Student Catalog

Effective date of November 1, 2020

Licensed to operate by the Commission on Postsecondary Education
Approved by the Nevada State Board of Nursing
Perry Foundation is a 501 (c)(3) non-provider based non-profit in Nevada whose mission is to improve the quality of care for residents living in post-acute and long-term care communities. This has primarily been achieved by providing evidence-based education to the caregivers and health care professionals working within these communities. Doing Business as Perry Foundation Academy of Health, it is our intent to provide each learner with the highest quality education and support them on their individual career path.

The Perry Foundation is governed by a board of directors led by Board Chair, Charles Perry.

Non-discrimination Statement
Perry Foundation Academy of Health does not discriminate on the basis of sex, age, race, color, religion, physical or mental disability, creed, national origin, veteran status, sexual orientation, genetic information, gender identity, gender expression, or other protected classes under the law (including Title IX of the Education Amendments of 1972).

Faculty Members
Robert Kidd- School Director, President/CEO, Perry Foundation
Nasslyne Lenz, MSN, RN, AGPCNP-BC – Director of Education/Academic Director
Crystal Alexander, RN- Instructor
Mik Staack, RN – Instructor
Bridget Vanetti, RN – Instructor

Classroom Training Facility
Classroom and Laboratory education to be held at:

Perry Foundation
2920 Green Valley Parkway, Bldg 7, Ste 712
Henderson, Nevada 89014
(702) 413-7338

985 Damonte Ranch Parkway, Ste 320
Reno, Nevada 89521

The facilities include one classroom and a skills laboratory. The classrooms hold up to 15 people and are equipped with wireless access and audio / video equipment.

Clinical education will be held at one of the following:

Horizon Specialty Hospital of Henderson
8550 S. Eastern Ave
Las Vegas, Nevada 89123
(702) 382-3155

Delmar Gardens of Green Valley
100 Delmar Gardens Dr.
Henderson, Nevada 89074
(702) 361-6111

Hearthstone of Northern Nevada
1950 Baring Ave.
Sparks, Nevada 89434
(775) 626-2224

Northern Nevada State Veterans Home
36 Battle Born Way
Sparks, Nevada 89431
(775) 827-2955
Highland Manor of Fallon                  Alta Skilled Nursing & Rehab
550 N Sherman St.                  555 Hammill Lane
Fallon, NV 89406                  Reno, NV 89511
(775) 423-7800                  (775) 828-5600

Students are placed in clinical settings to practice skills learned in the classroom and lab and to provide the best patient care possible. Students will work with a preceptor but may complete tasks independently as appropriate. To ensure patients receive high quality and safe care, students must ensure collaborative relationships with facility staff and instructors.

Perry Foundation administrative offices are located at:
2920 Green Valley Parkway                  985 Damonte Ranch Parkway
Building 7, Suite 712                  Suite 320
Henderson, Nevada 89014                  Reno, Nevada 89521
Business hours: Monday – Friday, 8am – 3pm

Observed holidays
New Year’s Eve                      December 31
New Year’s Day                      January 1
Independence Day                   July 4
Thanksgiving Day                    Fourth Thursday in November
Christmas Day                       December 25

Course dates

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Course start and end dates are subject to change.
Entrance Requirements and Pre-requisites
Persons wishing to enroll in the Perry Foundation Academy of Health CNA Program must show proof of high school diploma or equivalency, or satisfactorily complete a pre-admission assessment. The individual also must complete the enrollment agreement and interview with a member of the school’s faculty.
Background checks are a requirement of the program. If a student declines, or if the background is unsatisfactory to the Perry Foundation or clinical training sites, the student will not be permitted to participate in the program. Students are admitted to the program, subject to the results of the background check. Be advised, this background check is in addition to the Nevada State Board of Nursing requirement for licensure.

Enrollment Requirements

1. **Background Check**
   CNA Program background checks are completed online through [www.mystudentcheck.com](http://www.mystudentcheck.com).
   - Select school (Perry Foundation Academy of Health)
   - Select program.
   - Complete required fields, then "continue" to enter payment information.
   - Print receipt and submit to Perry Foundation Office.

2. **CPR / BLS**
   Students need to provide proof of successful completion of either a CPR + First Aide course or BLS (Basic Life Safety) for Healthcare Workers course administered by the American Heart Association or equivalent.

3. **Immunizations**
   Students need to provide documentation of current immunization status for the following:
   - [Tetanus, Diphtheria Pertussis Immunity: DPT or Dtap or TDaP within 5 years.](#)
   - [TB screening (two-step).](#)
   - [Hepatitis B (series of three).](#)
   - [Two MMR (Measles, Mumps, and Rubella).](#)
   - [Varicella Immunity (series of two immunizations or documented history from physician).](#)
   - [Current Influenza vaccine in flu season.](#)

Program Costs
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<tr>
<td><strong>Tuition</strong></td>
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<td><strong>Textbook &amp; workbook</strong></td>
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<td><strong>Lab Fees</strong></td>
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<td><strong>Skills Demonstration Video Subscription</strong></td>
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Additional costs to student

Items required for class
Stethoscope $20.00**
Blood Pressure Cuff $20.00**
Gate Belt $15.00**
Watch (with second hand) $10.00**

Costs for licensing
Finger printing/background check $70.00
License application $50.00
Clinical skills and written test (first time) $150.00
Clinical skills (retake) $97.50
Written exam (retake) $52.50

**approximate cost and can be provided to student at cost

Theory, Laboratory and Clinical Hours
Total hours 96
Theory and clinical classes will meet for 24 hours per week for 4 weeks. Dates and times of classes vary so check schedule for exact days and times.

*Class days and start times are subject to change. Clinical times will be earlier than class times and vary on clinical location, instructor will provide times first day of class.

Payment & Refund Policy
NRS 394.449 Requirements of policy for refunds by postsecondary educational institutions.
1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
   (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
   (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.
   (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150, whichever is less.
(d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
   (a) Date of cancellation by a student of his or her enrollment;
   (b) Date of termination by the institution of the enrollment of a student;
   (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
   (d) Last day of attendance of a student, whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:
   (a) The period of a student’s attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student’s last day of actual attendance, regardless of absences.
   (b) The period of time for a training program is the period set forth in the enrollment agreement.
   (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

(Amended to NRS by 1985, 989; A 1989, 1460; 1995, 325; 2005, 635; 2015, 341)

A deposit of $500 is due at the time of registration and the balance is due on the first day of week two. Non-payment in full will withdraw the student from the program unless prior arrangements have been agreed upon in writing.

Credit for Previous Training
Due to the short term of the program and the nature of the training offered by The Perry Foundation Academy of Health, prior credit will not be given.

Learning Objectives
1. Describe the functions of body systems appropriate to the nursing assistant scope of practice.
2. Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and Nevada State Board of Nursing regulations.
3. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
4. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
5. Identify stages of growth and development.
6. Define common medical terms and abbreviations used in health care.
7. Demonstrate competence and proficiency in the following categories of skills:
   ▪ Communication and interpersonal relationships.
   ▪ Safety and infection control.
   ▪ Personal care procedures.
   ▪ Vital signs.
   ▪ Nutritional requirements and techniques.
   ▪ Admission, transfer, and discharge procedures.
   ▪ Exercise and activity.
   ▪ Elimination.
   ▪ Unsterile warm and cold applications.
   ▪ Care to clients with special needs.
   ▪ End of life care.
   ▪ Care to clients with cognitive impairment.
8. Comply with privacy and confidentiality laws.
9. Demonstrate behaviors consistent with professional work ethics.
10. Adhere to the policies and procedures of clinical sites.

Learning Outcomes
1. Students will be able to demonstrate knowledge of common elements required for certification by the Nevada State Board of Nursing. This will be measured by student achievement of a passing grade on instructor developed and administered final examinations.
2. Students will be able to demonstrate compliance with standards of practice for nursing assistants.
3. Students will be able to demonstrate competence with all skills required for certification. This will be measured by an administered skills competency test given at the end of the program that contains elements of all required steps for all required skills.

Nevada State Board of Nursing CNA Examination and Licensure
Once students have successfully completed the Nurse Assistant Training Program, they must complete the following requirements for licensure:

**Step 1:** Schedule and pay for both the knowledge and the skills exam with the NSBN approved testing vendor, Headmaster LLP. Visit the Headmaster website at [www.hdmaster.com](http://www.hdmaster.com) for scheduling information and payment instructions.

**Step 2:** Ensure proper Nevada State Board of Nursing approved fingerprinting / background check has been completed. Confirmation receipt may be required as part of the application submission.
**Step 3:** Complete online application and submit application fee.
Visit the Nevada State Board of Nursing website at www.nevadanursingboard.org and click on the Nurse Portal to create your account and begin your application. It is strongly encouraged that you create your account in advance. Be advised, you will be asked to upload a copy of your certificate of completion.

**Conduct**

**Unsafe & Unsatisfactory Performance**

Students that exhibit poor behavior or are disruptive during any learning sessions, will be subject to conduct documentation so that they may take immediate corrective action. In addition, in the event unsatisfactory academic or clinical performance occurs, the student will also receive written documentation as follows:

- First offence – Documented verbal warning.
- Second offence - Written warning.
- Third offence - Dismissal. (Refund policy applies)

**Severe Infractions that Demand Immediate Dismissal**

Students are expected to maintain high moral and ethical standards during all learning sessions and clinicals.

Perry Foundation Academy of Health maintains the right to immediately dismiss any student, without prior warning for the following infractions (refund policy applies):

1. Falsification of any records including patient and student records.
2. Carelessness or violations of Facility rules and procedures which could jeopardize the safety of self or others and/or which could result in bodily injury or damage to Facility property.
3. Failure to apply clinical principles learned in class and laboratory sessions.
4. Disorderly conduct including fighting, horseplay, threatening, or abusing any individual, patient, visitor, or member of the public. Immoral or indecent conduct.
5. Refusal to follow the instruction of the instructor, preceptor, or facility leadership.
6. Distribution, use, possession, purchase or sale of or being under the influence of alcohol, narcotics, intoxicants, drugs or hallucinatory agents during class or clinical rotations.
7. Use of alcohol or drugs while in a student uniform.
8. Threats of violence, acts of violence, terrorist threats or acts of terrorism against the facility, patients, employees or the general public.
10. Stealing from the facility, fellow students, patients or members of the public, regardless of the amount. Soliciting tips, gifts or other gratuities or favors from patients or their families.
11. Possession of weapons or explosives on school or facility premises.
12. Disclosure (whether negligent or intentional) of confidential information pertaining to patients including, but not limited to the violation of the Patient’s Right and
Confidentiality Policies and the Health Information Portability and Accountability Act (HIPAA).

13. Repeat tardiness or unexcused absences.
14. Academic Dishonesty, as defined by the following:
   - Obtaining or providing unauthorized information during an examination through verbal, visual, or unauthorized use of books or other aides.
   - Obtaining or providing information concerning all or part of an examination prior to that examination.
   - Taking an examination for another student, or arranging for another person to take an exam in one’s place.
   - Altering or changing test answers after submittal for grading, grades after grades have been awarded, or other academic records once these are official.

Clinical Policies
Clinical instruction is provided during the program. This instruction is provided in various locations, such as the Perry Foundation Academy of Health, long-term acute hospitals, and various skilled nursing facilities.

1. The purpose of the clinical session is for the student to extend the learning experience in a real-life setting.
2. Individual instructors, prior to each clinical rotation, give specific instructions regarding preparation for scheduled clinical lab sessions.
3. Students are expected to perform safely in all areas of client care. Any performance, which endangers a patient’s well-being may result in the student’s removal from the clinical.
4. Students will be expected to follow all policies and procedures in relation to parking, use of cafeteria, nursing assistant scope of practice, uniform requirements, and routines established for the nursing unit.
5. Reporting Suspected Child or Elder Abuse: Nevada Revised Statutes (NRS) 432B.220 and NRS 200.5091 require a student to report suspected child or elder abuse or neglect to the clinical instructor. Per the statute, this includes physical or mental injury of a non-accidental nature, sexual abuse or exploitation, or negligent treatment or maltreatment. Anyone who fails to report these conditions is guilty of a misdemeanor, as indicated in NRS 432B.240 and NRS 200.5099.
6. Reporting of problems during clinical:
   A. Students noting patient or staff problems during clinical should inform their clinical instructor immediately.
   B. The instructor will evaluate the behavior or problem against the criteria for Unprofessional Behavior before reporting to the School Director or Academic Director.
      - Generally, the criteria are: gross negligence, abuse or performing duties outside the scope of practice.
      - Each clinical instructor is responsible for reporting unprofessional behavior directly to the Academic Director.
• The Academic Director will evaluate the behavior and discuss with the facility site representative and report it if necessary.

C. If the incident needs to be addressed, the student should:
• Ask the staff diplomatically OR
• Question the staff to help understand the behavior or action OR
• Report the incident to the clinical instructor who will follow up with facility staff if necessary.
• The student should always be prepared to state or write what they would do differently in the same circumstance and provide a rationale.

D. The clinical instructor’s role is to manage the event for a good outcome for the student, the facility staff, and the facility.

E. Global or system issues should be discussed with the facility and the Academic Director.

Confidentiality
Confidentiality is both a legal and ethical concern in nursing practice. Confidentiality is the protection of private information gathered about a client during the provision of health care services. It is the CNA student’s responsibility to safeguard the client’s right to privacy by protecting information of a confidential nature.
Perry Foundation Academy of Health expects that all students and faculty will protect the privacy rights, including maintaining confidentiality, of all clients. It is expected that students and faculty will NOT:
• Discuss the care of clients with anyone not involved in the client’s direct care.
• Discuss the care of clients in any public setting.
• Remove any actual/copied client records from the clinical setting (this includes computer printout information).
• Use the client’s name on any written form or notation (initials only).

Dress Code
The dress code is to be followed in both classroom and clinical settings unless otherwise stated.

  o Perry Foundation Academy of Health scrubs to be worn at clinicals. Classroom attire is at the discretion of the instructor and will be communicated prior to the start of class.
  o No canvas, open-toe, or high-heeled shoes. Open-back shoes are permitted, but must be worn with the strap in position to hold the shoe on. Athletic shoes are acceptable, but must be white or black.
  o Hose/socks must be worn at all times.
  o Any shirt worn under the scrub top must be white or black only, at the discretion of the instructor based on the policy of the clinical site.
  o Perry Foundation Academy of Health issued badges are to be worn at all times on the upper torso (above the waist) during clinical sessions so that it may easily be read by patients, visitors, co-workers, and physicians.
  o During clinicals, facial piercings, tongue rings, or nose ornamentation may only be worn only if the clinical training site allows.
Tattoo(s) that are exposed are not considered appropriate during clinical sessions and must be covered unless otherwise permitted by the clinical site.

- Please be aware and conscientious of your personal hygiene, neatness of attire and cleanliness of apparel. Strong odors or excessive use of perfume or cologne are inappropriate.

- Hair is to be clean, neat, and safely secured so as not to compromise the patient’s medical condition.

- No nail extensions.

- No hats.

- Cell phone usage is prohibited during lab and clinical sessions.

- No chewing gum during clinical sessions.

- No food is allowed in clinical sessions unless on a break and in a designated break room.

**Student Equipment**

- Stethoscope / BP Cuff

- Gait belt

**Coordinating Clinical Experience with Health Care Facilities**

Perry Foundation Academy of Health students are in clinical settings to learn as much as possible (in a very limited time) on how to give the best care possible. These experiences vary. Students should give or seek help when it is needed. Students may work alone, with each other, or with a staff member. Instructors help the students understand their roles, teach and guide the students’ learning experience.

Each facility’s nursing staff is responsible for the quality of nursing care the patients receive from all members of the health care team; therefore, the facility nursing staff is responsible for the quality of care the patients receive from students. Because the staff knows the patient and are ultimately responsible for their patient, the instructor and students must collaborate with these nurses for their skills and knowledge to give the best nursing care possible.

The following guidelines for students, instructors and staff nurses should help clarify responsibilities for each role in the clinical setting:

**Student Commitments:**

1. Arrive at the designated clinical assignment 15 minutes before the shift is scheduled to begin.

2. Notify the clinical instructor at least two hours in advance of an absence.

3. Understand and follow facility policies.

4. Understand scope of practice and skill level. Only provide care in which you are qualified and competent.


6. Actively seek help when uncertain of ability to perform tasks.

7. Be a team member by offering assistance whenever possible.

8. Seek out learning opportunities and discuss with preceptor and instructor.

9. Report errors and omissions immediately and take necessary action.

10. Report any illness or injury to instructor or unit supervisor immediately.
Instructor Commitments:
1. Be responsible for the overall supervision of the students including being physically in the facility during the clinical rotation.
2. Understand, teach, and follow facility policies and procedures.
3. Be responsible for the overall learning experience of the students.
4. Seek out learning experiences for students.
5. Keep facility informed as to: names of students, dates of experiences, changes in plans, and types of clients to meet lab objectives, lab objectives; list skills students can perform.
6. Collaborate with students and staff.
7. Evaluate student performance.
8. Facilitate post-conferences.
9. Maintain good relationships and act as a mediator when needed.

Facility Staff Commitments:
1. Helping students and instructors select clients to meet learning objectives.
2. Educate student on facility policies, procedures, and standards of practice.
3. Assisting the students with direct patient care.
4. Notifying the instructor and student of learning opportunities.
5. Notifying the student and instructor if unsafe or at-risk actions are witnessed.
6. Promptly contact the instructor with questions or concerns.
7. Share knowledge and demonstrate patient care when appropriate.
8. Provide input of student’s progress to the instructor.

Appeals Process
Appeals must be submitted in writing to the Program Director. Responses will be in writing.

Drug Free Environment
Perry Foundation Academy of Health is committed to protecting the safety, health, and well-being of its employees, clients, and all people who come into contact with its workplace(s) and property, and/or use its products and services. Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, the Perry Foundation Academy of Health is committed to ensuring a substance-free environment for all its employees and clients. Perry Foundation Academy of Health therefore strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. In addition, Perry Foundation Academy of Health strictly prohibits the abuse of alcohol or prescription drugs. Any violation of this policy will result in disciplinary action up to and including dismissal from the program and possible referral for criminal prosecution.

Reasonable Suspicion Testing of Students
Where there is reasonable suspicion to believe that a student has violated any provision of the clinical training facility’s Drug-Free Workplace Policy, the facility may require that the individual undergo a blood or urinalysis for the presence of any illegal drug, controlled substance, or alcohol.
Electronic Devices
Personal Data Systems are not allowed during exams. Electronic devices including but not limited to cell phones must be in silent mode during classroom, lab, and clinical sessions.

Care and use of equipment and supplies
You are responsible for using good judgment and care when using equipment and supplies of the Perry Foundation or training facility. Follow instructions and, if you have any questions, ask a knowledgeable resource. If you discover poor or malfunctioning equipment, please report the situation to a supervisor or your instructor. Students who damage or destroy equipment or who lose equipment may be subject to disciplinary actions up to and including discharge from the program.

Attendance
Attendance is necessary to obtain the most benefit from the CNA program and as such, the following policy is in effect.

- Absence: If the student misses 25% or more of a class, it will be considered an absence.
- Tardiness: If the student arrives after a scheduled start time of a session.

Three tardies will equal one absence. After two absences, the student may be withdrawn from the program. Tardies and absences will not be allowed during clinical session. *

*Makeup for any missed time will be at the discretion of the instructor.

Please note: In the event of an emergency, the student must do the following:
1. Notify the instructor. Do NOT leave a voice mail or email.
2. Follow up with the instructor regarding his/her absence and schedule the makeup. Make up time for a missed session may be required and is at the discretion of the instructor and academic director. More than two absences, for any reason, will withdraw the student from the program. Refund policy applies.

Course Work
Course work missed for any reason may be made up at the discretion of the instructor. It is the responsibility of the student to consult with the instructor prior to any absences from any session. The instructor makes the final determination on whether the missed work can be done at a time other than during the regularly scheduled class period.

Prevention of Blood Born Pathogen Exposure
Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Infection control programs are designed to protect patients, students, and staff from infections.

All students are required to familiarize themselves with the clinical training facility’s blood borne pathogen, infection control, and accidental exposure policies and procedures.
Accidental Exposure
A student who has exposure to blood or body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash needle stick and/or cuts with soap and water.
- Flush splashes to the nose, mouth, or skin with copious amounts of water.
- Irrigate eyes with clean water, saline, or sterile irrigants.
- Remove soiled personal protective equipment and/or clothing as soon as possible.

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the appropriate registered nurse at the clinical facility AND
- Notify clinical faculty who will then implement the process below.
- If there is a witness to the incident, several steps can be taken simultaneously.

Clinical training facility and student must:

- Complete an incident report at the clinical facility, if required; and be aware of and follow any reporting and follow-up requirements of the clinical facility.

The Clinical Faculty will be responsible for coordinating the procedures needed to get appropriate care for the student.

The Clinical Facility will:

- Identify the source of the exposure.
- Obtain stat physician’s order for needle stick exposure panel, if a needle stick.
- Obtain consent from source client, if not in chart.
- Determine who will be the health care provider for the student for counseling and treatment, if needed.
- Obtain phone number and name of student and the health care provider, and provide this information to the contacts listed below.
- Normally the labs will be run STAT and will be reported to the student's physician.
- Provide the student with contact information to obtain source testing results.
- Send the student to their health care provider to obtain medical evaluation and post-exposure follow-up within 1 to 2 hours of the exposure. Medical evaluation may be at the clinical training facility; a private healthcare provider; at an urgent care facility; or at an emergency room.
  - Student should bring a copy of the documents with as much completed information as possible to the health care provider. They should also have the contact number for source information so that the health care provider may obtain results.
Additional responsibilities
- The clinical instructor must notify the Academic Director of the incident as quickly as possible.
- It is the student’s responsibility to make his/her healthcare provider aware of the results of any blood panel drawn as a result of an exposure.
- It is the student’s responsibility to follow-up with any counseling recommended by his/her healthcare provider as a result of an exposure.
- It is the student’s responsibility to follow-up with any treatment recommended by his/her healthcare provider as a result of an exposure.

Source information
- The clinical facility will collect as much information as possible from the source patient following an exposure. While Perry Foundation Academy of Health will make every effort to maintain confidentiality, the Perry Foundation cannot be held responsible for acts and omissions of the clinical agency.

Instructor Evaluations
At the end of the course, each student will be asked to complete an instructor/course evaluation. To encourage honesty, the evaluations will be anonymous, and handed out after all exams are complete.

Student Indemnification
In an event of school discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

Standard of Academic Progress

**GRADING SCALE**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade (%)</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97 – 100</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>94 - 96</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 93</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>84 – 86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 83</td>
<td>2.7</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 80</td>
<td>0</td>
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</tbody>
</table>

All students must maintain the following minimum standards of Satisfactory Academic Progress (SAP):
- Maintain a minimum grade of 80%;
- Compliance with our attendance policy.
• Maintain satisfactory improvement of learned skills.

Students are monitored for SAP at the completion of 72 hours and are advised of their academic progress at that point in time.

Students who have not maintained a minimum grade of 80% or have not complied with the stated attendance policy at the completion of the 96-hour program will be, at the discretion of the faculty, allowed readmission following all policies, rules and regulations.

Readmissions
A student may apply for re-admission if the student:
1. Left the program in good standing. All previous hours are forfeited, and all fees and tuition apply.
2. If dismissed from the program, the student may write a letter of appeal to the School Director. Re-admission is at the digression of the School Director.

Evaluation Criteria
Skills
1. Learner will demonstrate satisfactorily in all learned skills and document competency on skills demonstration checklist.
2. Learner must achieve a PASS on a PASS/FAIL scale during final skills demonstration exam.

Quizzes
- Quizzes will be completed regularly throughout the program and will be weighted less than exams. Retakes of quizzes will be allowed at the discretion of the instructor.

Exams
- Exams will be completed throughout the program and will be more comprehensive than quizzes.

Finals & Successful Completion of Program
- The final exam consists of two parts: written and skills demonstration. Students must PASS the skills demonstration on a PASS/FAIL scale and achieve a minimum 80% academic average, including the final exam.

Placement Services
Perry Foundation Academy of Health does not guarantee employment, but offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Licensure and Accreditation Status
Licensed to operate by the Commission on Postsecondary Education. Approved by the Nevada State Board of Nursing
<table>
<thead>
<tr>
<th>Program Schedule</th>
<th>Total Hours</th>
<th>Objectives</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day 1: The Role and Responsibility of the Nursing Assistant. Communication and Interpersonal Relationships</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Expectations &amp; Catalog Review</td>
<td></td>
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<tr>
<td>Introduce Skills Video and ‘My Evolve’</td>
<td></td>
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<tr>
<td>Ch 1 Intro to Health Care Agencies</td>
<td></td>
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<tr>
<td>Ch 2 The Person’s Rights</td>
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<tr>
<td>Ch 3 The Nursing Assistant</td>
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<td></td>
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<tr>
<td>Ch 4 Delegation</td>
<td></td>
<td></td>
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<tr>
<td>Ch 5 Ethics and Laws</td>
<td></td>
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</tr>
<tr>
<td>Homework: Review Chapters 1-5</td>
<td>8</td>
<td>Describe the types, purposes, and organization of health care agencies, the health care team and the nursing team/service department.</td>
<td>Responsibilities and scope of practice of a nursing assistant.</td>
</tr>
<tr>
<td>Read Ch 6 Student and Work Ethics</td>
<td>0</td>
<td>Understand the importance of the nursing assistant and responsibilities.</td>
<td>Types of health care facilities, healthcare team, chain of command and patient care partnership.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Describe the 4 steps in the delegation process and the Five Rights of Delegation.</td>
<td>The Omnibus Budget Reconciliation Act of 1987 (OBRA), the ombudsman role and protecting person’s rights.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identify scope of practice, legal issues, rights of residents and reporting elder abuse.</td>
<td>Ethics and Laws. Legal issues including: liability, negligence, tort laws, reporting, disciplinary actions, ethical behavior, resident’s rights, elder abuse and reporting.</td>
</tr>
<tr>
<td>Review</td>
<td></td>
<td>Explain the purpose, legal and ethical responsibilities and recording in the medical record.</td>
<td>Elements in the communication process, barriers to successful communication, observed interpretation.</td>
</tr>
<tr>
<td>Ch 7 Communicating with the Health Team</td>
<td></td>
<td>Demonstrate best care practices for temperature taking, use of different types of thermometers, blood pressure, how to take an accurate pulse and respiration.</td>
<td>Medical records: purpose, sections, responsibilities, recording.</td>
</tr>
<tr>
<td>Ch 8 Assisting with the Nursing Process</td>
<td></td>
<td>Name the components of the musculoskeletal, urinary, integumentary, cardiovascular, respiratory, endocrine, sensory, digestive, and nervous systems.</td>
<td>Plan of care and personal stress management.</td>
</tr>
<tr>
<td>Ch 9 Understanding the Person</td>
<td></td>
<td>Understand the effects of aging on the respective systems.</td>
<td>Vital signs, temperature taking, normal ranges of body temperatures, types of thermometers.</td>
</tr>
<tr>
<td>Ch 10 Body Structure and Function</td>
<td></td>
<td>Identify and know common meaning and abbreviations used in health care.</td>
<td>Taking an accurate pulse, respiration, blood pressure; the normal range and correct equipment.</td>
</tr>
<tr>
<td>Homework: Review Chapters 7-10</td>
<td>3</td>
<td></td>
<td>The components, function and impact of aging on various systems of the anatomy.</td>
</tr>
<tr>
<td>Read Ch 13 Safety</td>
<td></td>
<td></td>
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<tr>
<td><strong>Mock Kills</strong></td>
<td>8</td>
<td></td>
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<tr>
<td>Blood Pressure</td>
<td></td>
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<tr>
<td>Vital Signs</td>
<td></td>
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<tr>
<td><strong>Day 3: Safety and Infection Control</strong></td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td></td>
<td></td>
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<tr>
<td>Ch 16 Preventing Infection</td>
<td></td>
<td></td>
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<tr>
<td>Ch 17 Body Mechanics</td>
<td></td>
<td></td>
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<tr>
<td>Ch 18 Safely Moving the Person</td>
<td></td>
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<tr>
<td>Ch 19 Safely Transferring the Person</td>
<td></td>
<td></td>
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<tr>
<td>Homework: Review Chapters 13, 16-19</td>
<td>3</td>
<td>List rules of general safety, fire, disaster, oxygen use, restraints.</td>
<td>Rules of safety, fire, disaster and oxygen. Principle of body mechanics, restraints and safely moving the person.</td>
</tr>
<tr>
<td>Read Ch 20 The Person’s Unit</td>
<td></td>
<td>Explain the chain of infection, Standard Precaution techniques, asepsis, disinfection and sterilization.</td>
<td>Infection control, standard precaution techniques, and lifesaving methods and measures.</td>
</tr>
<tr>
<td><strong>Mock Skills</strong></td>
<td></td>
<td>Demonstrate proper hand washing, gowning and gloving.</td>
<td></td>
</tr>
<tr>
<td>Isolation Gown &amp; Gloves – Urinary Drainage Bag</td>
<td></td>
<td>Demonstrate safely transferring the client, safely repositioning the client and ambulation of the client.</td>
<td></td>
</tr>
<tr>
<td>Handwashing</td>
<td></td>
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</tr>
<tr>
<td>Day 4- Personal Care Procedures Review</td>
<td>State the role of the nursing assistant in treatment and procedures of: skin care; oral hygiene; bathing; dressing and undressing; shaving; nail and hair care.</td>
<td>Proper use and correct application of gait belt. Principles of safety as they relate to wheelchairs, beds, gurneys, transfers with assistive devices, etc.</td>
<td>Day 6- Exercise and Activity. Admission and Discharge Procedures. Procedures for Unsterile Warm and Cold Applications Review</td>
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<tr>
<td>Ch 14 Fall Prevention</td>
<td>No text provided.</td>
<td>No text provided.</td>
<td>Ch 30 Exercise and Activity</td>
</tr>
<tr>
<td>Ch 15 Restraint Alternatives and Safe</td>
<td>No text provided.</td>
<td>No text provided.</td>
<td>Ch 32 Admissions, Transfers, and Discharges</td>
</tr>
<tr>
<td>Restraint Use</td>
<td>No text provided.</td>
<td>No text provided.</td>
<td>Ch 36 Wound Care</td>
</tr>
<tr>
<td>Ch 21 Bedmaking</td>
<td>No text provided.</td>
<td>No text provided.</td>
<td>Ch 37 Pressure Ulcers</td>
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<tr>
<td>Ch 22 Personal Hygiene</td>
<td>No text provided.</td>
<td>No text provided.</td>
<td>Ch 39 Oxygen Needs</td>
</tr>
<tr>
<td>Ch 23 Grooming</td>
<td>No text provided.</td>
<td>No text provided.</td>
<td>Homework: Review Chapters 30, 32, 36, 37, 39.</td>
</tr>
<tr>
<td>Read:</td>
<td>No text provided.</td>
<td>No text provided.</td>
<td>Read:</td>
</tr>
<tr>
<td>Ch 31 Comfort, Rest and Sleep</td>
<td>No text provided.</td>
<td>No text provided.</td>
<td>Ch 34 Collecting and Testing Specimens</td>
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<tr>
<td>Ch 33 Assisting with the Physical Examination</td>
<td>No text provided.</td>
<td>No text provided.</td>
<td>Ch 34 Collecting and Testing Specimens</td>
</tr>
<tr>
<td>Ch 34 Collecting and Testing Specimens</td>
<td>No text provided.</td>
<td>No text provided.</td>
<td>Ch 34 Collecting and Testing Specimens</td>
</tr>
<tr>
<td>Mock Skills</td>
<td>Theory Hours</td>
<td>Lab Hours</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------</td>
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<td>------------------------------------------------------------------------------</td>
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<tr>
<td>• Perineal Care</td>
<td>3</td>
<td>5</td>
<td>Demonstrate proper perineal care, bedpan, output and catheter care.</td>
</tr>
<tr>
<td>• Bedpan &amp; Output</td>
<td></td>
<td></td>
<td>Describe needed attributes to work successfully with clients with special</td>
</tr>
<tr>
<td>• Catheter Care</td>
<td></td>
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<td>needs; needed assistance; effects of rehabilitation on the client’s life;</td>
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<td>prevention of complications; assisting with communication and physical</td>
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<td>limitations.</td>
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<td>Differentiate between the central nervous system and the peripheral nervous</td>
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<td></td>
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<td>system.</td>
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<td>Identify common disorders of the nervous system.</td>
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<td>Discuss actions and observations for clients who have seizures.</td>
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<td>Describe Type I and Type II diabetes, hyperglycemia, hypoglycemia and how to</td>
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<td>manage and treat each.</td>
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<td>Describe various reactions seen in people with cognitive impairment.</td>
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<tr>
<td></td>
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<td></td>
<td>Identify contributing causes, care, plan and impact of client with cognitive</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>impairment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Discuss preventing and reporting elder abuse.</td>
</tr>
<tr>
<td>Mock Skills</td>
<td>5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>• Dressing a Bed-Ridden Client</td>
<td></td>
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<tr>
<td>• Feeding a Dependent Client</td>
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<tr>
<td>• ROM – Upper Extremities</td>
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</tr>
<tr>
<td>• ROM – Lower Extremities</td>
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</tbody>
</table>


Content Review
Exam 2
Ch 40 Respiratory Support and Therapies
Ch 41 Rehabilitation and Restorative Nursing Care
Ch 48 Mental Health Disorders
Ch 49 Confusion and Dementia
Ch 54 Basic Emergency Care

Homework: Review Chapters 40, 41, 48, 49, 54.
Read during clinicals week:
Ch 42 Hearing, Speech, and Vision Problems
Ch 43 Cancer, Immune System and Skin Disorders
Ch 44 Nervous System and Musculo-Skeletal Disorders
Ch 45 Cardiovascular, Respiratory, and Lymphatic Disorders
Ch 46 Digestive and Endocrine Disorders
Ch 47 Urinary and Reproductive Disorders

**Day 8**
Clinical Rotation Quiz

**Day 9**
Clinical Rotation Content Review: Chapters 42-47

**Day 10, 11**
Clinical Rotation Content Review

**Day 12 - Care of Clients who are Grieving, Dying or Deceased**
Content Review Poster Presentation (if applicable)

Describe the rights, care, signs, symptoms, and needs of a dying client.
Describe post-mortem care, mental health condition and suicide prevention

Rights of a dying client, stages of grieving process, hospice program and ways to meet the needs of the dying client.
The following are to be covered if not assigned earlier in curriculum.
Ch 11 Growth and Development
Ch 12 Care of the Older Person
Ch 51 Sexuality
Ch 53 Assisted Living
Ch 55 End-of-Life Care
Ch 56 Getting a Job

**Finals**

<table>
<thead>
<tr>
<th>Theory Hours</th>
<th>Lab Hours</th>
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</thead>
<tbody>
<tr>
<td>8</td>
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</tbody>
</table>

Theory Hours 43
Lab Hours 21
Clinical Hours 32
Total 96

**Hours are for a full class of 15 students**

- Number of classroom/lab hours prior to resident contact: 56 hours
- Length of program in weeks: 4 weeks
- Number of classes to be conducted in 12 months: 12

Perry Foundation Academy of Health will schedule a minimum of 6 courses in a 12-month period.

Number of students who may enroll per program offering:
- There is a maximum of 15 students per 1 instructor in a lab setting, and a minimum of 4 registered students for each session.