



PROVIDENCE VOCATIONAL SCHOOL

CATALOGUE

**NURSE ASSISTANT
(NA)**

**HOME HEALTH AIDE
(HHA)**

ACUTE CARE FOR CNAs

TRAINING PROGRAMS

CONTINUING EDUCATION UNITS (CEUs)

189 SCHOOL STREET DALY CITY, CA 94014

TEL. # (650) 991-2309 / (650) 991-2392

Email: pvs189@yahoo.com

Website: myprovidence.net

Effective Date: January 2011 to December 2011

WELCOME TO

PROVIDENCE VOCATIONAL SCHOOL

A nurse-owned business since 1995, **PROVIDENCE VOCATIONAL SCHOOL** is committed to provide high quality of education at an affordable cost to those who aspire to become Certified Nurse Assistants and Certified Home Health Aides.

MISSION OF THE INSTITUTION

The school is a private California Corporation. The mission of the institution is to provide quality program to train nurse assistants and prepare them for certification in accordance with the established standards to meet the specific needs of health care recipients. The programs of the institution are intended for students who desire to become Certified Nurse Assistants and Certified Home Health Aides and are motivated to render competent and efficient health care services. The goal is to guide nurse assistants learn how to provide appropriate and compassionate care that will assist clients in reaching an optimum level of comfort, restoration and wellness by providing tools that instructors can utilize.

WHY PROVIDENCE VOCATIONAL SCHOOL?

- Providence Vocational School has competitive rates.
- The instructors of Providence Vocational School are well-trained, competent and educated in the nursing field.
- It is conveniently located in Daly City and accessible to public transportation. “Word of Mouth” from our happy and satisfied graduates is our best form of advertising.

The courses offered in our school are:

1. Nurse Assistant Training Program
2. Home Health Aide Training Program
3. Acute Care for CNAs
4. Continuing Education Units (CEU's)

Providence Vocational School is open to all applicants without discrimination on the basis of race, religion, national origin, gender or handicap.

Nurse Assistant Training Program

Prerequisite: High School Graduate or GED equivalent

The Nurse Assistant Training Program is a 160-hour course designed to provide students skills and knowledge needed in rendering health care services to long-term care patients. The program requires 60 hours of theory or classroom instruction and 100 hours of supervised clinical training in a long-term care facility.

At the completion of this course, the student will be able to understand the role, function and responsibility of a Certified Nurse Assistant as a member of the health care team; demonstrate competence and practice safely in performing patient care procedures.

Students who have successfully completed the requirements are eligible to take the Nurse Assistant Competency Evaluation Program or State Examination. The successful examinees will receive Nurse Assistant Certificate issued by the State of California Department of Public Health qualifying them to be employed as Certified Nurse Assistants (C.N.A.) in different health care facilities. The official Nurse Assistant Certificate will be mailed to successful examinees from the California Department of Health Services upon completion of criminal background check. If CNA certificates are not received within 16 weeks from the date of Competency Examination, students are advised **to call the Department of Public Health at (916) 327-2445.**

Home Health Aide Training Program

Prerequisite: Certified Nurse Assistant (C.N.A.)

This is a 40-hour course designed to upgrade the skills of C.N.A.s in providing health and personal care services to patients in their respective homes. The program requires 20 hours of theory and 20 hours of supervised clinical training in private homes or Long Term Care facilities.

After completion of the course, the student will be able to understand the role of a Certified Home Health Aide and function of Home Health Agencies in providing services to patients in the home; know the medical and social needs of people being served; enhance the skills on personal care, nutrition, cleaning and care tasks in the home setting. A Certified Home Health Aide certificate is issued by the Department of Public Health to those who have successfully completed the course qualifying them to work in different Medicare-certified Home Health Agencies.

Acute Care Training for Certified Nursing Assistants (CNAs)

Prerequisite: Certified Nurse Assistant (C.N.A.)

This is a 74-hour course designed to provide students knowledge and skills necessary in rendering health care services to patients who are acutely ill. The program requires 24 hours of classroom instruction and 50 hours of clinical training in an acute care facility under the supervision of a licensed nurse. A Certificate of Completion is issued by the school after successful completion of the course qualifying them to work in an acute hospital. CNA's taking the course earns 36 continuing education units.

Administration

Priscilla Chua, RN, MSN-----	School Director
Jimmy Chua, RN -----	Office Manager
Joan Ventura, CNA-----	Administrative Assistant

Faculty

Priscilla Chua, RN,MSN

1995 – Present: School Director and Instructor, Providence Vocational School, Daly City, CA; 1999 – Present: Staff RN Behavioral Health Unit, Mills-Peninsula Hospital, San Mateo, CA; 1997 – Present: Vice-President of Relief Nursing Services Inc., Daly City, CA.; 1998-2001: Staff RN San Francisco General Hospital; 1992- 1998: Director of Support Services, Nurse Providers, Inc., Daly City, CA; 1991-1996: Registry RN, Nurse Providers Inc. & Nurse Providers Home Health Agency, Daly City, CA; 1988-1994: Staff RN Transitional Intensive Care Unit, St. Mary's Hospital, San Francisco, CA; 1986- Triage Nurse, Kaiser Hospital, South San Francisco, CA; 2009 – 2011: Master of Science in Nursing, San Francisco State University, San Francisco, CA.; Current Member of Sigma Theta Tau International (Honor Society of Nursing- Nu Psi Chapter), San Francisco State University; 1981–1983 - Masters in Business Administration Candidate, Philippine Christian University, Manila, Philippines; 1980 – Bachelor of Science in Nursing, Philippine Women's University, Manila, Philippines; 1978 – Graduate Nurse, Chinese General Hospital School of Nursing, Manila, Philippines.

Ramoncito Ubaldo, LVN

1995 – Present: Instructor, Providence Vocational School, Daly City, CA; 2008-Present: Relief Nursing Services - Staff LVN, 1998-2008: Seton Medical Center – Staff LVN Critical Care Unit; 1993-1998 LVN and Private Duty Supervisor, Nurse Providers, Inc., Daly City, CA; 1992-1993: Rehab. Nursing Coordinator, Hillside Manor Nursing, Jamaica, NY; 1990-1992: Charge Nurse, Hillside Manor Nursing, Jamaica, NY; 1989 – LVN Graduate, School of Practical Nursing, County of Nassau, NY.

Zarah G. Concepcion, LVN

2004 – Present : Instructor, Providence Vocational School, Daly City, CA; 2004-2006: LVN- Charge Nurse, Linda Mar Care Center, Pacifica, CA; 1995-2005 Staff LVN, MDRN Nursing Agency, South San Francisco, CA; 1996 – 2003: LVN Charge Nurse / Director of Staff Development, Burlingame Long Term Care, Burlingame, CA; Staff LVN, Seton Medical Center, Daly City, CA; 8/1996 – Director of Staff Development, Sacramento, CA; 1973 – 1976 Bachelor of Science in Nursing – Las Pinas General Hospital, Manila Philippines

Jimmy Chua, RN

2004 – Present: Instructor, Providence Vocational School, Daly City, CA; 2010 – Present: Staff Registered Nurse & Charge Nurse Reliever- San Francisco General Hospital Unit 7A, San Francisco, CA 1997-2010: Staff Licensed Vocational Nurse – San Francisco General Hospital, San Francisco, CA; 2009-2010 Associate Degree in Nursing – Unitek College, Fremont, CA; 2003 - Director of Staff Development Certification, Burlingame, CA.; 1989 - Licensed Vocational Nursing Program – John Adams Campus, City College of San Francisco, San Francisco, CA; 1981–1983 - Masters in Business Administration Candidate, Philippine Christian

University, Manila, Philippines; 1980 – Bachelor of Science in Business Administration, Philippine School of Business Administration, Manila, Philippines

Admission Standards and Graduation Requirements

The applicant for the C.N.A. training program must have completed high school or at least 8th grade education. He/She must be at least 18 years old or over; must demonstrate his/her ability to read and write English; must demonstrate emotional maturity and interest in providing nursing care to patients; and must pass the Entrance Test. The institution administers an examination that tests the students' capacity to benefit from instruction known as The Ability to Benefit Test. The name of the test is Career Programs Assessment Test (CPAT). This includes: Language Usage, Reading and Numerical. The passing scores on these tests are as follows: Language Usage (43), Reading (44), and Numerical (42).

For N.A. Training Program:

The applicant must submit upon enrollment and prior to direct patient contact the following requirements:

1. Valid California ID/Driver's License/Passport
2. Social Security Card
3. Physical (*with Doctor's stamp*)/ 2 step PPD or Chest X-ray
 - * a report of Physical Examination indicating that the applicant is sufficiently free of disease to perform his/her assigned duties and that he/she does not have any health condition that would create a hazard to himself/herself and others.
 - * a negative PPD or Skin Test for Tuberculosis or a negative chest x-ray if PPD is positive.

Immunizations:

a) MMR / Varicella / Hepatitis B

b) Tetanus/Diphtheria (TD) (required every 10 yrs.).

4. CPR Card
5. Fingerprint / Live can fingerprint for criminal screening for submission to the Department of Justice and Department of Public Health

For Acute Care Training Program:

The applicant for the Acute Care training program must possess a C.N.A. certificate; must demonstrate his/her ability to read and write English and must pass the Entrance Test

The applicant must submit upon enrollment and prior to direct patient contact the following requirements:

1. Valid California ID/Driver's License/Passport
2. Social Security Card
3. Physical (*with Doctor's stamp*)/ 2 step PPD or Chest X-ray (within one (1) year on enrollment)
 - * a report of Physical Examination indicating that the applicant is sufficiently free of disease to perform his/her assigned duties and that he/she does not have any health condition that would create a hazard to himself/herself and others.
 - * a negative PPD or Skin Test for Tuberculosis or a negative chest x-ray if PPD is positive.

Immunizations:

- a) MMR (titer) / Varicella (titer) / Hepatitis B (titer)
- b) Tetanus/Diphtheria (TD) (required every 10 yrs.)

Note: As for Mills Peninsula Hospital students, titer is required for MMR, Varicella, Hep B.

4. CPR Card
5. C.N.A License or Congratulations Certificate from American Red Cross
6. 10-Panel Urine Drug Test
7. 7- Year criminal Background check
8. Management of Assaultive Behavior Class (*for students to be assigned in Behavioral Unit*)

For Home Health Aide Training Program:

The applicant for the Home Health Aide training program must possess a C.N.A. certificate; must demonstrate his/her ability to read and write English and must pass the Entrance Test

REQUIREMENTS:

1. Valid California ID/Driver's License/Passport
2. Social Security Card
3. Physical (*with Doctor's stamp*)/ 2 step PPD or Chest X-ray (within one (1) year on enrollment)
 - * a report of Physical Examination indicating that the applicant is sufficiently free of disease to perform his/her assigned duties and that he/she does not have any health condition that would create a hazard to himself/herself and others.
 - * a negative PPD or Skin Test for Tuberculosis or a negative chest x-ray if PPD is positive.
4. CPR Card
5. Fingerprint / Livescan fingerprint for criminal screening for submission to the Department of Justice and Department of Health
6. C.N.A License or Congratulations Certificate from American Red Cross

For a student to graduate, he/she must have met the following requirements:

1. Has an average grade of 70% or above.
2. Has completed the required theory and clinical hours.
3. Has made-up all absences and tardiness.
4. Has completed payment of all tuition and fees.
5. Has submitted school /DHS requirements.
6. Has completed the 25 Skills Review Checklist signed by the Instructors.(N.A. students only)

The medium of instruction is in English and the institution does not provide English-as-a-Second Language instruction.

Grading Standards

To satisfactorily complete and pass the courses, an overall score of 70% is required. Scores for classroom quizzes are equivalent to 15% of the total grade; mid-term exam. = 15%; final exam. = 15%; workbook and/or other assignments = 5%. Satisfactory completion of clinical skills is equivalent to 50% of the total grade. Clinical skills represent 10% of the clinical grade; communication and interpersonal skills = 10%; attendance = 10%; attitude = 10%; personal grooming = 10%.

Attendance Policy

Students are expected to attend all scheduled classes (theory & clinical) in order to achieve the goals of the program. Prospective employers are often as concerned with attendance records as with academic records. Attendance is recorded every hour of each class meeting. Students who have unexcused tardiness maybe recorded absent for the entire class at the discretion of the instructor. All classes are based on a 60-minute hour. Absences shall be made up hour per hour and content by content for every hour and content missed.

Students who are absent from classes due to illness, death in the family, jury duty, military annual training, or other uncontrollable circumstances should contact the School Director or Administrative Assistant to arrange for make-up work for the missed classes, theory and clinical. Due to the concentrated nature of the instruction in our programs, regular class attendance is essential.

Students are expected to attend a maximum number of scheduled classes per month. Absences in excess of 20% of scheduled classes may lead to termination from the program.

It is the responsibility of each student to have his/her medical insurance coverage.

Dismissal or Suspension:

Dismissal or suspension from the program will be due to the following:

1. Failure to comply with the program's policy as to grade, attendance, conduct or behavior.
2. Theft
3. Vandalism
4. Physical assault or threat against anyone in the school
5. Use or possession of dangerous weapons
6. Habitual vulgarity
7. Disrespect or persistent defiance of authority
8. Other actions deemed inappropriate by staff or clinical instructors

Leave of Absence

A leave of absence is considered an approved interruption in the student's program. Students may be granted a leave of absence from the institution if they follow the required steps. These steps are:

- Obtain written approval from the School Director
- Complete a leave of absence form
- Obtain approval from vocational counselor (when applicable)

The administration discourages students from taking a leave of absence as it may significantly increase the length of their program and increase the likelihood of non-completion.

Student's Right to Cancel

The student has a right to cancel the enrollment agreement and obtain a refund by providing a written notice to: Priscilla Chua, School Director – Providence Vocational School 189 School Street, Daly City, CA 94014.

Monitoring Student Progress

To evaluate the student's progress, the following types of tests are given:

1. Classroom quizzes
2. Mid-Term Examination
3. Final Examination
4. Return Demonstration of Clinical Skills

The written tests are used to measure the student's understanding of the theory aspect while the clinical/practical skills are evaluated by return demonstration and observation in the clinical areas where students are assigned. Minimum passing score for the test is 70%.

The student services include provisions for academic counseling and tutorial programs for those who are evaluated to have slow progress in catching up with the lessons. At designated time, specifically before and after class session, students having difficulty in his/her lessons are assisted. DVD's, Videotapes and other reference materials are made available for review. Review classes are scheduled before the Competency Examination to ensure that students are well prepared for the test. Students are always encouraged to come to the school during non-class hours at designated times to be tutored according to their weak areas.

Rules of Operation and Conduct

1. Each CNA student is required to be in white, clean uniform and clean comfortable shoes during clinical training with a P.V.S. ID badge. Acute Care and HHA students are required to wear scrubs in white or pastel colors and comfortable shoes during clinical training with an ID badge. Street clothes are appropriate in the classroom.
2. No students are to receive or make telephone calls during class/clinical hours except in an emergency. Cellular phones, pagers, iPods, MP3, PSP & other electronics are to be turned off during class and clinical hours.
3. No smoking is allowed on school premises or clinical areas except in designated areas.
4. No student is allowed to carry firearms or deadly weapons, illegal drugs, liquor or any dangerous items in the school or clinical area.
5. Cheating, disrespect to authority and/or patients/residents and other misconduct are not tolerated in school and/or clinical area.
6. All conversation in patient care areas, including patient room, adjacent hallways where a conversation may be overheard in a patient room, and other places where patients are present, are to be in English language.

7. Students are discouraged to give presents to the instructors and staff either in cash or in kind.

Method of Payment

Providence Vocational School accepts personal check, money order, cash, cashier's check, or credit card (MasterCard/Visa/American Express/Discover) as method of payment. Checks are to be made payable to Providence Vocational School. No personal checks will be accepted two weeks before the scheduled completion date. A \$15.00 processing fee will be charged for returned check.

Workforce Investment Act (WIA)

Providence Vocational School is eligible to receive funds under Workforce Investment Act (WIA) for training services.

Job Placement

Jobs are not guaranteed upon completion of the program. However, job placement assistance is made by the institution by posting want ads in the bulletin board or announcements in class. Job Fairs are also held for students to meet with potential health care employers. Recommendations are made upon request.

Record Retention

The Administrative Assistant is designated the safekeeping of records adhering to the Bureau's/DHS' requirements and shall be made available during normal business hours upon Bureau's/DHS' request for inspection.

The institution shall maintain records for each student for a period ending five (5) years after the date of the student's graduation, withdrawal or termination. The institution shall maintain a second set of all records unless the original records are maintained in a manner secure from damage or loss.

Student Complaint Procedure

A student may lodge a complaint either verbally or in writing to any teacher, or admissions personnel who in turn will notify the institution's director who is designated to resolve the complaint.

If a student complained orally and the complaint is not resolved within a reasonable period of time, the student shall put the complaint in writing. If a student complained in writing, the institution shall provide the complainant with a written response.

If there are complaints, questions, or problems that the student cannot work out with the school, the student may write or call:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
1(888) 370-7589

Refund Policy

BUYER'S RIGHT TO CANCEL. You have the right to cancel the enrollment agreement and obtain refund. The institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed seventy five dollars (\$ 75.00), if the notice of cancellation is made prior to or on the first day of instruction.

Cancellation shall occur when you give written notice of cancellation at the address of the Institution shown on the front of this catalog. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The notice should be sent to the School Director. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement.

REFUND INFORMATION. You may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if you have completed 60% or less of the instruction. To determine your refund, you would deduct a registration fee not to exceed seventy five dollars (\$75.00) from the tuition charge. You would then divide this figure by the number of hours in the program. The quotient is the hourly charge for the program. The amount owed by the student for the purpose of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of registration fee and the documented cost of any books or equipment that were not returned. For example, if the student completes only 10 hours of a 40-hour course and paid \$400.00 tuition, and a registration fee of \$75.00, the student would receive a refund of \$300.00 This will give you the hourly quotient \$10.00 per hour. Multiply this quotient times the hours completed 10 hours x \$10.00 per hour, totaling \$100.00 for the tuition charge. This charge plus the registration fee would be deducted from the amount paid. Total paid \$475.00, less registration fee \$75.00, less tuition charge \$100.00, refund paid \$300.00.

The school will also refund money collected for sending to a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

C.N.A. (Nurse Assistant) Payment Schedule

Registration Fee (non-refundable)	\$ 75.00
Book and Workbook for CNA	\$ 125.00
First Tuition Payment	\$ 430.00
Second Tuition Payment (due on the 4 th week of instruction)	\$ 430.00
Third Tuition Payment (due on the 6 th week of instruction)	<u>\$ 430.00</u>
Total Amount of Payment	\$1,490.00

Current Schedule of Charges with Charges Explained

Registration Fee	\$ 75.00
Tuition Fee	<u>\$ 1290.00</u>
Total	\$ 1,365.00

Miscellaneous Expenses: (Mandatory)

- Competency Evaluation Program (State Test) Fee (Payable to American Red Cross) \$ 90.00
- Physical Examination/2 step PPD \$ 85.00
- CPR Class (Includes book \$ 15.00) \$ 75.00
- Graduation Fee (per student, not including guests) \$ 55.00(estimate)
- Uniform (with PVS patch) \$ 35.00

CPR is not part of Providence Vocational School Program. Please make payment to the CPR Instructor.

Items below are recommended for students to have but not mandatory. These items may be purchased anywhere.

- Blood Pressure Kit + Stethoscope \$ 35.00
- Gait Belt \$ 15.00
- CNA Pin \$ 15.00

It is the responsibility of the students to purchase their white uniforms.

H.H.A. Payment Schedule

Registration Fee (Non-Refundable)	\$ 75.00
Tuition Fee	\$ 630.00
Books/Handouts	<u>\$ 45.00</u>
Total	\$ 750.00

Acute Care Training Payment Schedule

First Tuition Payment (Orient	\$ 384.00
Second Tuition Fee Due: 3 rd week of instruction	\$ 384.00
Third Tuition Fee Due: 4 th week of instruction	<u>\$ 382.00</u>
TOTAL	\$1150.00
Registration Fee (Non-Refundable)	\$ 75.00
Book	\$ 85.00

Textbook Recommended:
Nursing Assistant – A Nursing Process Approach
8th Edition by:
Barbara R. Hegner
Esther Caldwell

TUITION AND FEES

	<u>CNA</u>	<u>HHA</u>	<u>Acute Care</u>
Registration Fee	\$ 75.00	\$ 75.00	\$ 75.00
Books or Handouts	\$ 125.00	\$ 45.00	\$ 85.00
Tuition Fee	\$ 1,290.00	\$ 630.00	\$ 1,150.00
Total Tuition	\$ 1,490.00	\$ 750.00	\$ 1,310.00

REFUND TABLE

Continuing Education Units (CEUs) - \$ 10.50 per unit