BELLAKEN CAREER CENTER

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School Catalog

January 1, 2012 to December 31, 2012

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GENERAL INFORMATION
150 Clock Hours
Certificate Program

This catalog is published for your use and provides you with the information about Bellaken Career Center. The catalog covers the fiscal period of January 1, 2012 to December 31, 2012 annual updates. Any changes in the educational services, procedures or policies are implemented before the issuance of the next update and are reflected in supplements or inserts accompanying this catalog.

Statement of Philosophy and Objectives

Bellaken Career Center is dedicated to providing its students with the **Nurse Assistant Training** course, which allows employment in the professional health care work force. It is our objective to provide students with the knowledge and technical proficiency that will qualify them to become Certified Nurse Assistants. Our goal is to increase the basis of academic improvement and to maintain and continually evaluate the high academic and professional standards expected of our program in order to ensure the high quality of professionalism that Bellaken Career Center's pre-certification program is committed to.

Course Description

This course prepares the Nurse Assistant Student for the State of California Nursing Assistant Competency Evaluation. Certification is after satisfactory completion of the course program and passing of the CA State Exam. This course introduces the students to the role of a nurse assistant with instruction in basic skills and competencies. Theory classes will be held in the classroom and clinical hours will be held at the onsite nursing facility (Bellaken Skilled Nursing Center).

Statement of Non-Discrimination

The school admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies.

In implementing the foregoing statement of policy, Bellaken Career Center welcomes qualified applicants without regard to race, sex, age, color, creed, handicap, and national or

ethnic origin. It does not discriminate on any of these basis in its admissions policies and other school administered programs.

Admission Requirements

- Be at least 18 years of age.
- Have no conviction of a crime other than minor traffic offenses. Submit completed Livescan form before clinical training begins.
- Pass medical history and physical examination that indicates the applicant is free of communicable disease.
- Pass a screening test for tuberculosis (TB) either by a PPD skin test or a chest x-ray.
- Must be able to exert 20-50 lbs of force occasionally, 10-25 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.
- Be able to read, write and understand English.
- Must attend Bellaken Career Center orientation on the first day of class.

Transfer Admission

The school does not accept transfer credit from any other training programs.

Admission Procedures

- Complete and sign an application form.
- Complete a general questionnaire or a written essay stating your reasons for desiring to attend the nurse assistant course.
- Have a personal interview with the admissions representative and complete a facility tour.
- Attend a New Student Orientation.
- Complete and sign a Student Enrollment Agreement Form.
- Pay the registration fee of $75.00 (non-refundable).

Following the interview, the applicant will be advised by mail, telephone or in person of conditional acceptance or rejection by the school.

Policies and Procedures

- Students are expected to take examinations as scheduled. Only in special circumstances will any consideration be given to request for make-up examination. A fee of $30.00 will be charged for each make-up examination.
- Any student who desires to drop out of the course must submit a letter to the Administrator stating the reason for the request. The letter must be dated and signed by the student.

- After a course grade is recorded, it may not be changed unless there is reasonable proof of error. A review of the course grade will be considered in the case of a clerical or computing error.
- The course is conducted in English emphasizing lecture, demonstration and testing.
- Tuition fees must be paid in full prior to the start of the course. Tuition delinquency will be deemed disqualification for taking the examination. If the examination was mistakenly administered, the student's grades will not be released.

Honor System

The school ascribes to the honor system. Under the "Honor System", a student is not to seek help or protect any student who seeks assistance during the examination, i.e., use of notes or other materials/equipment during an examination to gain an unfair advantage.

Dismissal/Suspension Policy

Students are expected to possess a serious intent to acquire training. Any student whose conduct causes disrespect, or interferes with the instructional process or with the residents' rights and other students may be asked to terminate his/her studies or be dismissed. In addition, the following behaviors are causes for dismissal:

- Report to class under the influence of drugs or the like.
- Verbally or physically abusive towards residents, visitors or staff.
- Unauthorized disclosure of medical information.
- Unexcused absences.
- Dishonesty.
- Any other acts which interfere with the rights of residents and other students.

Certification of Completion Requirements

Upon the recommendation of the instructor, the student is awarded a Certificate of Completion. Recommendation is based on the following requirements:

- Complete the required classroom instruction.
- Complete the required clinical training.
- Maintain a Grade Point Average of at least 150 points in all graded work attempted.
- Maintain a passing mark on all clinical tests.
- Demonstrate appropriate and effective communication skills.
- Assist with basic emergency procedures.
- Apply the basic principles of infection control.
- Demonstrate behavior which maintains client's/resident's rights.
- Demonstrate behavior which promotes resident's independence.

Tuition Fees

- Registration fee (non-refundable) $ 75.00
- Tuition fee $ 750.00
- Student Tuition Recovery Fee $ 1.88
- Textbooks (non-refundable) $ 50.00
- Program completion fee $ 50.00
- Certification fee $ 10.00
- Re-examination fee $ 30.00
- Returned check fee $ 30.00

Refund Policy

Cancellation

An enrollee may terminate enrollment by providing such notice to the Administrator of Bellaken Career Center either in person or by mail. The effective date of cancellation is the date of postmark if mailed or the date of personal delivery. Any refunds due will be made within thirty (30) days.

Books and Materials

After purchase, books and other materials are the property of the student. The school makes no refunds for these items.

Three-Day Refund Period

If a student cancels enrollment within three working days following enrollment and prior to the commencement of the class, there will be refund of all monies paid with the exception of the registration (application) fee.

Tuition Refund after Classes Begin

Cancellation of enrollment after commencement of classes, whether or not the enrollee was in attendance, will result in the following tuition refunds according with the policy of the California State Department of Education of Private Postsecondary Education:

Percent of Attendance Time Compared to Total Time of Semester Hours	Amount of Refund
Up to 10%	90%
Up to 25%	75%
Up to 50%	50%
Up to 60%	40%
Over 60%	No Refund

The above refund policies also apply to students dismissed for cause.

Student Tuition Recovery Fund

By legislative enactment, a Student Tuition Recovery Fund (STRF) is designed to protect students against losing advance paid tuition should the school discontinues operations mid-term. Payments to students from this fund are made at the discretion of the California Superintendent of Schools and governed by the appropriate regulations. For further information regarding this fund and its administration, students should consult Section 94342 of the California Education Code.

To be eligible for STRF reimbursement, a student must be a "California" resident and must reside in California at the time of enrollment. Students with temporary residency in California who hold student visas are not considered a "California" resident.

To qualify for STRF reimbursement, a student must file a STRF application within one year of receiving notice from the council that the school is closed. If you do not receive a notice from the council, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two (2) years of the final judgment.

It is important that students keep a copy of their enrollment agreement along with receipts of any other documents relating to payments made to the school. Questions regarding the STRF may be directed to the Council for Private Postsecondary and Vocational Education at 1027 10Th Street, 4th Floor, Sacramento, CA 95814. Tel: (916) 327-7190.

Financial Assistance

Bellaken Career Center does not offer any financial assistance. All tuition and fees must be paid before or no later than at the start of the first class.

Complaint Process

Any student may register a complaint orally or in writing to the instructor or the Administrator. If an oral complaint is received and not resolved within a reasonable period of time, the student must submit the complaint in writing.

When a complaint is received in writing, a written response will be given within ten (10) days. Any written complaint shall be given to the Administrator. The Administrator has the ultimate authority to receive and resolve student complaints. The Administrator shall investigate the complaints thoroughly, record a summary of the facts, and make a determination in rejecting, compromising, or resolving the complaint within ten (10) days.

The record shall be placed in the student file and an entry of such complaint is recorded in the Student Complaint Log.

The Administrator shall comply with the requirements of Section 73770, Title 5 C.A.C.

COURSE DESCRIPTION / HOURS OF TRAINING

	Theory Hours	Clinical Hours
Module 1. Introduction		
A. Role and Responsibilities of the Certified Nurse Assistant B. Title 22, Division 5, California Code of Regulations, Overview C. Requirements for Nurse Assistant Certification D. Professionalism E. Ethics and Confidentiality	2	0
Module 2. Patients' Rights	2	1
Each nurse assistant applicant shall be instructed in patients' rights as specified in Title 22, California Code of Regulations, Section 72527 and in Sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code. The provisions of these sections are incorporated by reference into this regulation.		
Module 3. Interpersonal Skills	2	0
A. Communications B. Defense Mechanism C. Socio-cultural Factors D. Attitudes towards Illness and Health Care E. Family Interaction		
Module 4. Prevention and Management of Catastrophe and Unusual Occurrences	1	1
A. Emergency B. General Safety Rules C. Fire and Disaster Plans D. Role and Procedures for Certified Nurse Assistant E. Patient Safety		

	Theory Hours	Clinical Hours
Module 5. Body Mechanics	2	4
A. Basic Rules of Body Mechanics B. Transfer Techniques C. Ambulation D. Proper Use of Body Mechanics and Positioning Techniques		
Module 6. Medical & Surgical Asepsis	2	8
A. Microorganisms B. Universal precautions for infection control including methods to handle patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and health care workers.		
Module 7. Weight and Measures	1	1
A. The metric system B. Weight, length, and liquid volume C. Military time (i.e., a twenty-four hour Clock)		
Module 8. Patient Care Skills	14	44
A. Bathing and Medicinal Baths B. Dressing C. Oral Hygiene D. Hair Care, Hair Shampoo, Medicinal Shampoo, Nail Care, and Shaving E. Prosthetic Devices F. Skin Care including Prevention of Decubitus Ulcers G. Elimination Needs H. Bowel and Bladder Retraining I. Weight and Measuring the Patients		

	Theory Hours	Clinical Hours
Module 9. Patient Care Procedures	7	20
A. Collection of Specimens B. Care of Patients with Tubing (urinary, gastric, oxygen) C. Intake and Output D. Bed Making E. Cleansing enemas and laxatives Suppositories F. Admission, Transfer, and Discharge G. Bandages Non-sterile Dry Dressings including the application of Non-legend Topical Ointments to Intact Skin Surface		
Module 10. Vital Signs	3	6
A. Purpose of vital signs B. Factors Affecting Vital Signs C. Normal Ranges D. Methods of Measurements E. Temperature, Pulse, Respiration F. Blood Pressure G. Abnormalities H. Recording		
Module 11. Nutrition	2	6
A. Proper Nutrition B. Feeding Techniques C. Diet Therapy		
Module 12. Emergency Procedures	2	1
A. Signs and Symptoms of Distress B. Immediate and Temporary Intervention C. Emergency Codes		
Module 13. Long-Term Care Patient	2	0
A. Needs of Persons with Alzheimer's Disease, Dementia, and Mental Illness B. Introduction to Anatomy and Physiology C. Physical and behavioral Needs and Changes		

	Theory Hours	Clinical Hours
D. Community Resources Available		
E. Psychological, Social, and Recreational Needs		
F. Common Diseases and Disorders including Signs and Symptoms		
Module 14. Rehabilitative Nursing	2	4
A. Promoting Patients' Potential		
B. Devices and Equipment		
C. Activities of Daily Living		
D. Family Techniques		
E. Complications and Inactivity		
F. Ambulation		
G. Range of Motion		
Module 15. Observation and Charting	4	4
A. Observation of Patient and Reporting Responsibilities		
B. Patient Care Plan		
C. Patient Care Documentation		
D. Legal Issues of Charting		
E. Medical Terminology and Abbreviations		
Module 16. Death and Dying	2	0
A. Stages of Grief		
B. Emotional and Spiritual Needs of the Patient and Family		
C. Rights of Dying Patient		
D. Signs of Approaching Death		
E. Monitoring of the Patient		
F. Post Mortem Care		