School Catalog
Certified Nursing Assistant
Home Health Aide (Dual Programs)

January 1, 2015 - December 31, 2015
To our students:

Students are responsible for knowing the content of this catalogue, its policies, rules, and regulations. No excuse is given to students who neglect this responsibility. Receipt must be signed that the student agrees to abide by the policies, rules, and regulations of the school.

1620 Oakland Road, Suite D-100
San Jose, CA  95131
(408) 392-9737
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A Message from the Executive Director

Dear Students,

I would like to welcome you to the Silicon Valley School of Nursing. We are dedicated to training nursing professionals to meet the increasing demand for Nursing Assistants, Home Health Aides, and Acute Care providers in the hospitals and healthcare fields in the heart of Silicon Valley, San Jose, California.

The Silicon Valley School of Nursing was established in early 2006 and has been serving the greater San Jose Metropolitan area for more than three years.

It is a pleasure for me, the directors, instructors, and staff, to offer this valuable catalogue for your use. We believe it is important for you to know about our school, our courses, our standards and expectations, the school policies and procedures, and various processes that will help accomplish your goal. Please note that forms required to enroll are available at the end of the catalogue.

Our school seeks to graduate students having excellence and competency to serve hospitals and health care industries in the San Jose community and the bay area at large. It is our organizational goal to provide sensible, prudent expertise to prospective nurse assistants to serve in health care facilities and hospitals. We will ensure that we provide only the most appropriate and current training programs for you, our students, so that you will demonstrate excellence in a caring manner.

We, the management team, welcome you to the Silicon Valley School of Nursing. We wish you much success in all of your educational endeavors!

Sincerely,

Charlie Yuan
Principal
Executive Director
Class Schedules and Calendar

The beginning date and ending date below are using 1/2/2014 as 1st class as an example. When any class ends, the second class will follow and start if minimum number of students has enrolled.

**Week Day C.N.A: Certified Nursing Assistant (CNA) Morning Class (about 5 weeks):**
- Period:  1/02/2014 - 2/13/2014
- Monday to Friday - 8:30 AM to 2:30 PM
- Beginning date: 1/02/2014
- Ending date: 2/13/2014

**Week Evening C.N.A: Certified Nursing Assistant (CNA) Evening Class (about 8 weeks):**
- Period:  1/02/2014 - 3/06/2014
- Monday to Friday - 4:30 PM to 8:30 PM
- Beginning date: 1/02/2014
- Ending date: 3/06/2014

**Weekend C.N.A: Certified Nursing Assistant (CNA) Weekend Class (about 10 weeks):**
- Period: 1/02/2014 - 3/20/2014
- Saturday to Sunday – 8:30 AM to 5:30 PM
- Beginning date: 1/02/2014
- Ending date: 3/20/2014

**Course Title: 40 hours HHA-I:**

HHA-I: The Home Health Aide I program consists of 40 hours. The theory portion has 20 hours of classroom instruction; the skills lab portion has 20 hours.

**40-HR Home Health Aide (HHA) Day Class (about 7 days):**
- Period:  1/02/2014 - 1/13/2014
- Monday to Friday - 8:30 AM to 2:30 PM
- Beginning date: 1/02/2014
- Ending date: 1/13/2014

**Course Title: 120 hours HHA-II:**

HHA-II: The Home Health Aide I program consists of 120 hours. The theory portion has 60 hours of classroom instruction; the skills lab portion has 60 hours.

**120-HR Home Health Aide (HHA) Day Class (about 21 days):**
- Period:  1/02/2014 - 1/24/2014
- Monday to Friday - 8:30 AM to 2:30 PM
- Beginning date: 1/02/2014
- Ending date: 1/24/2014
Holidays

Silicon Valley School of Nursing is closed on the following holidays.

New Year’s Eve
New Year’s Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas day
President’s Day
Martin Luther King Day (Exceptions may apply if program is behind schedule)

Catalog Accuracy and Availability

All information in the catalogue is accurate to the best of our knowledge but is subject to change without notice. This catalog will be reviewed on an annual basis and as necessary to improve the delivery of services to students in compliance with the approval agencies. Catalog is renewed annually. The current year catalog can be obtained from our school web site: www.svsnedu.com.
General Information

Mission and Philosophy

The Silicon Valley School of Nursing offers training and education so that our students will have the skills and knowledge for high demand jobs. The instructors, school directors, office staff, nurses, and clinical site directors, synergistically provide a quality education. We believe that knowledge is power, learning has no boundary, and ethical care requires that you care for patients as you would care for yourself.

OBJECTIVES

- To develop caring, conscientious knowledgeable caregivers through excellent education.
- To train students to become Certified Nurse Assistants, Home Health Aides who provides services to the frail elderly with sincerity and a genuine desire to uphold and maintain high quality care.
- To employ instructors who support the school's principles, mission and objectives and are equally dedicated to a common goal of excellent service.
- To provide safe, competent nursing care to clients of all ages in a variety of health care settings.
- To communicate effectively with other members of the health care team.
- To utilize the nursing process to meet the holistic needs of client and family.
- To identify environmental, cultural and social factors that contributes to health and disease.
- To apply knowledge of the legal and ethical responsibilities of the nurse when providing nursing care to clients.
- To maintain an optimum level of functioning.

Approval

Silicon Valley School of Nursing is a private institution that it is approved to operate by the Bureau for Private Postsecondary Education, meeting compliance with state standards as set forth in the California Private Postsecondary Act of 2009. Contact information for the Bureau for Private Postsecondary Education is: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Telephone Number: (888) 370-7589, (916) 431-6959, Fax (916) 263-1897. [www.bppe.ca.gov](http://www.bppe.ca.gov)

The Nursing Assistant Training Program and Home Health Aide Program at Silicon Valley School of Nursing are approved by the California Department of Public Health Services. [www.cdph.ca.gov](http://www.cdph.ca.gov)

Also it is approved C.N.A examination site and center by American Red Cross and American Heart Association
DESCRIPTION OF THE SCHOOL FACILITY

Silicon Valley School of Nursing San Jose, California campus is located on the first floor of the existing building at 1620 Oakland Rd San Jose Ca. The total space covers 2000 square feet. It has 5 rooms: the main classroom (which can accommodate 20 students) containing a skills lab, the second classroom, lounge room with a sink and bathroom, file room and storage room, the administration office. The main classroom contains all the medical beds, skill lab material and all the TV equipment for the class needs. Smaller classroom also has computer for school staff and students to use Internet and book shelf contains all reference catalogs and books for students and instructors used as reference and library needs.

CONSUMER RIGHT

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

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 an enrollment agreement.

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

Silicon Valley School of Nursing does not participate in federal and state financial aid programs or any form of financial aid.

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

Silicon Valley School of Nursing does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).

Silicon Valley School of Nursing does not enter into an articulation or transfer agreement with any other colleges, universities or other schools.
Silicon Valley School of Nursing of Nursing commences on January 1 of each year and ends on December 31 of each year.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Silicon Valley of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Nursing Assistant Training Program, Home Health Aide Program and 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 is 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 Silicon Valley of Nursing to determine if your certificate will transfer.

ADMINISTRATION

Charlie Yuan, Administrator

Charlie Yuan has owned and managed Silicon Valley School of Nursing for the past number of years. He has also worked very closely with various Skilled Nursing Facilities in the South Bay of San Francisco. The goal of Charlie’s endeavors is attributed to meeting and maintaining high standards in the delivery of education to its students.

Lisa Liu, Assistant Administrator

Lisa has been working at Silicon Valley School of Nursing for the past 3 years. She actively participates in the daily business management operations.

Lisa Liu (Accounting & Finance)

Lisa has been working at Silicon Valley School of Nursing for the past 3 years. She actively work with external accounting firm to maintain school payroll.

FACULTY MEMBERS

Charlie Yuan, Program Director

As a Program Director for Silicon Valley School of Nursing program, Mr. Yuan is responsible for curriculum development, implementation and evaluation of the program including the overseeing of the guidelines of the Bureau for Private Postsecondary Education and He possesses a Master of Science degree.

Yazdani Nosrat, Director of Nursing, RN/DSD, Instructor

Her experience includes 20 years of being a Director of Staff Development for Skilled Nursing Facilities and 20 years teaching nursing program cross nursing schools in the South Bay of San Francisco. She has been with the school for over six (6) years, as Director of Nursing. She has BA in Health Science San Francisco State University, and RN in the state of California.
Michelle Peachy, LVN/DSD, 
Instructor
Michelle is a Licensed Vocational Nurse who obtained her AA degree at the Saddleback College California. She has over 10 years’ experience in Skilled Nursing Facilities and teaching nursing program cross nursing schools in USA.

Anne Abriam, RN/DSD, MSN, 
PHN, Instructor
Anne possesses a Master of Science degree in Nursing Education from San Jose State University. Before being in the Nurse Educator program, she was in the Family Nurse Practitioner program, training with physicians and nurse practitioners, diagnosing Diseases, performing physical examinations, and prescribing medications. Anne received her Associate degree in Nursing from Excelsior College, New York, and continued her studies at San Jose State University, obtaining board certification in Public Health Nursing, where she assessed cared for families of low income and cases of family abuse in the community. She has a background in Acute/Sub Acute care of Pediatrics and Adults. She also holds a Bachelor of Arts degree in Psychology from San Jose State University.

Academic Programs:
Certified Nursing Assistant
Home Health Aide

General Requirement for Visa Status:
All of our school program require students to be USA citizen or US Permanent Residence Status (AKA: Green Card Holder), so we do not accept Foreign Visa.
Certified Nursing Assistant Program
Home Health Aide I
Home Health Aide II
Nursing Assistant Program

MISSION, PURPOSE AND OBJECTIVES

The educational objective of the Nursing Assistant Training Course is to prepare the Nurse Assistant for state certification and consequently function as an efficient and knowledgeable Certified Nurse Assistant. The course shall be enhanced with the comprehensive training program. All instructions will emphasize the importance of delivering service that will maintain and promote the optimum level of functioning by the patient and carrying out duties in a sensitive and efficient manner. Upon completion of the program, the student is eligible to take the State Board Exam and upon passing, become a Certified Nurse Assistant.

The Nursing Assistant program consists of 160 hours. The theory portion has 60 hours of classroom instruction, the clinical portion and the skills lab portion has 100 hours. The training will be conducted from Monday to Friday and accomplished in twenty four (24) days. The instructors will teach the theory 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 on-going basis through tests and quizzes. The book entitled “The New Nursing Assistant by Medcom” will be the official textbook for the course.

CNA Licensure:

Candidate will have CNA license from State of California of Department Public Health after the following steps:

1. Obtain certificate of the completion of our CNA program
2. Pass the Red Cross hosted CNA exams (theory and lab skill)
3. Pass Physical health check and all physical and criminal Back ground Checks

Admission Standards:

Silicon Valley School of Nursing shall not permit students to practice their clinical skills training or have contact with patients until they have been screened and there is no indication they have been convicted of crimes defined in sections 220, 243.4, 261, 264.1, 273a, 288, 289, and 368 of the Penal Code.

Each candidate for admission:
- USA citizen or USA Permanent Residence required.
- Must be able to read and write English of at least the Fifth Grade level in the USA.
- Is required to have a valid California, USA – ID and valid Social Security Number.
- Must be at least 17 years old.
- Has completed USA High School or GED.
Must pass a physical examination to be performed by his/her physician, including PPD result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis.

Must complete a live scan form.

Must pass the fingerprint and criminal background screening.

Must complete SVSN catalog, registration, and enrollment agreement form.

An English entrance examination (both verbal and written) may be conducted if the student appears to be unable to communicate in English.

There is no English improvement class or service.

**ADMISSION PROCEDURES**

- Receive a school catalog, student enrollment agreement and Nursing Assistant application
- Submit all completed documentation as listed on the admission requirements
- Pay a non-refundable application fee of one hundred fifty five dollar ($150.00)
- Pass the entrance test
- Attend an orientation prior to start date of the program

**CREDIT GRANTING POLICY-NURSING ASSISTANT**

Silicon Valley School of Nursing does not accept credits earned at other institutions or through challenge examinations and achievement tests for the Nursing Assistant Training Program. The school does not have any agreements between the institution and any other colleges, universities and other schools that provide for transfer of credits earned in the program of instruction.

Silicon Valley School of Nursing does not give award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.

Silicon Valley School of Nursing does not only admit students for USA citizen or Permanent USA residents (AKA: Green card holder) status, therefore the school does not offer assistance for foreign students visa to enter USA.

English is the only language which will be used during the instruction and execution of the all programs.

**EMPLOYMENT OPPORTUNITIES**

There are five industries that employ most Nurse Assistants: nursing and personal care facilities, hospitals, residential care facilities, temporary agencies, and home health care services. Assisted living facilities ties are a growing sector of personal care facilities. Nurse Assistant is the entry-level job in the nursing field. With additional training and schooling, a Nurse Assistant can work in a specialty area such as pediatrics, geriatrics, surgery, medicine, obstetrics, orthopedic, and psychiatry.
Nurse Assistant begins the foundational skills and knowledge that could lead to other health care occupations. Nurse Assistants could further their nursing career by enrolling in a Vocational Nursing Program and subsequently in a Registered Nursing program.

Module Descriptions for Nurse Assistant Training Program

Module 1: Introduction Theory 2 Hrs.

This module is designed to introduce and prepare students to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to the role and responsibilities of the Nursing Assistant, including requirements for Nursing Assistant certification, professionalism, ethics, and confidentiality.

Module 2: Patients' Rights Theory 3 Hrs., Clinical 1 Hr.

This module introduces the student to the fundamental principle behind resident rights as a member of a family and of society as a whole and must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long term care setting. These rights are protected by federal and state regulations.

Module 3: Interpersonal Skills Theory 4 hrs.

This module is designed to prepare students to proper patient/caregiver communication. Students are trained to be sensitive to the needs of patients and their families. Overcoming barriers to proper communication is also addressed.

Module 4: Prevention Management Theory 2 Hr., Clinical 1 Hr. and of Catastrophe Unusual Occurrence

This module covers emergency situations in the healthcare setting. Students are taught to understand safety rules and execute disaster plans. Focus is placed on resident safety and the manner in which Nurse Assistants are to conduct themselves.

Module 5: Body Mechanics Theory 4 Hrs., Clinical 4 Hrs.

This module is designed to help students gain understanding of efficient and proper use of the body in performing tasks related to the role of the Nursing Assistant. Students demonstrate principles of positioning and transporting residents and implement these principles when providing resident care.

Module 6: Medical and Surgical Asepsis Theory 3 Hrs., Clinical 8 Hrs.

This module presents information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard transmission, based precautions and bio-hazardous waste management.

Module 7: Weights and Measure Theory 2 Hr., Clinical 1 Hr.

This module prepares the student to understand the common system of measurement used by Nursing Assistants. The content includes procedures to measure volume, urinary output from a
drainage bag, measuring length and weight, and conversion of traditional time to military time and vice versa.

**Module 8: Patient Care Skills**  **Theory 14 Hrs., Clinical 44 hrs.**

This module helps the students to acquire skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nursing Assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves.

**Module 9: Patient Care Procedures**  **Theory 7 hrs., Clinical 20 hrs.**

This module provides the student with learning experiences that prepare the Nursing Assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.
Module 10: Vital Signs Theory 4 Hrs., Clinical 6 Hrs.

This module prepares the student to know how, when, and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They also learn to recognize and report normal and abnormal findings.

Module 11: Nutrition Theory 2 Hrs., Clinical 6 Hrs.,

This module examines the body's need for food and the effect of food in the body. The module includes the basic food groups, nutrients, and the common therapeutic diets as well as assisting the resident to meet nutrition and hydration needs.

Module 12: Emergency Procedures Theory 2 Hrs., Clinical 1 Hr.

Students are instructed on the proper handling of residents in emergency procedures. Identifying symptoms of distressed is discussed and handling of emergency codes. Nurse Assistants are trained in their role in these situations and learn the procedures in which they are allowed to perform.

Module 13: Long-Term Care Patient Theory 3 Hrs.

This module introduces the student to the basic structure of the body and reviews the effect of aging on body structure and function. Common physical and psychological conditions found in elderly residents are presented along with approaches to care. Community resources commonly available to assist elderly residents with their psychological, recreational, and social needs are presented.

Module 14: Rehabilitative Nursing Theory 2 Hrs., Clinical 4 hrs.

The module introduces the student to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nursing Assistant assist the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Module 15: Observation and Charting Theory 4 Hrs., Clinical 4 Hrs.

This module provides instruction and training in assessing and documenting the condition of residents. The student learns to report and record observations on appropriate documents using medical terms and abbreviations.

Module 16: Death and Dying Theory 2 Hrs.

This module introduces the student to the various stages of the grieving process and physical signs of approaching death. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

C.N.A Clock Hour Table:
<table>
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<th>Curriculum Outline by Modules Nursing Assistant</th>
<th>HOURS</th>
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<tr>
<td></td>
<td>Theory</td>
<td>Skill lab &amp; Clinical</td>
<td>Total hours</td>
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<tr>
<td>1. Introduction</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2. Patient’s Rights</td>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>3. Interpersonal Skills</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>4. Prevention Management of Catastrophe and Unusual Occurrence</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>5. Body Mechanics</td>
<td>4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6. Medical and Surgical Asepsis</td>
<td>3</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>7. Weights and Measure</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>8. Patient Care Skills</td>
<td>14</td>
<td>44</td>
<td>58</td>
</tr>
<tr>
<td>9. Patient Care Procedures</td>
<td>7</td>
<td>20</td>
<td>27</td>
</tr>
<tr>
<td>10. Vital Signs</td>
<td>4</td>
<td>6</td>
<td>10</td>
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<tr>
<td>11. Nutrition</td>
<td>2</td>
<td>6</td>
<td>8</td>
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<tr>
<td>12. Emergency Procedures</td>
<td>2</td>
<td>1</td>
<td>3</td>
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<tr>
<td>13. Long Term Care Resident</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>14. Rehabilitative Nursing</td>
<td>2</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>15. Observation and Charting</td>
<td>4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>16. Death and Dying</td>
<td>2</td>
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<tr>
<td><strong>Total Clock Hours</strong></td>
<td>60</td>
<td>100</td>
<td>160</td>
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**GRADUATION REQUIREMENTS**

A certificate of completion will be awarded to Nursing Assistant students meeting their program's graduation requirements. Students must successfully complete the 160 hours program consisting of 30 hours of skills laboratory, 50 hours of classroom instruction, and 100 hours of clinical training. Students must score a cumulative average of 80% in all quizzes and written examinations. Clinical
skills must be performed with 100% accuracy and complete all make up hours both theory and clinical. Students must satisfy all financial obligations to the school

Theory Classes Nursing Assistant & Home Health Aide

held at:

1620 Oakland Rd Suite D-100, CA 95131

Clinical Site address:

Valley House Rehabilitation Center, 991 Clyde Ave Santa Clara, CA 95054
Windsor Country Drive Care Center: 2500 County Drive Fremont, CA 94536
The Home Health Aide Program (HHA-I and HHA-II)

MISSION, PURPOSE AND OBJECTIVES

The educational objective of the Home Health Aid Program is to prepare students to equip with theoretical knowledge, practical skills to be able to help at client home for client who are elderly, physically disabled, terminally ill, convalescent persons, hospice patients, individuals with long-term illness, adults with mental disabilities (e.g., Alzheimer's disease), children with mental illness, from our training program, students can gain theory and skill required to perform these tasks. Upon successfully pass this program, students will be able to get license of Home Health Aid from the State of California.

Silicon Valley School of Nursing has two Home Health Aide programs. They are short and long programs. The short program is 40HR (Home Health Aide I, or HHA-I) and long program is 120HR (Home Health Aide II, HHA-II). Pre-requisite for HHA-I is completion of C.N.A. HHA-II course does not required C.N.A and there is no state exam to get HHA license. The HHA-I/II class has forty (40/120) hours course prepares the Certified Nursing Assistant to be a Home Health Aide. The thrust of this course is to assist the C.N.A in acquiring skills necessary to provide services to clients in the home setting. The training will enable the C.N.A to identify the needs of clients that are essential in maintaining a good quality of life and to attain the optimum level of functioning. The areas highlighted by the course will also train the C.N.A to make sound decisions with regards to the provision of care in all areas expected of a Home Health Aide.

HHA Licensure:

Candidate will have HHA-I license from State of California of Department Public Health after the following steps:

1. Obtain certificate of the completion of CNA program
2. Obtain certificate of the completion of HHA-I CNA program
Or

1. Obtain certificate of the completion of HHA-II CNA program

ADMISSION REQUIREMENTS

- Be at least 17 years or older
- Must have a high school diploma or GED
- Health screening and TB test must be current
- Must have a current CPR certificate
- Must pass the fingerprinting and criminal background screening

ADMISSION PROCEDURE

- Visit the school and receive an application packet, School Catalog and a list of admission requirements
- Pay a non-refundable application fee of one hundred dollars ($100.00)
- Complete an enrollment agreement
Attend an orientation prior to the start date of the program

CREDIT GRANTING POLICY – HOME HEALTH AIDE
Silicon Valley School of Nursing does accept credits earned at other institutions or through challenge examinations and achievement tests for the Home Health Aide Program. The school does not have any agreements between the institution and any other colleges, universities and other schools that provide for transfer of credits earned in the program of instruction.

EMPLOYMENT OPPORTUNITIES
Home Health Aides work in patients’ homes where other family members live. They also work in hospice settings caring for patients who are dying. They may work full-time, part-time, or on-call, depending on patient needs.

Course Description Home Health Aide

Home Health Aide-I (40HR):

Unit 1: Introduction to Aide and Agency Role
Theory 2 Hrs.
The purpose of this unit is to acquaint the student with the practice of Home Health Aide. The topics to be covered include: a) Federal and State regulations governing home health aides; b) purpose of home health care and roles of members of the home health care team; c) the role and responsibility of the Home Health Aides as a member of the team; and d) communication with clients, families, team members, and community agencies.

Unit 2: Interpretation of Medical and Social Needs of Clients
Theory 5 Hrs.
The purpose of this unit is to examine physical changes, developmental needs, and common disease processes found in the home health care client. The impact of illness on the client's and family's physical, emotional and psychological health is also examined. The importance of client and family rights and privacy are emphasized. Effects of terminal illness on the family unit and the role of the Home Health Aide in providing a caring and supportive environment are discussed.

Unit 3: Personal Care Services
Theory 5 Hrs., Clinical 15 Hrs.
The purpose of this unit is to provide the CNA with expanded knowledge of safety and personal care as it is delivered in the home. Personal care skills, body mechanics, safety and emergency procedures are reviewed, and methods to improvise and adapt these procedures for the home care client are presented.

Unit 4: Nutrition
Theory 5 Hrs., Clinical 3 Hrs.
The purpose of this unit is to examine the dietary requirements of the client, respecting budgetary, environmental, and personal resources. This includes the food pyramid and common therapeutic diets as planned and prepared in the home setting. Recognition of personal preferences, cultural and religious dietary practices as discussed.

**Unit 5: Cleaning and Care**  
**Tasks in the Home**

The purpose of this unit is to provide learning experiences for the Home Health Aide that will enable them to maintain a clean, safe, and healthy environment for the home care client. Consideration for the client, the client's home, and family is emphasized. This unit presents information on environmental safety as well as procedures and guidelines for completing households tasks.

**HHA-I: Program Hour Table:**

<table>
<thead>
<tr>
<th>Curriculum Outline</th>
<th>Theory Hours</th>
<th>Clinical Hours</th>
<th>Total Hours</th>
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</thead>
<tbody>
<tr>
<td>Home Health Aide (40HR)</td>
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<tr>
<td>1. Introduction to Aide and Agency Role</td>
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<td>3. Personal Care Services</td>
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<td>4. Nutrition</td>
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<td>3</td>
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<td>5. Cleaning and Care Tasks in the Home</td>
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<td><strong>20</strong></td>
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**HHA-I**

**GRADUATION REQUIREMENTS**

A certificate of completion will be awarded to HHA-I students meeting their program's graduation requirements. Students must successfully complete the 40 hours program consisting of 20 hours of skills laboratory, 20 hours of classroom instruction. Students must score a cumulative average of 80% in all quizzes and written examinations. Clinical skills must be performed with 100% accuracy and complete all make up hours both theory and clinical. Students must satisfy all financial obligations to the school.
Home Health Aide-II (120HR):

Unit 1: Introduction to Aide and Agency Role
Theory 4 Hrs.

The purpose of this unit is to acquaint the student with the practice of Home Health Aide. The topics to be covered include: a) Federal and State regulations governing home health aides; b) purpose of home health care and roles of members of the home health care team; c) the role and responsibility of the Home Health Aides as a member of the team; and d) communication with clients, families, team members, and community agencies.

Unit 2: Interpretation of Medical and Social Needs of Clients
Theory 20 Hrs.

The purpose of this unit is to examine physical changes, developmental needs, and common disease processes found in the home health care client. The impact of illness on the client's and family's physical, emotional and psychological health is also examined. The importance of client and family rights and privacy are emphasized. Effects of terminal illness on the family unit and the role of the Home Health Aide in providing a caring and supportive environment are discussed.

Unit 3: Personal Care Services
Theory 25 Hrs., Clinical 45 Hrs.

The purpose of this unit is to provide the CNA with expanded knowledge of safety and personal care as it is delivered in the home. Personal care skills, body mechanics, safety and emergency procedures are reviewed, and methods to improvise and adapt these procedures for the home care client are presented.

Unit 4: Nutrition
Theory 6 Hrs., Clinical 4 Hrs.

The purpose of this unit is to examine the dietary requirements of the client, respecting budgetary, environmental, and personal resources. This includes the food pyramid and common therapeutic diets as planned and prepared in the home setting. Recognition of personal preferences, cultural and religious dietary practices as discussed.

Unit 5: Cleaning and Care Tasks in the Home
Theory 10 Hrs., Clinical 6 hrs.

The purpose of this unit is to provide learning experiences for the Home Health Aide that will enable them to maintain a clean, safe, and healthy environment for the home care client. Consideration for the client, the client's home, and family is emphasized. This unit presents information on environmental safety as well as procedures and guidelines for completing households tasks.
HHA-II: Program Hour Table:

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<td>4. Nutrition</td>
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<td>5. Cleaning and Care Tasks in the Home</td>
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<td><strong>55</strong></td>
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</table>

**HHA-II**

**GRADUATION REQUIREMENTS**

A certificate of completion will be awarded to HHA-I students meeting their program's graduation requirements. Students must successfully complete the 120 hours program consisting of 60 hours of skills laboratory, 60 hours of classroom instruction. Students must score a cumulative average of 80% in all quizzes and written examinations. Clinical skills must be performed with 100% accuracy and complete all make up hours both theory and clinical. Students must satisfy all financial obligations to the school.

**Class Ratio:**

For C.N.A and HHA-I and HHA-II:
The school can accept a maximum of fifteen (15) students per Nursing Assistant pre-certification and Home Health Aide class. While the theory portion can exceed this maximum, students may be divided into smaller groups for the clinical portion of the course. The clinical portion cannot exceed fifteen (15) students per session.
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School Policies and Procedures

Silicon Valley School of Nursing accepts students regardless of their race, color, creed, national origin, veteran status, marital status, sexual orientation, religion, sex, and age.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh day after enrollment, whichever is later. A student may not cancel by telephoning the school or by not attending the class. After the end of the cancellation period, the student also has the right to stop school at any time; and has the right to receive a pro rata refund if the student has completed 60 percent or less of the program, less the registration fee, cost of the book and uniform. The refund is to be paid within 30 days after the cancellation date. Cancellation must be made in writing, addressed to the Administrator and delivered via U.S. Postal Service or hand delivered to the following address:

Silicon Valley School of Nursing
Ste D-100 1620 Oakland Rd, Sa Jose CA 95131

REFUND POLICY

A student has a right to a full refund of all tuition, less the registration fee, cost of the book and uniform, if the student cancels this agreement on the first day of instruction, or the seventh day after enrollment, whichever is later. The refund is to be paid within 30 days after the cancellation date. In addition, a student may withdraw from the course after instruction has begun and receive a pro rata refund for the unused portion of the tuition. Refer to the following computations to determine the amount of refund owed to you.

For example, if a student has completed 50 hours of the 160 hour CNA COURSE and paid $1,100.00 tuition, the student is entitled to a refund of $794.44.

\[
\begin{align*}
1,100.00 & \times 110 \text{ clock hours of instruction paid for, but not received} \\
& \text{---------------------------------------------} \\
& 160 \text{ clock hours of instruction for which the student paid} \\
& \text{---------------------------------------------} \\
& = $756.25 \text{ refund amount}
\end{align*}
\]

For example, if the student completes 24 hours of a 40 hour HOME HEALTH AIDE COURSE and paid $395.00 the refund will be computed as follows:

\[
\begin{align*}
395.00 & \times 16 \text{ clock hours paid for, but not received} \\
& \text{---------------------------------------------} \\
& 40 \text{ clock hrs. paid for} \\
& \text{---------------------------------------------} \\
& = $158.00 \text{ refund amount}
\end{align*}
\]
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Silicon Valley School of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Nursing Assistant Training Program, Home Health Aide 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 is 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 Silicon Valley School of Nursing to determine if your certificate will transfer.

Student SERVICES

JOB PLACEMENT SERVICES

Silicon Valley School of Nursing does not provide any placement services.

LIBRARY AND STUDENT RESOURCES

Silicon Valley School of Nursing provides library services on the school site. There is a variety of reference books, nursing journals, audio visual aids includes CD's, VHS, DVD and computers. We provide textbooks and other pertinent handouts during the course of study to help meet the student's learning needs. The school shall provide a list of libraries in the area with their telephone numbers.

The students will watch videos during class time. The instructor will show the videos to the students. The instructor will also give handouts to the students during class which will assist their learning. At the beginning of the course, the students will purchase the applicable text book.

The skills lab is used during class time with the instruction of the instructor. Students are also able to use the skills lab when class hours are over. Students can coordinate with the front office if they want to use the skills lab during non-class hours.

COUNSELING POLICY

When student has problems at Silicon Valley School of Nursing, home or work interfere with academic performance, the student is encouraged to ask for a private conference with his or her Program Director. A student whose problems are beyond the scope of the College will be referred to outside counseling agencies. The school shall provide a list of available community counseling services in the area with their telephone numbers.

HOUSING ACCOMMODATION - NO ASSISTANCE IS PROVIDED IN FINDING HOUSING FACILITIES.
Silicon Valley School of Nursing does not assume responsibility for student housing, nor does it have dormitory facilities under its control.

**EXPERENTIAL LEARNING**

Silicon Valley School of Nursing does not award credit for prior experiential learning.

**DISTANCE EDUCATION**

Silicon Valley School of Nursing does not offer distance education.

**Student Tuition Recovery Fund (STRF):**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan 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. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Completion of the Silicon Valley School of Nursing Assistant Program does not lead to a student receiving a nurse assistant certification. The student must pass the State Exam that is approved by the State Department before he or she can become a Certified Nurse Assistant.

Note that pursuant to California Education Code (CEC) 94897, a degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

Attendance:

- Students must attend all theoretical and clinical classes promptly and regularly.
- Any student who is unable to attend any part of the classes must notify the instructor or the school an hour before the class starts, and when held at a clinical site, must call the instructor 2 hours before clinical training.
- Make-up time arrangement must be made with the instructor on the day following a student’s absence from class.
- Any student who is absent from class or clinical training for more than one day may be required to repeat the entire course if he/she fails to arrange make-up time with the instructor.
- First time absence or tardiness will be noted in the student’s file and formal counseling by the Associate Director shall be implemented. After the second occurrence a decision shall be made by the School Management team to either retain or dismiss the student from the program. The decision shall be based on the student’s overall performance in the class and his/her reason for absence or tardiness.
- The third occurrence will result in automatic dismissal and no tuition fees will be refunded to a student who is dismissed from the program.

School Behavior:

- Students are allowed two 10 minutes breaks and 30 minutes for lunch.
- Eating and smoking is not allowed during class. Smoking is allowed outside the building during break or lunch time.
- All students are required to maintain a clean and neat learning environment by removing their trash and clutter before leaving the classroom.
- All equipment and educational supplies used or borrowed must be returned to their assigned place at the end of the day.
• Any student under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or the clinical training site and will be subject to automatic dismissal and reported to the police.
• Leaving the classroom during class hours without proper authorization by the instructor or School Director is not allowed and may subject the student to counseling.
• Cell phones and computers are to be turned off during class time.
• Talking during lecture and instructor demonstration is not allowed. The student will be sent home and be responsible for making up time.
• Cheating is not tolerated. When a student is caught cheating, he/she must re-take the test and the highest score given will be 80%.

Assessment/Grading:

It is very important for each student to be assessed before classroom instruction. All students will be required to participate in this valuable assessment activity.

Students shall be evaluated by the instructor on the following:

• Knowledge and proper execution of skills, procedures and homework assignments.
• Active participation in the theoretical portion of the class as well as the clinical practice.
• Application of theoretical principles within the clinical setting.
• Ability to meet all standards set by the Department of Health and the Bureau of Post Secondary and Vocational Education.
• Students must achieve a score of 80% on each exam and quiz. See graduation requirement section in this document.
• Clinical skills are graded on a pass / fail basis. The student must satisfactorily demonstrate the skill to pass.

Grading system:

A  90% - 100%       Outstanding achievement
B  80% - 89%        Satisfactory achievement
F  79% and below    Failing

Students must take at least 16 hours of theory before they can participate in the clinical portion of any course.

Dropout/Withdraw:

• For a student to qualify for a pro-rated tuition refund, they must officially notify the school in writing that they are withdrawing from the program. The Executive Director will sign the Letter of Notification to Dropout and the student will receive a copy.
• A student will only receive a pro-rated refund based on the date the Executive Director signed the Letter of Notification to Dropout. The student is responsible for the portion of the tuition on the date that they notified the Executive Director in writing. If tuition will be refunded, the student will provide an address where the check will be mailed.
• A student may qualify for full refund provided he/she cancels before the first day of class instruction.
• The registration/admission fees are non-refundable.

**Dress Code/Uniform Regulations:**

Classroom clothing should be comfortable and casual. In clinical, uniforms must be worn and should be clean, white pants and white top scrubs, loose fitting, and without logos. Shoes must be white and, closed toed, have flat heels, be clean, and non-skid. A non-digital watch with a sweep second hand must be worn.

- Name badges shall be worn on the left side of the clothing at all times during the clinical on-site practice.
- A black ink pen and small pocket-sized note pad shall be carried.
- Nails are to be kept clean and short. Clear or no nail polish is allowed.
- Hair must be clean and tied up if longer than shoulder length.
- Stud earrings are permitted but not hoop earrings, or body piercing jewelry.
- Students must maintain personal hygiene and may be sent home if appearance and personal grooming fall below professional standards or if the student has offensive odors.

**LEAVE OF ABSENCE**

Applications 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, a return date shall be established by the student and the Administrator. The school shall provide an application for leave of absence to the student.

**Student Dismissal:**

All students should note that the following behaviors could lead to a dismissal from the program:

- Failure to make-up missed classes.
- Property theft from the school, clinical facility, fellow students, or staff.
- Constant or repeated absence from class and tardiness in class without prior notice or permission from the Instructor or administrator.
- Using foul language.
- Possession of illegal drugs or a concealed weapon.
- Sleeping in class and intoxication.
- Behavior disruptive to instructors, other students, and staff.
- Disrespect to instructors, school staff or failure to comply with the school and clinical site rules and regulations.
- Refusal to show up for clinical training on time or in an inappropriate uniform after having been warned.
- Racial, sexual, or gender harassment.
- Failure to comply with school enrollment agreement.
- Academic performance below standard.

**Educational Record Retention Policy:**

Educational records shall be maintained by the Custodian of 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. Student records will be maintained by the school for five (5) years from the student’s date of completion or withdrawal. Request for release of information by the student or from outside agencies must be made in writing with the student's signature. This ensures that only authorized individuals have access to specific information requested. All student transcripts will be permanently maintained by the Custodian of Records.

**CELLULAR PHONE/SMART PHONE USE POLICY**

While cellular phones are permitted on campus the following policy applies:
- Cellular devices are not permitted in the clinical area/facility.
- Cellular devices are to be turned "OFF" while in the classroom.
- Cellular devices that are not switched to the vibrate mode must be turned off.

Failure to adhere to this policy will lead to the following disciplinary action:
- Students who have a cellular device that rings or vibrates during class lecture or clinical experience will be asked to leave the setting.
- Students who leave the setting to attend to a cellular device will not be permitted to return to the class or clinical in session.
- Students who are requested to leave a lecture or clinical setting will be required to seek the permission of the instructor before returning to a current session or future session.
- Students who miss a class or clinical session must make up that session prior to moving on to the next class.
- Students who leave an examination due to a cellular call/ringing or vibrate will be dismissed from the class and a grade of 50% will be assigned for that missed examination.
## Estimated Fee and Charges

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<th>Cost and Break-down</th>
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<tr>
<td>Textbooks, or other learning media;</td>
<td>40</td>
</tr>
<tr>
<td>Uniforms or other special protective clothing;</td>
<td>0</td>
</tr>
<tr>
<td>In-resident housing</td>
<td>0</td>
</tr>
<tr>
<td>Tutoring;</td>
<td>0</td>
</tr>
<tr>
<td>Assessment fees for transfer of credits;</td>
<td>0</td>
</tr>
<tr>
<td>Fees to transfer credits;</td>
<td>0</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund fee (non-refundable);</td>
<td>0</td>
</tr>
<tr>
<td>CPR</td>
<td>0</td>
</tr>
<tr>
<td>Live Scan</td>
<td>0</td>
</tr>
<tr>
<td>America Red Cross State Exam</td>
<td>0</td>
</tr>
<tr>
<td><strong>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</strong></td>
<td>850</td>
</tr>
<tr>
<td><strong>TOTAL CHARGES FOR THE CURRENT PERIOD ATTENDANCE</strong></td>
<td>425</td>
</tr>
<tr>
<td><strong>TOTAL CHARGE TO PAY UPON ENROLLMENT</strong></td>
<td>425</td>
</tr>
</tbody>
</table>

**Physical Exam:**

Silicon Valley School of Nursing requires each enrollee to submit a certificate from a physician stating that they have the ability to meet the physical and mental requirements of the program, and must have a negative result on the Tuberculosis Screening Test (TST). If TST is positive, the student must submit proof from their physician that their lung x-ray was clear of TB and that the test was done no longer than one month before start of the school. The student must also fill out the Physical Examination Form and Health Questionnaire.

**Positive Identification:**

To be eligible for admission, a student must be a legal resident of United States of America or an American citizen. A student must possess a valid state photo ID, and the original Social Security Card.

**Student Grievance/Complaint Procedure:**
The Grievance/Complaint policy complies with CCR 71810 (b)(14).

A student may lodge a complaint by communication orally or in writing to any instructor, administrator, and assistant Associate Director or Director. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to the person’s duties.

If the student orally delivers the complaint, and the complaint is not resolved either within a reasonable period of time or before the student files a complaint regarding the same matter, the institution shall advise the student to submit a written complaint and the institution shall provide a copy of the complaint procedure to the student.

After the student complains in writing, the institution shall, within 10 days after receipt of the complaint, provide the student with a written response, including a summary of the institution’s investigation and disposition. If the complaint or relief requested by the student is rejected, the reasons for the rejection shall be furnished to the student.

The student’s participation in the complaint procedure and the disposition of a student’s complaint shall not limit or waive any of the student’s rights or remedies. Any document signed by the student that supports the limit or waives the student’s rights and remedies is void. The custodian of records or associate director will be responsible to maintain and keep a log of student complaints.

Students who have questions or complaints that cannot be resolved with the school should first follow the school conflict resolution procedure by reporting to the Associates Director. If the complaints cannot be resolved within the school, the Associate Director shall provide the student with further steps through BPPVE.

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Telephone Number: (888) 370-7589, (916) 431-6959, Fax (916) 263-1897. www.bppe.ca.gov

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

1. Investigate the complaint thoroughly, including interviews with all the persons involved in the complaint and /or reviewing all pertinent documents.

2. Reject the complaint if, after investigation, a determination has been made that the complaint is invalid and /or unfounded; and if valid, compromised towards the resolution of the complaint in a reasonable manner, including the payment of a refund.

3. A written record of the complaint together with other appropriate documents including a written resolution to the complaint shall be placed in the student’s business file and will also be recorded in the log of student’s complaints as required by section 73807.
4. If the complaint is valid, involves a violation of the law, and is not resolved within 30 days after the student initially filed it, notify the council, the accredit association, and law enforcement authorities of the complaint, investigation and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter in the extent of that person’s privilege under section 940 of the Evidence Code, if the authorized person does not provide all of the information required by this paragraph because of a claim of privilege under section 940 of the Evidence Code, the institution shall appoint another person, who may not lawfully claim that privilege, to provide the omitted information.

5. If the complaint is valid, determine what other students, if any may have been affected by the same or similar circumstances and provide an appropriate remedy for these students.

6. Implement reasonable policies or procedures to avoid similar complaints in the future.

7. Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

**Graduation Requirements for C.N.A and Dual HHA program:**

The students must successfully complete 160 hours of theory and skill for the Nursing Assistant Program, 40 hours for HHA-I and 120 hours for HHA-II. All students must remain at 80% in both Theory and pass Clinical. A student who does not receive at least 80% on any test will be given a verbal warning. The student will need to receive an 80% or higher score on the next exam and failure to do so will cause the student to be placed on Academic Probation. At that time, a remediation plan will be given to the student to help him/her succeed in the program. In the event that the student is unable to bring their grade up to 80% or meet the remediation goal, he/she will be terminated from the program. Students must pass the mid-term exam in order to proceed to take the final exam and must pass both theory and clinical skills of the program to be eligible to take the State Exam.

For the students who cannot complete the school with 80% passing grade, the student can come back to take the review course. The school will set up the schedule of the review course and the student is recommended to take the review course in order to be eligible to take the State Exam.

**Absenteeism and Make-Up Work:**

1. The student who is absent from theory class or clinical class for the first time will need to do a presentation to instructor at the instructor’s specified time during the class in the campus, following the day or absent.

2. The student who is absent from theory class or clinical class for the second time will need to conduct two presentations to instructor at the instructor’s specified time on the topics that were missed. The presentation will be made in the campus immediately followed the day of absent.
3. The student who is absent from theory class or clinical class for the third time will need to have a formal counseling session with the school Program Director. A school decision shall be made to either retain or dismiss the student from the program.

4. The student has to inform the instructor in advance for any absenteeism that is prearranged. The instructor will assign the presentation topics to the student.

5. If the student cannot attend class on a certain day due to sickness or sudden situation, the student must notify the school one hour before the class starts. The student can leave a message on the phone school system at 408-392-9737.

6. Punctuality is extremely important for the student. Student must attend all classes promptly and regularly. Second time tardiness will result in staying in the school longer on the last day of school.

7. If the student misses the clinical class for more than two days, a formal counseling will be arranged with the instructor and the Director. The student may need to stop the current class and take the future class. The student and the school will make a special arrangement based on the reason for being absent.

**Instructor Evaluation:**

The school Director will hold a periodical meeting with the instructor and the Program Director regarding the school standard. The purpose is to discuss the needs of the instructor and to gather suggestions to maintain the quality of the school.

The student will fill the Instructor Evaluation form at the end of each course. The students are encouraged to give frank opinion about the instructor, the program, and any other pertaining subjects. The Administrative Secretary will collect the Instructor Evaluation after the students completed the forms.

The school Director will meet with the instructor to go through the evaluation. If there are any suggestions for improvement, the instructor should take appropriate measure for corrections. The instructor shall take the evaluation as a tool for reflection of her /his performance. If there are any opinions about the school, the school Director will take into consideration for improvements as well. The school Director will go over the Instructor Evaluation on a needed basis as she / he sees it.

**Review for the School Policies and Procedures:**

The school management team will conduct a meeting semi-annually to discuss the school policies and procedures. The purpose is to maintain the quality of the school in all aspects. If there are any major changes in the school policies and procedures, the school Director will inform the Department of
Public Health Services, Licensing and Certification (L & C) – Aide and Technician Certification Section in writing promptly.

**Method for Screening Individual Criminal Background:**

Students must apply for the Live Scan BCII 8016 with the Department of Sheriff or State-approved Live Scan Fingerprint agencies. Final clearance must be met before the students will be issued the certificate.

Students need to answer the question in the Initial Application: HAVE YOU EVER BEEN CONVICTED OF ANY CRIME other than a Minor Traffic Offense? A “YES” response does not necessarily eliminate the qualification to become a student. The school has no implication or guarantee that the student will be issued a certificate after successful completion of the class. It is the sole decision of the student to register the class. The student understands that the FINAL CLEARANCE is obtained from the Department of Health Services in order to get the State-Certificate. Practice at the sub-acute care facility. The graduate receives the Certificate of Completion.
SILICON VALLEY SCHOOL OF NURSING

STUDENT POLICY AGREEMENT

I, _____________________________________________ have read and understood the content of the school catalog, and agree to abide by the policies, rules and regulations of the school. I further understand that the rules and regulations are subject to change.

Print Student’s Name: __________________________________________________________

Student’s Signature: __________________________________________
Date: _____________

Witnessed by SVSN staff (print name): _________________________________________

Signature of SVSN staff: _________________________________ Date: _______________
EQUIPMENT USED – NURSING ASSISTANT

QUANTITIES OF ITEMS ARE BASED ON 15 STUDENTS PER CLASS

All equipment both disposable and non-disposable are owned solely by Silicon Valley School of Nursing

**Equipment and Material List**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 x 5 index cards</td>
<td></td>
</tr>
<tr>
<td>4 x 6 index cards</td>
<td></td>
</tr>
<tr>
<td>Adhesive name tags</td>
<td></td>
</tr>
<tr>
<td>Dry marking pens</td>
<td></td>
</tr>
<tr>
<td>Dry marking board</td>
<td></td>
</tr>
<tr>
<td>Clothing (3 large sets) Felt tip markers</td>
<td></td>
</tr>
<tr>
<td>Food model</td>
<td></td>
</tr>
<tr>
<td>Food wheel</td>
<td></td>
</tr>
<tr>
<td>Hand-held battery operated light</td>
<td></td>
</tr>
<tr>
<td>Masking tape</td>
<td></td>
</tr>
<tr>
<td>Pencils</td>
<td></td>
</tr>
<tr>
<td>Pens</td>
<td></td>
</tr>
<tr>
<td>Videos</td>
<td></td>
</tr>
<tr>
<td>Watch with second hand</td>
<td></td>
</tr>
<tr>
<td>Dentures</td>
<td></td>
</tr>
<tr>
<td>Lip lubricant</td>
<td></td>
</tr>
<tr>
<td>Linen protectors</td>
<td></td>
</tr>
<tr>
<td>Mouthwash</td>
<td></td>
</tr>
<tr>
<td>Shaving cream</td>
<td></td>
</tr>
<tr>
<td>Toothpaste</td>
<td></td>
</tr>
<tr>
<td>Linen hamper</td>
<td></td>
</tr>
<tr>
<td>Hand rolls</td>
<td></td>
</tr>
</tbody>
</table>

**Reusable Equipment**

**ONE RESIDENT ROOM**

- Bed with side rails
- Over bed table
- Nightstand
- Chair
- Denture cups
- Emesis basin
- Fracture pan
- (Hand held mirrors)
- Sharp container
- Lotion
- Powder
- Toothbrush
- Alcohol wipes
- Paper towel
- Non-skid slippers
- Diet trays with dishes & condiments
  - (sugar, salt, pepper, artificial sweetener)
  - Glass
  - Glass
  - Ice cream cup
  - Medicine cup

**Other Supplies**

- Red bags for laundry isolation
- Dual headed stethoscope
- External Catheter
- Leg bags
- Nail Equipment
- Gait Belts
- Nasogastric tube
- Safety Jackets or Vest
- Sphygmomanometers and adult cuffs
- Stethoscopes
- Hand sanitizer
- Dental floss
- Clothing protector
- Gloves (s-m-l-xl)
- Disposable razor
- Lemon-glycerin swabs
- Sharp container
Hand towels (for every student)    Paper cups
Hospital gowns    Pitcher
Pillow cases    Pitcher top
Fitted Sheets
Towels

Medical Equipment
Adaptive eating equipment
Bedside commode
Ca
Fire extinguisher Upright
scale (ht/wt) Walker
Wheelchair

**Disposable equipment (medical equipment)**
- 4 x 4 clean sponges
- Adult briefs
- Alcohol wipes
- Bed protectors (waterproof and disposable) 3
- Clean catch kit
- Cotton balls

**Forms (each student will have one of the following Forms used in the long term facility)**
- ADL flow sheet
- Decubitus assessment sheet
- Height and weight forms
- Incident report (patient and employee) Intake and output worksheet
- Inventory of personal belongings (Clothing sheet)
- All types of isolation door signs
- Facility specific nurse assignment sheet
- Transfer sheet

**Dietary supplies**
- Soup bowl
- Coffee Cup)
- Coffee pot
- Dietary tray card & dots (sample of cards Used in the facility)
EQUIPMENT USED – HOME HEALTH AIDE

EQUIPMENT VITAL SIGNS
Thermometer
Blood pressure cuff
Stethoscope
Sphygmomanometer
Lotion
Towels

MOBILITY
Gait Belt
Wheelchair

PERSONAL CARE
Dentures
Denture cup
Non-skid socks

OTHER
Lip lubricant
Bed
Linen protectors
Blanket
Mouthwash
Fitted sheet
Shaving cream
Flat sheet
Toothpaste
Draw sheet
Emesis basin
Pillows
Fracture
Pillow case
Bed pan
Dishes
Soap
Pots
Urinal
Pans
Wash basin
Kitchen with stove
Nail clippers
Emery
board O