon successful completion of the program, graduates will be able to know the basic roles and responsibility of the medication Aide established by the Texas Health and Human Services. Additionally, graduates will be able to safely prepare and administer medication under the supervision of a licensed nurse. Graduates will also learn to use medical terminology, abbreviations and also to identify side effects of medications commonly administered at Long-term Care Facilities.

ADMISSION REQUIREMENTS

To be admitted to medication aide program the student must be able to:

- Read, write, speak and understand English
- Be at least 18 years old
- Be free of communicable diseases, and in suitable physical and emotional health to safely administer medications
- Be a high school graduate or have a GED
- Be free of felony conviction.

Applicants must be employed as certified nurse aides listed on the Texas Nurse Aide Registry in active status and currently employed in a facility licensed under Texas Health and Safety Code Chapter 242 on class start date or employed on class start date as non-licensed direct care staff in a facility licensed under Chapter 247; a state supported living center or ICF/IID and have 90 days previous employment in the year preceding the class start date.

EMPLOYABILITY AND CRIMINAL CHECKS

A criminal history background check is conducted for all applicants. Applicants found to be listed on the EMR, or who are listed on the NAR in "revoked" status, or who have a criminal history that would bar employment in an HHS-licensed facility or agency are prohibited from enrolling in a medication Aide training program.

Beginning August 1, 2021.HHSC will conduct fingerprint based criminal history check on medication aides who apply to renew their permit and prospective Medication Aides before graduating from a training program.

The cost to submit fingerprint is \$38.25 and is the responsibility of the medication Aide. This is a one-time cost; fingerprints are not required to be submitted again

FEES, TUITIONS AND CHARGES

Tuition-----	\$1000.00
Registration (Due at the time of registration) -----	\$100.00
Uniform (Scrub). Purchase from school-----	\$20.00
Books-----	\$80
State Exam Fee-----	\$ 25
Laboratory Fee/ supplies-----	Included
Total Cost-----	-\$1225

CURRICULUM OUTLINE

Texas Health and Human Services requires that Medication Aide training program must provide a minimum of 140 clock hours of training, including:

- 100 hours of classroom instruction and training
- 20 hours of returned skills demonstration laboratory
- 10 hours of clinical experience, including clinical observation and skills demonstration under the direct supervision of a licensed nurse in a facility
- 10 hours in a return skills demonstration laboratory.

This Institution fulfils these requirements by offering 144 class hours that exceed the Texas minimum required hours, allowing time for extra review, tutoring or special instructions.

Classroom Instruction and training: -----	100 clock hours
Returned skill demonstration: -----	32 clock hours
Externship (clinical experience): -----	12 clock hours
Total hours: -----	144 clock hours
Length of Program-----	9 weeks

PROGRAM OUTLINE

COURSE	TOPIC	CLOCK HOURS Lec /Lab/Clinical/Total
MEDA101	Introduction and Basic Concept of Medication Administration	20/00/00/20/20
MEDA102	Administration of Medication and effect on Body Systems	80/00/00/80

MEDA103	Return Skills Demonstration	00/20/00/20
MEDA104	Clinical Externship	00/00/12/12
MEDA105	Final Skill Demonstration	00/12/00/12
	Total Hours	100/32/12/144

CLASS SCHEDULE

There are two possible classes: Morning and evening classes, each class will start on Monday and end on Thursday for nine weeks. Morning session will begin at 9 am and end at 1 pm. Evening class will start at 3pm and end at 7pm. Both sessions will take 30mins break each day of the class.

COURSE DESCRIPTION

MEDA-101-INTRODUCTION AND BASIC CONCEPT OF MEDICATION ADMINISTRATION *(20 hours lecture)*

This course introduces students to the basic concept of Medication Aide role in a long-term care setting. The students will also learn what medication Aide can and cannot do, describe ethical conduct, identify the observations that need to be reported to the nurse, learn how to measure vital signs, how to accurately report and record. Students will be able to know basic pharmacology, body structure and function, life span consideration, Drug orders and prescriptions and medication safety.

Prerequisite. None

MEDA-102- ADMINISTRATION OF MEDICATION AND EFFECT ON BODY SYSTEMS *(80 hours lecture)*

This course will prepare the students to be able to know how to administer medications through different routes, identify different forms of oral dose and to explain how to use the equipment for giving oral dose forms. Student will learn safety rules for giving eye, ear, nose and inhaled drugs, vaginal and rectal drugs. Students will also learn medication affecting the body systems, medications used in treating body disorders/ diseases, describe the cause, sign and symptoms and treatments of the diseases. Students will also learn about nutritional, herbal and dietary supplement therapy.

Prerequisite. MEDA-101

MEDA-103- RETURN SKILLS DEMONSTRATION. *(20 hours laboratory)*

Students will put into practice what they have learn in the classroom portion of the program and demonstrate the knowledge and skills needed to communicate and safely administer medications before clinical externship.

Prerequisite. MEDA-102

MEDA-104-CLINICAL EXTERNSHIP. *(12 hours externship)*

During this portion of the program, students will be assigned to their clinical site in order to put into practice the skills they have gained in previous subjects. The clinical training provides the opportunity for the student to demonstrate skills learned in administration of medication safely to the residents under the supervision a licensed Nurse.

Prerequisite. MEDA-103

MEDA-105- FINAL SKILL DEMONSTRATION. *(12 hours laboratory)*

During this final skill demonstration, student will demonstrate all skill learned at the classroom and clinical site. This is to ensure that student understands what is taught in the class and communicated properly administer medications safely during the clinical externship.

Prerequisite MEDA-104

MEDICATION AIDE -CONTINUING EDUCATION

SEMINAR OBJECTIVES

The Medication Aide in-service is designed to satisfy the 7 hours in- service education requirement, which is part of the renewal process as specified at 40TAC chapter 95 and in the program regulations. The purpose of the in- service is to maintain and enhance the competency of Permitted Medication Aides to administer medications as specified at and 40 TAC Chapter 95, Medication Aide and to protect the health and welfare of facility residents

ADMISSION REQUIREMENTS

Candidate must:

1. Be at least 18years of age
2. Have a valid state identification and social security card
3. Be free of communicable disease and is physically and emotionally fit to administer medication safely
4. Have a current Medication Aide Certification

In-service education must be completed three to four months before the permit expiration date.

SEMINAR COST

Total cost for the course is \$50. This includes registration, tuition and supplies.

CLASS SCHEDULE

The seven-hour Medication Aide Continuing Education Seminar (maCEtp) is a one-day class from 9am to 5pm. Students will take 30 minutes break every three hours.

COURSE DESCRIPTION

MEDA-101-MEDICATION AIDE CONTINUING EDUCATION SEMINAR (MACETP) *(7 hours lecture)*

HHSC recommends selected introductory and closing content for the continuing education training program, leaving the instructor free to determine the major content topics for the program. The major contents must:

1. Be directly or indirectly related to the responsibilities of Medication Aides.
2. The content should benefit the Medication Aides and the residents.
3. The content should maintain and/or enhance the knowledge and skills of Medication Aides.
4. The content should promote health professionals' communication skills, improve disease management, ensure optimal therapeutic outcomes and assist multi-disciplinary approaches for effective communications and treatments.

Examples of suggested major content topics of the continuing education training program (must be related directly or indirectly to Medication Aides).

1. Role of the Medication Aide on the Interdisciplinary Team (IDT).
2. Communication Skills for Medication Aides
3. Role of Medication Aide in comprehensive drug management
4. Role of Medication Aide in resident assessment and care planning

5. New health care policies
6. New clinical practice guidelines
7. New clinical treatments and techniques
8. Automated and Integrated health care systems
9. Trends in patient care/clinical practice
10. Current research related to Medication Aide
11. Clinical and pharmacologic management of residents with specific clinical conditions.
12. Role of the Medication Aide in meeting the psychosocial needs of residents
13. Skills and techniques for Medication Aides
14. Review of changes in health care regulations and standards pertinent to Medication Aides such as the Nurse Aide Rules, Texas Curriculum for Nurse Aides in Long Term Care Facilities and Nursing Facility Requirements for Licensure and Medicaid Certification, etc.
15. Drug review and update, such as review of new drugs, drugs frequently used in facilities and/or avoiding common medication errors.

At the completion of the course the official HHSC roster form must be used and signed by the instructor(s) and sent to the Texas Health and Human Services, Medication Aide Program.

TRUE AND CORRECT STATEMENT

Livina Orduji; The Nursing Director at Wonder Health Career Institute. I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

SIGNED BY DIRECTOR. _____