

ADMINISTRATION AND THE FACULTY

MARCUS SEVILLA

Administrator

CORAZON DE VERA, RN

Custodian of Records

GEORGE PINERO

Accounting & Finance

REMEDIOS E. SANTOS, RN

Director

REMEDIOS E. SANTOS, RN

Instructor

HAYDEE VALENCIA,

LVN/DSD

Instructor

PAULA HERNANDEZ,

LVN/DSD

Instructor

REMEDIOS SANTOS, RN/DSD, DIRECTOR/ INSTRUCTOR

Remedios Santos graduated a 5- year degree course in Registered Nursing. She has a diverse background in nursing and acquired strong skills in acute care hospitals in various phases of care ranging from medical- surgical, ICU/ CCU, OB_GYN, labor and delivery, dialysis and or she has held positions ranging from Charge Nurse, Medicare Unit Coordinator, and Director of Staff Development. She worked as a supervisor at the open heart team for three years at George Washington University Hospital in Washington, DC. Among other things, she enjoys being an educator and her goal to give excellent training to nurse assistant and caregivers and to uphold the highest standards in patient care. She currently runs her own Nursing Registry.

MARCUS SEVILLA

Marcus is a Lawyer, Graduate of Columbia University, used to be administrator of long term care facilities. He has owned and managed nursing home for the last 25 years.

HAYDEE VALENCIA, LVN/DSD

She worked in various long term care facilities such as Hollywood Community Hospital, Victoria Care center as a charge nurse supervisor. Currently she's working as Director of staff Development for Country Villa Healthcare. She also works a Home Health Nurse for Hospice Care & Home Health Geriatric Care. Besides, being an educator for CNA, she also served as volunteer for union rescue mission. Her six (6) years of experience brings to Windsor school a qualified dedicated instructor.

PAULA HERNANDEZ –LVN/DSD

She was a Director of Staff Developer for Santa Teresita Manor and worked as a MDS coordinator for West Lake Village Health Care Center. She had 11 years of experience in long term care facilities as charge nurse and treatment nurse that requires wound care of residents.

CORAZON DE VERA

Hold a bachelors of Science in Nursing. She is an instructor of LVN program. Worked as a nursing consultant for Sun Bridge Corporation, and currently is a Director of Nursing at Anaheim Nursing Home and Rehabilitation Center.

ADMISSION PROCEDURES AND **SCHOOL POLICIES**

A. ADMISSION REQUIREMENTS

1. Sixteen (16) years of age and above.
2. Physical capable without restriction to perform all skills in the course as evidenced by a signed, physical examination by a physician or by a Nurse Practitioner.
3. Complete live scan and criminal background screening. A complete HS 283 B application form
4. Must be able to communicate and understand instruction English.
5. Valid Identification with picture and social security number.
6. The school enrollment and registration agreement must be completed.
7. Minimum payment paid. See Schedule of Installment Plans on page 8 of Student Registration & Enrollment Agreement.
8. Pass the comprehension test of at least 80% grade.
9. Physical & TB Test screening or chest X-Ray.

APPROVAL AND DISCLOSURE STATEMENT

Windsor School of Nursing Assistant located at 18780 Amar RD., Suite 203 Walnut, CA 91789, is a private school that holds and institutionally approved by the Bureau for Private Post Secondary, Vocational Education pursuant to the California Education Code. The approval means that Bureau has determined and certified that Windsor School of Nursing Assistant meets the minimum state standards for integrity, financial stability and educational quality under the law.

Any questions or problem concerning this school which has not been satisfactory answered or resolved by the school, should be directed to the Bureau for **Private Post secondary and Vocational Education** at: 400 R. Street, Sacramento, Ca 95814, (914) 445-3427.

Windsor School was approved by the Department of Health for Nursing Assistant Course and Home Health Aide Course. The number of hours for Clinical & Theory set forth under the guidelines of OBRA of 1987, Title 22.

ATTENDANCE POLICY

Students must abide by Patient Rights as defined by Title XXII of the California Department of Health Regulations. Any verbal, physical abuse or neglect of resident will not be tolerated.

1. During orientation, regular attendance of scheduled classes by the students will be given strong emphasis and its importance and advantage will be stressed out to them. Students are expected to attend both theoretical and clinical classes on the time designated by the school. It is extremely important that students will make every effort to attend ALL lectures and clinical days. However in the event that students who are unable to attend the theoretical portion of the training due to the school of their absence an hour before the start of the class by calling the administrator and or instructor. The instructor in turn shall make a note of it and make the necessary arrangements for make time on the day following the absence.
2. Absenteeism in excess of ONE (1) lectures or ONE (1) clinical day will result in removal from the program.
3. There are no make-up days for any absence beyond above permitted hours.
4. Lecture and clinical class will begin promptly. THE STUDENTS MUST BE ON TIME. Three (3) tardy in excess of (20) minutes will count as on (1) absence.

GRADING POLICY

Students must score 75% or higher on all written tests. Clinical skills must be performed with 100% accuracy. Students will be evaluated by the clinical instructor on the following areas: Application of theory principles within the clinical setting, knowledge and proper execution of skills and procedures, application of the 6 Principle of Care (Safety, Independence, Privacy, Dignity, Infection Control, Communication) while performing patient care. The students will be graded on their clinical skill in their performance with satisfactory or unsatisfactory evaluation.

626-810-0058

WINDSOR SCHOOL OF NURSING

18780 Amar Rd. Suite 203 Walnut, CA 91789

SCHOOL CATALOG

2012- 2013



Contact us at: (626) 810-0058

CERTIFICATE **PROGRAMS**

Windsor School of Nursing Assistant offers 3 certificate programs. These programs are designed to prepare students in the shortest time possible for employment with the industry for which they are trained.

The courses will be held at Windsor School, 18780 Amar Rd. Suite 203. Walnut, CA 91789

- CERTIFIED NURSING ASSISTANT:** 150 Clock Hours (4) Weeks
- HOME HEALTH AIDE:** 40 Clock Hours (5) Days
- RESTORATIVE NURSING ASSISTANT:** 24 Clock Hours (3) Days

CERTIFIED NURSING ASSISTANT	HOME HEALTH AIDE	RESTORATIVE NURSING ASSISTANT
<p><i>The week class is Monday to Friday 7:30 am- 4pm for full time students. (20 Days)</i></p> <p><i>The weekend class is every Saturday & Sunday, 7:30am- 4pm. (2 ½ Months)</i></p> <p><i>The evening class is Monday to Friday 5pm- 9pm. (40 days)</i></p>	<p><i>Week day class is Monday to Friday 7:30am- 4pm</i></p> <p><i>COMPLETION: (5 Days)</i></p>	<p><i>Week class is Monday to Friday 7:30am- 4pm</i></p> <p><i>COMPLETION: (3 Days)</i></p>

DESCRIPTION OF COURSES

A. NURSING ASSISTANT TRAINING PROGRAM

This 150 hour (20) day course is designed to introduce student to the functions and roles of the Certified Nursing Assistant (CNA). The Nursing Assistant course has two components: theoretical portion which will be completed within a period of 50 hours and clinical portion which is covered within 100 hours to make a total of 150 hours. The training will be conducted from Monday to Friday. The instructor will deliver the course content through lectures and demonstrations and exposure of the students to actual nursing procedures and techniques while in the clinical setting. Knowledge validation is evaluated on an ongoing basis through tests and quizzes. It consists of 16 modules focused on all aspects of resident care, including residents' rights, body mechanics, taking vital signs and rehabilitative nursing, among others.

The book entitled "Nursing Assistant Care" by Susan Alvare Hedman; Jetta Fuzy and Suzanne Rymer, MSTE, RN, will be the official textbook for the course. A certified nursing assistant may be defined as an individual trained to give personal care and assistance, determined by the facilities' policies, under the supervision of a Licensed Vocational Nurse or by a Registered Nurse. Upon completion of the program, the student will receive a Certificate of Completion and be eligible to take the written and practical examination required by the State of California Department of Health Services to obtain a certificate of Certified Nursing Assistant, and seek employment in hospitals and long-term care facilities.

B. HOME HEALTH AIDE TRAINING PROGRAM

The Home Health Aide training program is for students who has successfully completed 150 hour Certified Nursing Assistant program. It is designed to expand the role of a Certified nursing Assistant to provide quality care to client in a home-care setting, home health aide agencies and other private entities, under the supervision of a Case Manager or a Registered Nurse.

The training consists of 40 clock hours (5- day) course. A textbook entitled "Mosby Text book for the Home Care Aide by Joan Birchenall and Eileen Steight will be the official textbook for the course. Upon successfully completing this course you will be issued by the State of California a certification which will lead to an occupation as a Home Health Aide.

C. RESTORATIVE NURSING ASSISTANT PROGRAM

The RNA program is critical to assuring that residents maintain their highest practical level of functioning in long term care. RNA's provide specific treatments to residents so to restore and maintain the strength, coordination and skills to ambulate and perform functional activities of daily living.

The RNA (Restorative Nursing Assistant) program at Windsor School of Nursing provides CNAs (Certified Nursing Assistants) the knowledge and skills to advance their career in long term care. The CNAs will receive training in theory and practical application of restorative techniques

Restorative Nursing Assistants can find employment in nursing homes, assisted living communities and long term care facilities.

Requirements

Active certification as a Nursing Assistant
Good understanding of the English language
Healthcare uniform/Scrubs, athletic shoes and gait belt

RNA Course Agenda

- Restorative Nursing Program
- Medical Overview
- Cognition, Communication & Hearing
- Dysphasia & Restorative Dining
- Joint Mobility
- Ambulation
- Documentation

COURSE OBJECTIVES

Upon completion of lectures, discussions and assigned reading the student will achieve the following objectives and also upon completion of the program, the student will receive a Certificate of Completion and be eligible to take the written and practical examination required by the State of California Department of Health and Services.

1. Identify qualities required by a nurse assistant working in a long term- care facility.
2. Describe areas of responsibility and give examples of each.
3. Provide a safe environment; meet the patients' physical needs through activities such as feeding, bathing, dressing and toileting.
4. Meet the psycho-social needs of the long-term resident with normal function and cognitive challenges.
5. Identify ways to prevent or control the spread of infection.
6. Identify resident rights and appropriate procedures for abuse prevention and reporting.
7. And lastly upon completion of the program, the student will receive a Certificate of Completion.

CLINICAL OBJECTIVES

The student will be able to:

1. Accurately demonstrate performance of skills and procedures prior to resident contact, providing for safety and general principles of patient care standard.
2. Develop skills necessary for health care provider applications.
3. Observe procedures common in health care environments and apply knowledge in simulated situations.
4. Use equipment and supplies as appropriate.
5. Describe and demonstrate knowledge of principles of observation and documentation, including subjective and objective data observations rather than judgment.
6. Demonstrate correct style of charting for the facility, clarity, conciseness and using appropriate medical terminology/ abbreviation.

METHODS OF INSTRUCTION

1. Lecture- includes skills demonstration/ practice, discussion
2. Clinical- Skills practice/ performance mastery.

* Review and practice specific nursing, behavioral science, Health occupation, skills, i.e., bed baths, vital signs, measuring food and liquid intake and output. Observe patient condition and view related media (CD ROMS DVD's) Use if special medical equipment and supplies.

The above instructional method may also be used as tools for evaluation of the students' cognitive and or psychomotor performance.

EDUCATIONAL RETENTION

POLICY

Educational records shall be maintained by the Custodian or Records. The custodian of records will be responsible for ensuring completeness and accuracy of the records prior to storage. The files shall be stored in filing cabinets in the school site. A duplicate of the student records shall be stored in floppy disks and stored in a different location which is away from the school. Student records will be maintained by the school for five (5) years after enrollment.

STUDENT GREIVANCE

PROCEDURE

The Director and or Administrator are designed to receive and resolve student complaints. Upon receipt of a student complaint, the Administrator's responsibilities will include but will not be limited to the following:

- Investigate the complaint thoroughly, including interviews with all the persons involved and or reviewing all pertinent documents.
- Reject the complaint if after investigate, a determination has been made that the complaint is invalid and or unfounded. If valid, compromise towards the resolution of the complaint in a reasonable manner, including the payment of a refund.

STUDENT'S WAIVER OR RIGHT IS

VOID

1. The student's participation in the complaint procedure and the description of a student's complaint shall not limit or waive any of the student's right or remedies. Any document signed by the student that support the limit or waive the students' right and remedies is void.
2. The custodian of record or associate director will be responsible in maintaining and keeping the log of student complaints.

FINANCIAL AID

Windsor School participates with GAIN, L.A works, under one stop program. The school has a program specifically for eligible participants under the one stop program, which they can get the 3 courses (CNA, RNA, & HHA), combined at the flat fees of \$3,000. At no cost to the participants.

The school will pay in advanced for the participants whatever is needed to finish the courses. Reimbursement to the school will be paid by the **Goodwill or by the Gain program** after a successful employment of the participants.

STUDENT LOAN/ METHOD OF PAYMENT

Windsor School is not accepting student private loan but, they are entitled to a three (3) payment plan during the course period without interest. See page 8 for Tuition and Fees.

WINDSOR SCHOOL OF NURSING FINANCIAL STABILITY

The school is financially stable; there is no pending petition in bankruptcy filed against it within the presiding 5 years. It is privately owned business.

STUDENT TUITION RECOVERY FUND (STRF)

Upon enrollment, the amount of \$2.50 is collected from the students based on the nearest tuition fee of \$1,000 fees collected. Per Ed. Code 94909 (a) it is the student rights and responsibility with respect to the STRF. That the State required a student who pays his/her tuition is required to pay a state imposed assessment for the STRF. Fees collected are reimbursed by the school to Bureau of Private Post Secondary.

“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.”

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION

Windsor School courses are non-degree. Upon completion of the required hours, the students will receive a certificate of completion. The transferability of credits you earn at Windsor School is at the complete discretion of an Institution to which you may seek to seek.

Windsor does not accept a transfer from another school. The student who seeks transfer should start as a new student and pay the fees required.

FOREIGN/INTERNATIONAL STUDENTS

Windsor School does not participate in any visa services neither will vouch for student status in any associated charges. The school is not entitled to accept foreign exchange students or student visa service.

LIBRARY

Windsor School provide learning materials made to be available for the students who are interested to learn more about nursing assistant, also they can ask permission to avail any of the books to add up for their knowledge.

DISTANCE EDUCATION

Windsor School does not offer distance education. Students who are enrolled should attend the theory and clinical hours.

GRADUATION POLICY

Graduation from all programs of study is accomplished by satisfactory completing all requirements, maintaining satisfactory attendance, attaining the minimum grade point average in the specific course of program of study and fulfilling all financial obligations to the school.

STATE EXAMINATIONS

In order to qualify for the State Examination, all students are required to pass the course or program. State licensing certification or process is the students' responsibility. Windsor School will provide students with information regarding test dates, test location and fees, if possible. Students should be aware that all test fees are the student responsibility. To be certified in the State of California, the students are required to pass the skills and written competency examination.

PLACEMENT SERVICES

Windsor School of Nursing will make every effort to assist employment needs to all students and prospective graduates. It is also understood that the students will fully cooperate in the job search and will also make a good-faith effort to secure a position on their own.

NO GUARANTEES ARE MADE CONCERNING A PROFESSIONAL PLACEMENT AS AN ENTICEMENT TO ENROLL, NOR CAN THE SCHOOL PROMISE THAT PLACEMENT IS ASSURED UPON GRADUATION.

GROUNDS FOR DISMISSAL

The following constitute grounds for dismissal from the training:

- 1. Repeated tardiness and absence from class without prior notification to instructor/administrator.
- 2. Failure to make up for excused absence.
- 3. Disruptive behavior, use of foul language, possession of un prescribed drugs, intoxication and sleeping in class.
- 4. Theft of property from the school, clinical area, staff or other students.
- 5. Failure to report to clinical training in appropriate uniform after receiving proper warning.
- 6. Failure to pay tuition.

DROP- OUT POLICY

The following constitute grounds for dismissal from training.

In order to qualify for a pro- rated tuition refund, students must officially submit a written notification of their invention to with draw from the training. The letter shall be mailed and addressed to the administrator. Students have a right to a full refund of the tuition fee if they cancel on or before the first day on instruction. The registration fee is non- refundable. In addition, the student may withdrawal from a course after instruction has started and receive a pro rate refund for the unused portion of the tuition and other refundable charges, if the student has completed 60% or less of the instruction.

For example: the student completes 100 hours of a 160 hour CNA course paid \$1000.00 tuition.
 \$1000.00 X 100 clock hours of instruction paid for but not received = \$ 625.00
 Amount for 160 clock hours of instruction for which the student has paid Refund

LEAVE OF ABSENCE

Application for leave of absence will be granted after a careful review of the case by the Instructor, Associate Director of Nursing and the Administrator. The student will have to apply for a leave of absence with the staff concerned, prior to approval of the application for leave of absence.

PREGNANCY

A student who becomes pregnant during her enrollment must present a written statement from a physician. The statement must indicate the approval for continuation of the students' course without limitations. A student who is unable to meet the requirement may take a leave of absence.

DRESS CODE

The students are required to wear white uniform with Windsor School logo that can be purchased at the school for \$25.00 a set (top & bottom). A non-skid white rubber shoes or uniform shoes clean, no open toe footwear, no dangling earrings or heavy bracelets, wristwatch with a second hand.

CLINICAL DRESS CODE

- Name badges are part of the uniform and are to be worn on the left side of the attire.
- No jewelry is to be worn with the exception of wedding bands and non- dangling earrings.
- White, non-skid shoes and laces are to be kept clean and in good repair at all times.
- No gum chewing is allowed while in uniform
- Deodorants and anti-per spirants are to be used daily
- Hair must be neat and clean; long hair should be pulled back and/ or tied with simple barrettes.
- Make up should be used sparingly; no strong perfumes or colognes are allowed.
- Nails are to be maintained at a quarter of an inch or less without nail polish
- No textured hosiery is allowed. Plain whit nurses' stockings or white solid colored socks are recommended.
- A black or blue ink pen and small notebook or note pad are integral parts of the uniform.

MISSION AND **OBJECTIVES**

Windsor School of Nursing Assistant has been personally engaged in stimulating young adults who are either out of work or just beginning to enter the job market. It is also designed to address the need of growing shortage of certified, trained, qualified nursing assistants. We believe that education is a lifelong continuing process which enhances the quality of life of the individual. Windsor School is committed in contributing to this process through its nursing Assistant, Home Health Aide, and Continuing Education for LVN's and RN courses.

Windsor School has the following objectives.

1. To raise the standard of Educational Achievement that will improve the Healthcare System, and all this training can land each student JOBS in the hospitals, assisted living, nursing homes etc.
2. To prepare students to be effective in different range of actual setting and can gain knowledge and apply this knowledge into an ever changing issues of Health, economic and social well being.
3. To provide an educational environment this develops the students' knowledge, skills, attitudes and habits.
4. To prepare graduates for employment with the industry for which they are trained.

POLICY RELATED TO PROVIDING ENROLLMENT AGREEMENT

The agreement was written in English. If English is the second language of the student that means the student is unable to understand the terms and condition of the agreement. The student has the right to obtain a clear explanation of the terms and condition and also the cancellation and refund policies in his/her primary language.

However, Windsor School does not provide English as a second language institution.

Prior to signing the Enrollment Agreement, one admission requirement is the student must understand and communicate in English and pass the comprehension test.

STATEMENT OF **COMPLIANCE**

Windsor School of Nursing Assistant complies with all applicable State and Federal Laws.

Every effort has been made to assure the accuracy of the information in this catalog. Students and other who use this catalog should familiarize themselves with all the information, procedure policies, rules and regulations.

The students assume the risk for all theft or vandalism if their property on the facility and clinical sites where instruction occurs. Windsor School is not an insurer of the safety of persons or property. By acceptance the students releases Windsor School of Nursing Assistant from any liability for any accidents, occurrences, claims or responsibility.