



CATALOG

January 1, 2012 - January 1, 2013

MISSION STATEMENT:

The mission of this institution is to provide a high quality educational experience to each enrolled student. The goal of our training program and future training programs is to have each of our students acquire valuable knowledge and skills that will assist them in obtaining employment or advancing in one's employment. Our emphasis will be in training in health related fields.

KIND OF TRAINING:

We provide training programs for Certified Nurse Assistants and Home Health Aides.

APPROVAL NOTICE:

This institution has received an approval to operate from the Bureau for Private Postsecondary Education. Nurses' Development Center, Inc. is in accordance with the provisions of the California Code of Education 94866 and 94890. The School Code is 73078653.

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, Phone: (916)431-6959 and Fax: (916) 263-1897.

TARGETED STUDENT POPULATION:

The student body to be served will include adult members of the general public. No particular segment or sub-set of the general population is targeted.

SCHOOL LOCATION:

Nurses' Development Center, Inc.
17100 Norwalk Blvd., Suite 106
Cerritos, CA 90703
Phone: (562) 403-2115
Fax: (562) 403-2118

www.nursesdevelopmentcenter.com

This is a private institution.

CATALOG POLICIES:

Rules governing student conduct, admissions policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the school director if you have questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be posted on bulletin boards and shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and college policies.

Please refer to your enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog (which may from time to time be required by the Bureau for Private Postsecondary and Vocational Education of the State of California) will be initially added by means of an addendum and will appear at the end of the catalog.



Administrative policies and procedures are reviewed annually. Date of coverage for this catalog is: **January 1, 2012 to December 31, 2012.**

NONDISCRIMINATION POLICY:

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

INDIVIDUAL RESPONSIBILITY:

It is the responsibility of each student and faculty member and each administrator to be familiar with this institution's rules and regulations published in this catalog. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing and enrollment agreement.

PROGRAM CHANGES:

The specific content of the program is subject to continuous revision or update. The program objectives remain constant, but the changes in technology may require small adjustments in course content from time to time so as to assure the program is timely.

Such changes to programs and/or component courses may be suggested by faculty members at any time. Such revisions and upgrades will be approved by the school director prior to adoption. In this way the most recent industry developments may be incorporated into the curriculum.

Any change to the core curriculum of the training program must be approved by DHS 30 days prior to the implementation of the change.

TUITION, FEES AND PROGRAM DESCRIPTIONS:

All fees are subject to change without notice. The tuition covers the cost of all classroom instruction. All fees and tuition are to be paid, in advance, prior to the first day of class or other deadline date as may be posted from time to time in the administrative office and student entrance to the school.

Certified Nurse Assistant

Registration	Tuition	Textbooks	STRF	Materials/Other	Total Cost
\$75	\$1,525	\$45	\$5	\$155	\$1,805

Program Description:

Student enrolled in this class will learn about the skills needed to perform certain tasks as a Certified Nurse Assistant. They will come to understand more about ethics, communicating with medical team members, body structure and function, assisting patients with hygiene, bowel and urinary elimination, exercise and activity. [150 Hours]

Disclosure Regarding Certification Requirements:



It is required to be certified to work as a Certified Nurse Assistant. Upon enrollment in this course, and prior to patient contact, students are required to submit a “Nurse Assistant and/or Home Health Aide Initial Application” to the California Department of Health Services, Aide and Technician Certification Section. Students are required to submit fingerprints to the California Department of Health Services with their application. After the completion of the Certified Nurse Assistant program, graduates must successfully complete a competency exam conducted by an ATCS-approved testing vendor.

Home Health Aide

Registration	Tuition	Textbooks	STRF	Materials/Other	Total Cost
\$75	\$320	\$55	\$5	\$0	\$455

Program Description:

Enrolling in this course will provide students with necessary knowledge on care giving in someone’s home. Students will gain knowledge on how to relate with clients, how to manage the client’s home and nutrition, how to manage environmental factors in the home and learn about safety. Students will also learn more about assessments and client and caregiver interventions.

[40 Hours]

Disclosure Regarding Certification Requirements:

It is required to be certified to work as a Home Health Aide. Upon enrollment in this course, and prior to patient contact, students are required to submit a “Nurse Assistant and/or Home Health Aide Initial Application” to the California Department of Health Services, Aide and Technician Certification Section.

ADMISSION REQUIREMENTS:

CNA applicants must:

- Be at least 16 years of age
- Meet the pre-screening requirements
- Submit fingerprints through the Live Scan Method to ATCS upon enrollment in an ATCS-approved training program and prior to patient contact;
- Complete a minimum of 150 hours of training in an ATCS-approved program, taught by ATCS-approved instructors,
- Successfully complete a competency exam conducted by an ATCS-approved testing vendor.

• ***HHA applicants must:***

- Be at least 16 years of age
- Meet the pre-screening requirements
- Complete an ATCS-approved training program and be deemed competent by an ATCS-approved instructor for certification in California

PRE-SCREENING REQUIREMENTS:

Nurse assistant students cannot participate in the mandatory portion of training that requires direct contact with residents in long-term care (LTC) facilities until they have submitted an application and fingerprints through Live Scan Method to ATCS. Because applications for certification can be denied in the pre-screening process, ATCS recommends that every individual applying for nurse assistant certification understand the health and conviction screening requirements before registering for training or requesting certification through reciprocity from out of state.

Health Screening

Applicants must have a physical exam and provide a report prepared by a physician, physician's assistant, or nurse practitioner stating that the applicant has no health condition that would create a hazard to her/him, fellow employees, residents or visitors. The report must describe: The applicant's medical history and physical examination, and The result of a purified protein derivative (PPD) intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. CNA applicants may not have contact with residents until they obtain a report that confirms there is no health hazard for any positive skin test (with or without a chest x-ray).

Conviction Screening

Before registering for a CNA training program, applicants should review the list of Penal Code Sections that result in automatic denial of their application. ATCS can approve certification for applicants with convictions only if the applicant has obtained a Dismissal or Certificate of Rehabilitation from the court in the county where the conviction(s) occurred. Applicants with disqualifying convictions may send Certificates of Rehabilitation (for felonies) or Dismissals (for misdemeanors) with their applications. However, ATCS will not make any determinations on self-declared convictions until it has received the applicant's complete record from the Department of Justice (DOJ).

Pharmacy Technician

Registration	Tuition	Textbooks	STRF	Materials/Other	Total Cost
\$100	\$4,000	\$205	\$10	\$195	\$4,510

Program Description:

Student enrolled in this class will learn about the skills needed to perform certain tasks as a Pharmacy Technician. The student will be taught the general principles of pharmacology and prepare the student for eligibility to become a Registered Pharmacy Technician in the State of California. Drugs are discussed in the context of drug classes, mechanics of action, disease types and body systems. The student will learn how to assist the pharmacist in packaging or mixing a prescription, maintaining client records, referring clients to the pharmacist for counseling, assisting with inventory control and purchasing, as well as collecting payment and coordinating billing. This instruction will provide students the skills necessary to effectively work in either retail or inpatient pharmacy settings. This course will combine 500 hours of classroom instruction with a 160-hour pharmacy externship to provide students with a complete learning experience. [560 Hours]

PRE-SCREENING REQUIREMENTS:

Conviction Screening

Before registering for a Pharmacy Technician course, applicants should review the list of Penal Code Sections that result in automatic denial of their application. PTCB and/or California Board of Pharmacy can approve certification for applicants with convictions only if the applicant has obtained a Dismissal or Certificate of Rehabilitation from the court in the county where the conviction(s) occurred. Applicants with disqualifying convictions may send Certificates of Rehabilitation (for felonies) or Dismissals (for misdemeanors) with their applications. However, PTCB and/or California Board of Pharmacy will not make any determinations on self-declared convictions until it has received the applicant's complete record from the Department of Justice (DOJ).

Medical Billing and Coding Specialist

Registration	Tuition	Textbooks	STRF	Materials/Other	Total Cost
\$100	\$3,000	\$205	\$10	\$185	\$3,510

Program Description:

The student will get an introduction to the field of Health Care Professionals. Included are topics such as medical history, law and ethics, telephone techniques, and patient scheduling, as well as training in written and oral communication skills necessary to be successful in the professional environment. Development of entry level computer skills will be stressed. This course will provide the student with entry level knowledge of the body's organization and the identification of anatomical locations and body planes. Word structure and word parts will be stressed along with Medical Terminology and Medical Abbreviations. The students will study the management of patient records, including the legal and ethical issues involved.

GRADES AND SATISFACTORY PROGRESS:

Student performance is graded by percentage. Students must maintain a 70% average to progress from one level to the next. Final grades are issued on a letter grade basis.

A	90%	to	100%
B	80%	to	89%
C	70%	to	79%
D	60%	to	69%
F	0%	to	59%

TITLE IV:

At this time Nurses' Development Center, Inc. does not participate and cannot accept federal or state financial aid programs.

FINANCIAL AID:

At this time Nurses' Development Center, Inc. does not participate and cannot accept federal or state financial aid programs.

LOANS:

If the student obtains a loan to pay for one of Nurses' Development Center, Inc. programs, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. 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.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including

applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student aid at another institution or other government assistance until the loan is repaid.

STRF DISCLOSURES AND STATEMENTS:

PART ONE

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, 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 program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

PART TWO

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by a 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 fee if either of the following applies:

1. You are not a California resident,
2. Your total charges are paid by a third-party payer, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

REFUND OF TUITION:

The student has a right to a full refund of all charges less the amount of the registration fee listed in the fee section of this agreement (the amount retained may not exceed \$100) if the student cancels this agreement prior to or on the first day of instruction. Further, the student 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 the student has completed 60% or less of the instruction. For example, if the student completes only 150 hours of a 450 hour course and paid \$5625 tuition, the student would receive a refund of \$3750.

Refund Example: \$5625 (Amount paid for the program of instruction)
Times: 300 (Clock hours of instruction paid for, but not received)
Divided by: 450 (Clock hours of instruction for which the student HAS PAID)
Equals: \$3750 (Refund Amount)

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 a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

CANCELLATION POLICY:

The student has the right to cancel this agreement, without further obligation, and obtain a refund of all amounts paid less a registration fee of \$75, if notice of cancellation is given to this school before midnight of the seventh business day following the date of enrollment or through attendance at the first class session whichever is later. Business day means a day on which the student is scheduled to attend a class session. The student may cancel this agreement and obtain a refund by giving written notice to the school at the address shown at the top of the first page of this agreement. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from the federal student financial aid program funds. The student may do this by mail, by hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail, properly addressed with postage pre-paid. The student should keep a record of the date, time and place of mailing any notice of cancellation.

WITHDRAWAL POLICY:

A student has the right to withdraw from this program of instruction at any time, and receive a refund of tuition and amounts paid for equipment. If the student withdraws from the program of instruction after the expiration date of the time for canceling this agreement, the student is obligated to pay only for educational services rendered and any equipment not returned, plus a non-refundable registration fee of \$75.00. For example, if a student enrolls in a 100 hour program and withdraws after receiving 35 hours of instruction, and if the student paid a \$75.00 registration fee and \$2,000 tuition, the school would deduct the \$75.00 registration fee from the amount received, divide the remaining \$2,000 by the number of hours in the program ($2000 / 100 = 20$) and multiply that hourly amount times the number of hours received by the student ($35 \times 20 = \$700$.) The amount paid; in excess of that amount would be the amount of the refund. ($\$2,000 - \$700 = \$1,300$ Refund Amount. In addition, the refund would include any amount paid for equipment, which is subsequently returned in good condition.

STUDENT GRIEVANCE PROCEDURES:

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That

instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's owner who will work to resolve the matter. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The School Director will notify the student of the decision reached. At any time, the 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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

STUDENT CONDUCTS:

Students are expected to behave professionally and respectfully at all times. Enrolling students will receive a list of the current rules of conduct at the time of enrollment. Students are subject to immediate dismissal for any activity or action that endangers another or for unethical conduct or violation of the rules of conduct.

SEXUAL HARASSMENT:

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No one associate with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

ATTENDANCE POLICY:

It is the goal of Nurses' Development Center, Inc. - Nurse Assisting Program to train and prepare students for professional work. To accomplish this, the following attendance policy is practiced. Attendance records are regularly maintained by the school through the use of sign-in sheets.

Students are expected to attend all classes and other academic exercises regularly. Student must attend classes according to the established schedules. Attendance is required at all clinical experiences, including all clinical conferences, all examinations, and all mandatory program activities. Class attendance becomes mandatory if student is placed on academic warning (the clinical), or academic probation. Frequent tardiness and/or absences are cause for disciplinary action.

If questions arise about this policy, the student is to contact the Program Director.

Absence policies are enforced for the following reasons:

1. Whenever a student misses a class, just copying notes or getting update from classmates is never a satisfactory substitute.
2. If critical lab skills are missed, it may be difficult to make them up in a timely manner, causing delay in graduation.

3. The school has zero tolerance for absenteeism and the following internal policies are placed for that purpose.

Tardiness/Leaving Early:

Tardiness is a disruption of a good learning environment and is strongly discouraged. It may be cause for disciplinary action. Students arriving fifteen (15) minutes late or leaving 15 minutes early respectively may be cause for disciplinary action. Five (5) such incidences will add up to one (1) absence.

Attendance Probation Policy:

A student shall be placed on probation on the third (3rd) day of absence. Probation notice shall be mailed to the student by certified mail. Probation is effective for thirty (30) days. If the probationary conditions are met, the Program Director may remove the probation. Failure to comply with probation may lead to dismissal from the program.

Leave of Absence:

Should your circumstances be such that a leave of absence is needed, please submit an application for a leave of absence to the School Director. At his/her discretion, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of the program of study, the School Director or his/her assignee may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Clinical Attendance

Attendance at clinical is required. Consistent with an emphasis on professional integrity, the student has a responsibility to inform lab instructors before missing a clinical lab session. Student should call the clinical facility before time to report for the clinical experience. Leave the message for the instructor unless the instructor requests another form of notification. Failure to inform the instructor before missing lab can result in failure of the course or a lowered clinical grade.

Exam Attendance

Students must make every effort to be present at all examinations. Unless otherwise specified by the individual course coordinator, it is the policy of the School that students shall directly via phone, verbally notify individual course instructors prior to missing a scheduled exam to discuss student eligibility for a makeup exam. Failure to do this could result in the student not being eligible for makeup of an exam. The student is responsible for arranging all makeup examinations within the specified timeframe with the involved instructor. All students are required to take the course final at the time scheduled by the faculty.

Make-up Criteria:

Attendance in all classes and clinical rotation is critical to the student's success in the program. Proficiency in all clinical tasks must be demonstrated since many skills are integrated with previous learned skills. Make-up work must be completed for all absences for the student to be promoted from one educational level to the next level.

There may be no more than five (5) unexcused absences in the Nurse Assisting Program. All absences must be made up within the week from absence:

1. All students absent from theory classes or clinical experiences must complete the make-up assignment designated by the instructor to meet daily learning objectives for missed class.
2. Test(s) missed due to an absence must be made up on the first day of the return to school and a maximum grade of 75% may be given even if the actual score is higher.
3. Makeup work must be done in the appropriate class, skills lab, or clinical site. Arrangements must be done with the instructor so that learning objectives are met.

Laboratory sessions missed will be made up, in a format and timeframe at the discretion of the instructor and may require a special fee if times outside of normal hours are required.

STUDENT RECORDS:

Student records for all students are kept for five years. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information you would like to review. Should you find, upon your review, that there are records that are inaccurate or misleading you may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic and other school records. We will not release such information to any individual without having first received your written request to do so, or unless otherwise required by law.

All records regarding the program shall be kept available for DHS inspection for a period of four years from the date of DHS approval. All records of students who successfully complete the program shall be retained for four years from the date of their enrollment.

TRANSCRIPTS:

Each student's file will contain student's academic progress record and evidence of certificates issued by this institution. Should a student need a copy of an official transcript, the first copy will be provided at no charge. Subsequent copies are available upon payment of a fee of \$15.00. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due the institution are paid current.

EXPERIENTIAL CREDIT:

Nurses' Development Center, Inc. does not offer credit for experiential learning in any course/programs that we currently offer.

ADMISSIONS AND ACCEPTANCE OF CREDITS:

Nurses' Development Center, Inc. has not currently entered into any articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:



The transferability of credits you earn at Nurses' Development Center, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Nursing Assistant program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Nurses' Development Center, Inc. to determine if your certificate will transfer.

ACADEMIC FREEDOM:

This institution is committed to assuring full academic freedom to all faculty members. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution.

This institution's ownership believes that the most important diversity that can accrue to the benefit of students is the diversity of thought that results from free discussion, the open expression of view-points and opinions on the subject matter at hand, and the diversity of thought that results from the free exercise of research and original thinking in the academic fields related to the institution's course offerings.

This institution, therefore, supports and encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views as long as they believe it would advance understanding in the specialized discipline being studied.

BANKRUPTCY STATUS OF NDCI:

Nurses' Development Center, Inc has not in the past nor is currently in any pending bankruptcy proceedings.

FACILITIES AND EQUIPMENT:

Nurses' Development Center, Inc is located in two suites of an office building. The school has a library, clinical/skills lab, four classrooms, two break rooms, four bathrooms, and three administrative offices. All classrooms are equipped with projectors and white-boards.

LIBRARY:

The library list of books and student access to the library is available upon request. Both the library and the clinical/skills lab are accessible and open for use during normal business hours of 9 A.M. to 5 P.M. seven days a week.

SERVICES:

Student services include counseling and tutoring. The office support staff is available to assist the students with all issues that are non-academic related issues. The students may see and ask the office support staff for any assistance or questions related to housing, transportation, child and family care, and any other issues or need that they may have at the time. Tutorial services are available to all students. If the students require special help or additional instruction, the students are encouraged to use the tutorial services that are available on campus. Tutorial time must be scheduled in advance with the theory instructor or remediation instructor.

HOUSING:

Nurses' Development Center, Inc has no responsibility to find or assist a student in finding housing. Nurses' Development Center, Inc does not own or offer any dormitory services. Housing near the Nurses' Development Center, Inc includes apartment facilities, single family residences, and multi-unit housing. The average cost for housing in this area is \$1056 for a studio, \$1376 for a one bedroom, \$1600 for a two bedroom, and \$1663 for a three bedroom.

THE FACULTY:

Laarni P. Sarmiento	Program Director/Instructor
Francis De Gracia	Instructor
Lalaine Tokusato	Instructor
Carmen Rivera	Instructor
Rosemarie Burio	Instructor
Jeanne Pike	Instructor

INSTRUCTOR QUALIFICATIONS:

The training program shall hire qualified staff and submit a resume to DHS reflecting the qualification of the director/instructor who must be approved by DHS. A copy of the director/instructor resume must be kept on file at the training program. DHS shall be notified within thirty (30) calendar days following the appointment of a new director/instructor.

Directors/Instructors must meet either of the following sets of criteria:

1. One year of experience as a licensed nurse providing direct patient care in a long term care facility plus one year of experience planning, implementing, and evaluating educational programs in nursing, OR
2. Two years of full time experience as a licensed nurse, at least one year of which must be in the provision of direct patient care in a nursing facility. Prior to teaching a certification program, the instructor shall obtain a minimum of 24 hours of continuing education (BRN approved or administered by an accredited educational institution) in planning, implementing, and evaluating educational programs in nursing. A transcript of these continuing education courses shall be sent to DHS and shall be used by the department as a basis for approval of the instructor.

JOB DESCRIPTION OF PROGRAM DIRECTOR:

- Prepares performance-based objectives and outlines for course of study following curriculum guidelines and requirements of the school, State and Federal initiatives; meets state and local academic and career tech performance measures and competencies.
- Determines the amount of time required in the curriculum to achieve the objectives, which will lead to the attainment of knowledge and skills required for the graduate to demonstrate mastery of the core competencies nursing assistants must hold.
- Supervises development of curriculum, teaching modalities and program evaluation.
- Creates and maintains an environment conducive to teaching and learning.
- Selects and supervises all other instructors involved in the course; to include clinical instructors.
- Supervises course offering.

- Supervises clinical teaching and assures that at no time, will the ratio of students to instructor exceed fifteen (15) students is to one (1) instructor.
- Assures that students wear name tags which clearly identify them as students or trainees at all times in interactions with residents, clients, and family.
- Assures that students are not asked nor allowed to, perform any clinical skill with residents or clients until first demonstrating the skill satisfactorily to an instructor in a practice setting.
- Assures evaluation of competency of knowledge and skills before issuance of verification of completion of the course.
- Assures that students receive a verification of completion when requirements of the course have been satisfactorily met.
- Assists job developers in the placement of students in internships or cooperative work experience.
- Ensures confidentiality of all program records and student information.
- Maintains relationship with the business community to ensure job training goals, objectives, and curriculum are aligned with current business standards and practices.
- Agrees to comply with any future changes in education standards and guidelines in order to maintain approved status.

JOB DESCRIPTION OF INSTRUCTOR:

- Organizes program of practical and technical instruction, including demonstrations of skills required in the nursing assistant profession, and lectures on theory, techniques, and terminology; prepares outline of instructional programs and studies and assembles materials to be presented; reviews with supervisor, as needed.
- Instructs students in subject areas, i.e., use, maintenance, and the safe operation of tools and equipment, codes or regulations related to the health occupations program.
- Instruct students in the importance of accuracy, neatness, efficiency, resourcefulness and good work habits in obtaining employment in hospitals or other health care related facilities.
- Initiates purchase requisitions for supplies, materials, and equipment; ensures preventive maintenance program for equipment is in place.
- Assigns lesson to students and corrects homework; administers tests to evaluate achievement of students in technical knowledge and practical skills; records results, and issues reports to students, school and to parents.
- Keeps records of daily attendance and student progress; reports to Program Director.
- Presents subject matter to students, utilizing a variety of methods and techniques, such as lectures, discussions, or demonstrations; ensures use of classroom time is organized and that instruction and clean-up can be accomplished within the allotted time.
- Enforces classroom protocols, rules and regulations; maintains classroom discipline; utilizes effective classroom management techniques.
- Maintains a clean and orderly classroom and lab area; ensures that waste and byproducts are disposed according to Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) standards and procedures.



- Assists students to develop and implement effective study skills, practices and techniques.
- Assists students to develop and complete resumes, applications for employment, cover letters, etc.
- Ensures confidentiality of all program records and student information.

RATIO OF STUDENTS TO INSTRUCTORS:

The ratio of students to instructors is 15:1.

EVALUATION AND MONITORING OF INSTRUCTORS:

The school's performance evaluation system offers a consistent approach and operating philosophy for providing feedback and assessment of the instructor's performance.

The school's performance evaluation system is designed to promote and document performance assessments based on essential job functions and clear, realistic job standards, and promote high level of instructor performance through consistent feedback.

A performance assessment form consisting of specific essential job functions with related job standards shall be prepared and completed by the Program Director at the end of every class term. The Program Director reviews the evaluation of the instructor with higher level of management prior to discussion with the instructor. The Program Director holds a performance evaluation meeting with the instructor, and both the Program Director and the instructor have to sign the form. The instructor's signature indicates that he/she has read the form but does not necessarily indicate agreement with its content. The instructor may address questions or concerns about the content of the evaluation with the Program Director.

A Course/Instructor Evaluation Form must also be completed by all students at the end of every class term to get an ongoing feedback and continuously monitor the performance and effectiveness of both the course and the instructor.

The Instructors update and maintain their knowledge by completing continuing education classes as a requirement to renew their professional licenses as Registered Nurses and Licensed Vocational Nurses.