
CALIFORNIA NURSES & VOCATIONAL INSTITUTE



CERTIFIED NURSE ASSISTANT C.N.A.

Training Program



78 Ocean Avenue
San Francisco, California 94112
Ph:(415) 406-1561 ♦ Fax:(415) 406-1563
www.cnvi-sfo.webs.com

As a prospective student, you are encouraged to review this catalog prior to signing an enrolment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrolment agreement.

Mission and Objectives

The Mission and Objectives of California Nurses Vocational Institute CNA Program is to educate care providers to:

Mission:

To provide competent, culturally diverse graduates who are reliable, compassionate and can function independently as health care assistants.

Objectives:

To educate care providers to become efficient effective and compassionate members of the health care team, providing care in acute care facilities, hospitals, assisted living facilities and private homes.

To perform care that is kind and gentle where respect and dignity residents and their families are honoured and protected.

of To develop technical expertise as a necessary part of resident safety, care documentation, and time management.

General Information and Course Description

California Nurses and Vocational Institute is a private institution approved to operate by the Bureau for Private Postsecondary Education. The CNA training program is a course designed to prepare students with the basic knowledge and skills needed to provide competent health care services to residents of long term and other care facilities. Our teaching system is modular. Each module is completed in one class. Because we use the modular system we can offer open enrollment all year round. The CNA program requires 160 hours to complete, which includes classroom work (see curriculum), skills labs (using standard nursing equipment- see list) and practical experience at a long-term care facility. The course takes 28 weeks to complete if the student attends one day a week, 14 weeks if the student attends two days a week, 9-10 weeks if the student attends three days a week and 7 weeks if the student attends four days a week. Our recruitment is geared toward working and non-working people who may take advantage of the unique versatility of the modular teaching system in order to pursue a new and challenging career. Individual student records will be filed for a five-year period. CNVI is not offering ESL instruction for this course.

CURRICULUM

- * Role of Nursing Assistant
 - Medical Laws & Ethics
 - Working Long term Care/ Patients Rights & Security/OBRA
 - Communication, Observation & the Medical Record
- * Medical Terminal & Abbreviations

Infection Control

Blood Borne Pathogens

- * Body Mechanics, Positions & Ambulating
- Rehabilitation & Restorative Concept
- Assisting with Personal Care (ADL's)
- * Vital Signs
- Common Health Problems
- * The Residents Environment
- Safety & Emergency Procedures
- Special Care Procedures
- * Nutrition

Fluids, Input & Output

Gastrointestinal & Urinary Systems

- * Dementia care

Death, Dying & Grieving

Equipments

Mannequins	Oral care materials
Hospital beds	Blood Pressure Cuff
Weighing scales	Stethoscope (Teacher and Regular)
Bedside tables	Thermometers (strips, digital, tympanic)
Audio Visuals	Wheelchairs
Computers	Walkers
TV Monitors	Canes
Videos/CD's/Dvd's	Transfer belts
Bedside Commode	Hoyer lift

Upon completion of this course, the students have to take the State Examination.

Upon successful passing of the state exam, the student will receive a state certificate or a *California State Certified Nurses Assistant Credential* and will be eligible for employment under this classification.

Admission Requirements

- Must be at least 18 years old
- Students must score a minimum of 6th grade level
- Proof of good physical health (TB Test, X Ray, Physical Exam)
- Must pass a group of admission exams: ABLE English, Math, Spanish (for bilingual students) with a minimum of 70% average to be admitted
- Background check / Finger print
- If English is not the student's primary language, and the student is unable to understand the terms and condition of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

“The transferability of credits you earn at California Nurses and Vocational Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Nurses and Vocational Institute to determine if your (credits or degree, diploma or certificate) will transfer.”

Requirements for Completion of the Program

In order to graduate from the school, students must obtain at least the following scores:

- Minimum grade of 70% on final comprehensive exam
- Attendance of 90% at least
- Fulfill all catalog requirements

Cancellation and Refund Policy

Student has the right to cancel the enrollment agreement and obtain a refund of charges through the first class session or the seventh day after enrollment whichever is later.

If student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Attendance Policy

Students are expected to attend all classes at the scheduled time. Our student will come to school wearing white uniform provided by the school and wearing a badge with the school name. To complete a successful course or training, the absences or tardiness must not exceed 10% of the course time. Attendance is extremely important and will be recorded by a faculty member at each session. Absences or an obvious pattern of tardiness (late) may result in a warning, probation or dismissal.

Drop out and Leave of Absence Policy

Students that are absent 6 class days with no excuse or without special permission will be taken off the class attendance sheets and or withdrawn from, with no responsibility for California Nurses and Vocational Institute. Students may ask in writing for a leave of absence permit initially for 15 days and may ask for an additional 15-day extension; and if deemed necessary, for 30 more days making that a total of 60 days of permitted leave of absence. When the students is ready to come back to school he/she will have to make up the classes that were missed during their leave of absence, but their financial situation with the school (tuition payments) will continue from the date the permit was given.

Rights, Conduct and Complaint Procedures Student Rights

You can cancel your contract with the school, without any penalty or obligation during the first seven working days after attending your first day of class as described in the form Notification of Cancellation which is given on the first day of class.

Read the form Notification of Cancellation for an explanation of your rights of cancellation and responsibilities. If you have lost the form, ask the school for a copy as an example.

Even when the period for cancellation has expired you still have the right to terminate your studies at any moment and receive a refund for the part of the classes that you have not taken. Your rights to a refund are described in the contract. If you have lost your contract, ask the school for a description of the refund rights.

If the school closes before you graduate, you have a right to a full refund. (STRF) Address your questions to the Bureau for Private Postsecondary Education, Sacramento, CA.

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau’s internet web site www.bppe.cagov.”

Student Tuition Recovery Fund (STRF)

- (a) “You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
 1. You are not a California resident, or are not enrolled in a residency program, or
 2. Your total charges are paid by a third party, such as an employer, government program or the payer, and you have no separate agreement to repay the third party.”
- (b) “The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan programs as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and others costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

Norms and Student Conduct

All students should attend class in their white uniform with credentials during the second phase.

All students should respect and follow the norms of study established by the professor and/or the school. It is prohibited to attend class with guns, drugs or alcoholic beverages. Any student who fails to respect any professor can be suspended from the program.

The school can terminate any student who demonstrates improper conduct with their professors or classmates, as well as any student who goes against the norms of the school or is involved in activities, which may jeopardize the safety of any other person.

All students should keep the school clean and handle school properties with utmost care so as not to damage these devices, furniture or equipments, other than its normal wear and tear. The school may charge the student the cost of repairing or replacing these damaged items.

No children are permitted within the classroom during class hours. No eating or drinking is not encouraged in the classroom during class hours.

It is absolutely prohibited to smoke, drink alcoholic beverages, or consume any other type of illegal drug within premises.

Complaint Procedures

The school will have a designated person to receive and re-solve student complaints. This person will be the school general manager. He will be available to students on weekday class as well as weekend class.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

School Performance Fact Sheet

Per California Education Code Section 94316.10(a)

This course has been given now for more than 5 years. In 2009, 96% of the students who began the C.N.A. course completed it satisfactorily. From this number, 85% are working and are earning from \$10.00 to \$18.00 an hour.

We, California Nurses Institute do not promise, nor guarantee employment to any student who has graduated. The school will offer services on how to obtain employment, consisting of the following:

- A) Letter of recommendation
- B) Guide on filling out an employment application
- C) Job interview techniques
- D) List of graduates for reference should it be requested by prospective employers.

This service must be requested by the student.

CNA Grading Policy

A minimum of 70% is required for students to satisfactorily complete and pass the course. Successful completion of each module must be passed with a minimum grade of 70%.

Students will be permitted to re-take a failed module at most two times.

Schedule of tuition, fees and other expenses

Registration fee	\$ 75.00	**
Tuition	\$2,610.00	
Equipment	\$ 310.00	*
STRF	_____	Non-refundable

Total Cost over entire period. **\$2,995.00**

* (Uniform, Finger Prints, insurance, C.N.A Book, Materials and others)

** Non-refundable after seventh days of the inscription or classes

**Acute Care
Course Description**

The Acute Care course of study is designed like a continuation of Certified Nurse Assistant; there is no requirements of Department of Health Service for this type of course. Our program will consist:

Senior care and childcare oriented with a total of 66 hours, theory 46.5 h., Lab practice 18.5 h., and review and final test 1 h.

This combine course senior care and child care oriented with a total of 66 hours, will include 46.5 theory hours including Senior and child subjects making emphasis on nutrition (senior and child), child behavior, child CPR, vital signs (senior and child), the mother with the new born and 18.5 hours of practice. This course will last 11 weeks, one day a week and will be taught only on Saturday 6 h/day. The Lab practices will be taught on Saturdays also.

Upon the successful completion of this course, the students have to take the final exam. Upon successful passing, the student will receive the School Diploma ACUTE CARE. With the experience and knowledge acquired the graduates will be eligible for employment.

Subject Title	Total Hours	Class Hours	Clinical Practice Hours
Special Procedures	6	4	2
Post Operative Patient	4	3	1
Elimination and Ostomy care	4	2	2
Common Health Problems	4	4	---
The Dying Patient	4	3	1
Physiology	4	4	--
Human Systems			
Nervous	1	1	--
Circulatory	1	1	--
Respiratory	1	1	--
Common Health Problems			
Alzheimer/Cancer/AIDS	4	4	--
Special Procedures			
Oxygen/Tracheal Suctioning	6	6	--
Opening/Handling Sterile Package And Gloves			
Glucosimeter			
Child CPR and First Aid	7	4	3 Lab
Understanding the child body	4	4	--
Child Vital Sign	2	1	1 Lab
The new born and his/her mother	6	3	3 Lab
Common Child health problems	6	4	2 Lab
Review/Final Test	1	1	

Total Hours

65

50

15

Grading Policy

A minimum of 70% is required for students to satisfactorily complete and pass the course. Successful completion of each module must be passed with a minimum grade of 70%. Students will be permitted to re-take a failed module at most two times.

Tuition, Fees and Other Expenses
Senior and Child Oriented

	\$	40.00* (75)
Insurance	\$	35.00
Tuition		<u>760.00</u>
Total	\$	\$ 835.00

Registration fee

* Non refundable after seventh days of the inscription or classes.

To educate care providers through special trainings to competently provide assistance to the patients in performing activities of daily living in their home.

Home Health Aid
Course Description

The Home Health Aid course of study is designed like a continuation of Certified Nurse Assistant, the requirements of Department of Health Service for this type of course (HHA) is only 40 hours. Our program will consist:

Senior care oriented with a total of 55 hours, theory 34 h., and clinical practice 21 h., and review and final test 1 h.

This course, senior care oriented with a total of 55 hours, will include 34 theory hours including Senior subjects making emphasis on nutrition (senior), and 21 hours of practice. This course will last 9 weeks, one day a week and will be taught only on Saturday 6/7 h/day. The clinical practices will be taught on Saturdays also.

Upon the successful completion of this course, the students have to take the final exam. Upon successful passing, the student will receive a Home Health Aid state certificate or a *California State Home Health Aide credential* and also the School Diploma H.H.A. The graduates will be eligible for employment under this classification.

Curriculum: HHA - Senior Oriented

Subject Title	Total Hours	Class Hours	Clinical Practice Hours
Introduction to Aide and Agency Role	2	2	--
Interpretation of Medical and Social Needs of People Being Served	5	5	
Personal Care Services	15	5	10
Nutrition (Senior)	16	10	6
Cleaning and Care Tasks in the Home	4	3	1
Other, Controlling Infection in Home	6	4	2
Home and Environment Safety	4	3	1
Activity, Inactivity & Rehabilitation	3	2	1
Total Hours		34	21

55
Grading Policy

A minimum of 70% is required for students to satisfactorily complete and pass the course. Successful completion of each module must be passed with a minimum grade of 70%.

Students will be permitted to re-take a failed module at most two times.

Tuition, Fees and Other Expenses
HHA - Senior Oriented

Registration fee	\$	35.00* (75)
Tuition	\$	570.00
Insurance		35.00
	\$	\$ 640.00

* Non refundable after seventh days of the inscription or classes.

Total

Faculty and Their Qualifications

Our instructors are experienced and dedicated in educating compassionate and caring individuals to enhance quality of life.

Hayley Ragasa, RN, BSN – Program Director

Doctor of Medicine – Davao Medical School Foundation/Philippines
Municipal Health Doctor – 5 years at Lingig, Surigao Sur Philippines
American Academy of Family Physician (AAFP)
Int'l Member #8100441
DON (Director of Nursing) Academy Training Course
Director of Nursing - 4 years Convalescent Center Mission St. SF, CA
Charge Nurse – 6 yrs.-Pres. – Kindred Health Care Center, SF,CA
Instructor –7 years (part-time) CNA Training Program CNVI, SF,CA
Director of Staff Development Instructor Approval #5286

Grace Watson, LVN, MBA/HCM

License Vocational Nurse since 1994
LVN for 2 1/2 years - Sub Acute Dep't at St. Lukes Hospital, SF, CA
Employee Health Nurse – 6 yrs. at St Lukes Hospital, SF, CA
Director Staff Development – 6 yrs. Conv.Center Mission St. SF, CA
Instructor – CNA Training Program – 8 yrs to present – CNVI, SF,CA
Director of Staff Development approval # 3855
Masters Of Business Administration/ Health Care Management –
University of Phoenix

Mary Teresa Moreno, LVN/DSD

Licensed Vocational Nurse for more than 15 years
Home Health Nurse - Elder Care Home Health – San Francisco, CA
Instructor CNA Training Program at CNVI
LVN Floor Nurse – 8 years at California Convalescent - SF,CA
LVN Charge Nurse – Lawton Health Care Center – SF, CA

Lucila Li, LVN, BSN

Bachelor of Science in Nursing – De Ocampo Memorial College of
Nursing, Manila, Philippines
Licensed Vocational Nurse – 14 Years Laguna Honda Hospital,
SF,CA
Home Care Nurse – Nurse Provider – San Francisco, CA
Home Care Nurse – Professional Health Care at Home – San
Francisco, CA
Instructor – CNA Training Program at CNVI, San Francisco, CA
Director of Staff Development provider # 4622

Vilma Castañeda: Pediatric M.D. - CNA - HHA

Doctor of Medicine - El Salvador University Paediatric
Postgraduate and specialty Children National Hospital
Instructor –CNA Training Program 10 years CNVI, SF.,CA
Work Experience: Pediatric Doctor, Institute of Social Services
Private Practice: El Salvador
Teacher: Physical Diagnostic El Salvador University Alberto
Masferrer
CNA: Precapacitation Instructor since 1998

Abraham Bello: Health and Safety Instructor American Red Cross - CPR and First Aid instructor American Red Cross

Work Experience: CPR and First Aid Instructor since 1995 – CNVI

Library and Other Services

The reference library consists of books and videos related to the 40 skills, and the theory pertinent and required by the course. This material is utilized by the instructor on a normal basis and by the students upon request and it is only utilized on the premises.

Also our library services count with a bank of 1,400 questions and answers relative to the theory required and they are geared toward helping the students to successfully take the state exam for Certified Nurse Assistant.

Housing Information;

We do not provide housing. There are available housing in the premises for rent with an estimated rent between \$1,800 – 2,300.

We do not have any agreement with any other college and/or University.

We do not have financial aid, but we do have an easy installment payment plan.

The school catalog shall be provided to any interested person upon requested.

School catalog will be updated annually.

School Code 3804861 – Re-Approval

Based upon Section 94802 (b)(1), (2) of the Act, the approval to operate for your school is valid until October 7, 2013

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Rev. 07/12

Covered Period 07/12-07/13

CNAOnlyEnglish