

## **NURSING ASSISTANT TRAINING MODEL**

### Online Course Curriculum

#### **INTRODUCTION**

This model curriculum meets the requirements of the Omnibus Reconciliation Act of 1987.

#### **PROGRAM DURATION**

The curriculum includes objectives, vocabulary and the proposed content. The program lasts 6 weeks, including all classroom, home study and laboratory. Utopia Health Career Center's program also offers seminars for 3 months post-graduation. (This program is optional and free - at no extra cost).

#### **COURSE SCHEDULE:**

##### **First week**

Wednesday 9:00 am - 1:00 pm Lab skills

##### **Second week**

Wednesday 9:00 am - 1:00 pm Lab skills

##### **Third week**

Wednesday 9:00 am - 1:00 pm Lab skills

##### **Fourth week**

Wednesday 9:00 am - 1:00 pm Lab skills

##### **Week Five**

Wednesday 9:00 am - 1:00 pm Lab skills

##### **Sixth week**

Wednesday 9:00 am - 1:00 pm Lab skills

Competency Test will be scheduled after all requirements are met in the Training Center.

Testing is through Prometric.



Health Career Center

1074 Plaza Dr, Kissimme, FL 34743

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Email: [info@utopiahcc.com](mailto:info@utopiahcc.com)

[www.utopiahcc.com](http://www.utopiahcc.com)

### **EDUCATIONAL PROGRAM OBJECTIVES**

1. To provide students with experience in the classroom areas and laboratory skills.
2. Provide students the skills that are prerequisite to perform in specific areas and to find employment.
3. Provide students required by federal and state law training to serve as a nursing assistant.
4. To provide students who have completed a training program as a nursing assistants the opportunity to update their knowledge.

### **CERTIFICATE OF TRAINING**

Individuals who complete the program receive a certificate of training from UTOPIA HEALTH CAREER CENTER.

The document means that the student has successfully completed the training program for nursing assistants.

### **Overall Evaluation Information**

#### I. Evaluation Criteria

##### A. Skills:

- Students will demonstrate professional behavior manners using communication and proper respect for the rights of clients.
- Students will reach 100% of the skills in order to pass the class. Unprofessional behavior, unsafe or use of abusive language during the tests, constitutes a failure of the examination.

##### B. Written / oral:

- The student will achieve a minimum of 80% in oral / written examination.

##### C. Rating Scale:

- A score 80% or more on written / oral tests and 100% on skills tests is required to pass the class.

A - 90 to 100

B - 80 to 89

C - 75 to 79

D - 60 to 74

F - Less than 60

##### I. Quizzes:



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II. General Rules:

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### **Attendance Policy:**

Students must attend all classes. The course is short it only lasts 6 weeks. If being absence is unavoidable, the student will have one opportunity to take the missed module. The missed class can take up to 6 weeks to become available again.

### **Dress code:**

The temperature inside the classroom is 70 degrees, so wear appropriate clothing for your personal thermostat: we will not adjust the thermostat of the air. Low cut shirts are not permitted, and no short "shorts ". "Shorts" must be adequate and at appropriate length. Men should have secured pants and cannot use them under the buttocks. Undergarments may not be visible at any time. Hats are not allowed in the classroom. The Dress Code for laboratory skills is: Full uniform. All students must wear ID badges and black or white shoes without holes or openings (for security reasons). All uniforms must be clean, free of stains and ironed (wrinkle free). Failure to follow these rules will result in the student being sent home and lose the school day.

### **Student's Rights**

Utopia Health Career Center is committed to maintaining fair and reasonable practices in all matters affecting students: the delivery of educational programs, the provision of support services, and timely resolution of disciplinary matters as well as handling student complaints. Students are fully shielded from impulsive, irrational, unauthorized, false, malicious, unfair or inappropriate or unacceptable conduct subjective assessments by a faculty member. The complaints of the students are considered grievances, which can be classified as: Academic (about grades or percentages) or Academic and discriminative complaints (sexual harassment, unlawful discrimination or violation of the Rules and Policies of Utopia Health Career Center, etc.). Students, staff and faculty are required to act in ways that promote the safety of themselves and others, and to report serious crimes and emergencies to the administration as soon as they are known or discovered.

### **Student Responsibilities:**

1. The conduct in the classroom must follow accepted safety measures. No disrespectful behavior toward others, toward the instructor or the office staff will not be tolerated.
2. Each student has the responsibility to get to class on time and prepared to learn. The student will come to school every day of class unless you are physically unable to do so.
3. Student dress should be in accordance with the guidelines of Utopia Health Career Center at all times.
4. Food or beverages are not allowed in the labs.
5. Recorders are not permitted in the classroom.



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6. No wild hair colors, lush hair will be allowed. Students are to display a professional appearance in dress and hair all the time.
7. Men are not allowed to wear earrings in the clinical setting. Women are only allowed a pair of small earrings in the clinical setting. No perforations are allowed in the body. (Especially the face).
8. Female hair should appear professional and above the neck. A man's hair should be neatly trimmed showing professionalism.
9. Cell phone use is not allowed in the classroom or laboratory skills. All cell phones must be turned off or muted. Text messaging, etc. . . Will not be allowed in the classroom and student will be asked to leave the classroom.
10. The student prepares assignments before class and delivers on time.
11. The student listens attentively in class and participate in lessons appropriately.
12. It is student's responsibility to respect school property. Treat textbooks, library materials, educational materials, furnishings and facilities carefully. He / she uses a computer in a responsible manner and put everything in its place when you finish using it. He / she places the materials properly and reports damage or defective operations.
13. The student shows respect for the property of other students and teachers. If he / she has to borrow something, he / she asks permission and returns the borrowed item in satisfactory condition.
14. Every student must respect the teacher, classmates and staff facilities. A student will treat everyone as he / she would like to be treated. He / She speaks to others in normal voice and appropriate language. He / She avoids insults and being aggressive to others. He / She collaborates in group tasks and accept responsibility for his / her assigned part.
15. Each student should report the problems observed to a personal instructor or staff of the facility. This includes problems with a fellow student, security measures and infringements of Utopia's policies and standards.
16. The student should also feel free to approach an instructor when he/she feels that the teaching methods are not effective for him / her to learn. The instructor can offer suggestions for more effective learning and help students with a better education.

### **Refund Policy:**

No refunds will be issued after the first day of class.



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**GRIEVANCE POLICY:**

Utopia Health Career Center is committed to the policy, principles and practice of maintaining an environment free of unlawful discriminatory conduct and equal opportunity for all persons regardless of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political affiliation or belief, veteran status, sexual orientation, gender identity and expression, or genetic information. This commitment is consistent with federal and state laws, and the policy of our institution.

In case of a problem, the following steps will be taken:

1. Starting the formal complaint will be heard / documented.
2. We will launch an investigation.
3. A resolution will be issued.
4. Center's policies will be reevaluated at that point and revisions will be made as needed.

**Webinar Program:**

After graduation from the program and having completed all your payments, students will have the opportunity to participate in a program of weekly webinars for 3 months duration. This program is entirely voluntary, but is free of charge to the graduates of our institution. The purpose of this program is to offer extended training related to the duties of a Nursing Assistant. The webinars will be offered every week for three months. The days and times will be announced in advance. Students will receive a certificate for each webinar completed.

I HAVE READ AND UNDERSTAND THE GENERAL STANDARDS, THE ATTENDANCE POLICY AND ALL INFORMATION CONTAINED IN THIS PROGRAM SYLLABUS.

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Student's Signature

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Date

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Instructor's Signature

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Date