

The Meadows of Northern Arizona

2016-2017 Training Catalog

Advanced Placement Course

Location: The Meadows of Northern Arizona Advanced Placement and CNA Training Center

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Offering courses for: , Approved by the Arizona State Board of Nursing.

Catalog Effective: November 25, 2016 to – December 31, 2017

Revised 10/25/2016

All policies are effective 10/25/2016 and will be reviewed at the discretion of the Director but will be no less than six months.

The Meadows of Northern Arizona Inc. –Advanced Placement Certified Nursing Assistant services range from social-recreational activities and personalized rehabilitative adult care programs. We provide family support, and education meetings, and we are an active partner with community organizations serving the counties elderly.

Our main goal is to produce from our course, Certified Nursing Assistants for long term care skilled nursing facilities that are able to give quality care to individuals with disabilities, such as the elderly or mentally disabled in our community. We are confident that The Meadows of Northern Arizona Inc. has become a premium training resource for the area of central and northern Arizona. The Meadows of Northern Arizona Inc. serves all of Northern Arizona including rural Yavapai County, between Flagstaff and Phoenix, with a population of 125,000 living in small and un-incorporated towns stretching over 8,125 square miles. According to the U.S. Department of Labor, entry – level salary is **\$21,000**.

Yavapai and other central and northern AZ counties lack a trained work force to serve the needs of this growing elderly population. Long term care facilities need specialized training to help those resident/clients with tasks of daily living. Without this specialized training, the elderly are at risk and would receive far less than quality, individualized, caring assistance. The county’s community of trained Certified Nursing Assistants has recognized this need and supports The Meadows of Northern Arizona Inc.’s training classes. These classes are held monthly. According to former Governor Janet Napolitano’s aging 2020 Arizona’s Plan for the Aging Population, “by 2020, one in four Arizonans will be over the age of 60”. With the growing ageing population in Arizona, Certified Nursing Assistants is also growing in demand.

SCHOLARSHIPS

The Meadows of Northern Arizona Inc., is a 501(c)(3) non-profit organization that may offer one scholarship per training course for our Certified Nursing Assistant training program. The scholarship criteria will be based on an essay written by the individual applying for the scholarship. The requirements for the essay are as follows: the essay should be titled “Why I would like to become a Certified Nursing Assistant”, and will need to be a minimum of 1000 words. Applicants who will be submitting an essay need to have a monthly income of \$1000 or less for a 1 person household or \$1500 or less per month for a two person household.

Any scholarship awarded will be a Training Course (\$995) paid scholarship for the Certified Nursing Assistant program. The Meadows of Northern Arizona is currently approved through NACOG, VOC Rehab, and the Yavapai Apache Tribe.

To apply, the 1000 word essay must be attached to the enrollment agreement/application form.

- Quarterly schedules of actual dates/times/locations of classes are published throughout the year. Please refer to these for updated information.
- Classes may be cancelled if there are less than 3 students enrolled.
- Students grades, DOB, SSN, tests and certificates earned will stay on file at The Meadows of Northern Arizona Training Center.
- Student attendance will be taken on each class day. Classes begin promptly at the times posted.
- Dress code for class is casual business attire.

COURSE

Advanced Placement Course - 40 hours(1 week) / 8 hours testing/ 16 hours skills testing/16 hours clinical

Course Fee: \$695

Books and supplies:

- Textbook: **\$100.**
- Workbook: **\$70-(Optional)**
- Scrubs (color-Ceil Blue) **\$10 rental**
- D&S Handbook **Free**

State Approved Exam **\$118**---in order to cancel a pre-scheduled exam, there will be a \$50 fee made to payable to D&S Diversified.

THE MEADOWS REQUIREMENT FOR THE ADVACED PLACEMENT CLASS

- **Must be a Caregiver with at least one year full time employment in the direct provision of health care within the last 5 years or students who have successfully completed course work that included direct patient care experiences in allied health, medicine or nursing in the past 5 years.**
- **The program will require and advanced placement student to meet the same outcomes as regular students on all examinations and skill performance demonstrations.**

- **The program will require an advanced placement student to successfully accomplish all clinical objectives during a minimum of 16 hours clinical practice under the direct supervision and observation of a qualified instructor and in a long term care facility.**
- **Upon successful completion of advanced placement in any other program requirements the program will credit the graduate with the same number of didactic, laboratory, and clinical hours as the regular graduate.**

CPR and 1st Aid - Will be offered separately from the curriculum. If a student has a valid CPR & First Aid card, the fee will be waived. - **\$45**

Fingerprint Clearance – We will assist you in completing your fingerprint application. The cost for this will be entirely up to you and will not be included in the course cost. Generally, it costs **\$5** (cash only) for your fingerprinting at the Yavapai County Sheriff Office, and to submit the application there is a current charge of **\$67** that needs to be in the form of a money order, made out to THE ARIZONA DEPARTMENT OF PUBLIC SAFETY. **You must pass a background check and receive a Level One Fingerprint Clearance Card in order to receive your certification.** (A Level One Fingerprint Clearance Card is required at all places of employment to work as a Certified Nursing Assistant in the state of Arizona). If a student has a current Level One Fingerprint card the fee will be waived.

T.B. Test – on the first week of any course, we will be conducting tuberculosis testing. The TB test is administered by a qualified outside source. (A current [within the past 6 months] negative T.B. test is required by any employer hiring a Certified Nursing Assistant to work.) If a student has a current negative T.B. test, the fee will be waived. **\$25**

The Meadows of Northern Arizona requires CPR/1st Aid, ASBN Level One Fingerprint Clearance and T.B. test for a student to go to clinical studies.

- **Prerequisites:** High School Diploma or GED or basic competency test with instructor, legal resident of the State of Arizona, have no felony convictions, be able to pass a background check, be able to pass a drug test, never tested positive for TB.
- **Fixed Equipment at the school:** Tables, chairs, transfer/gait belt, wheelchairs, bathroom equipment w/bars, toilet support, thermometer, TV, DVD player, blood pressure monitor, easel w/accessories, pads, briefs, first aid kit, walker, hoist lift, and bedside commode. (Some of this equipment may not be used in the curriculum teaching).

THE FOLLOWING IS PERTINENT TO ALL COURSES

- The Meadows of Northern Arizona, Inc. does not offer formal job placements for those completing their programs. However, students will be supplied with a listing of job openings in the area. All interviews and other contact with these openings are not affiliated or organized by The Meadows of Northern Arizona, Inc.
- The Meadows of Northern Arizona trainers, staff and faculty have had more than two years of practical work experience in the subject the instructor is teaching; and has a degree or license from an accredited institution equal to or exceeding the degree awarded to the graduate of the program in which the instructor is teaching.

Attendance Policy – Attendance will be taken by the instructor at the beginning of each day of class. A student will be determined to be withdrawn from the program if the student has not attended any class for one consecutive day. Students are required to receive at least 24 hours of testing and clinical skill performance testing. After documentation of successful passing scores of all CNA written testing and skills testing students must complete 16 hours of clinical time in a licensed extended care facility.

Grading System – Grades are based on quizzes, tests, and clinical performance exams provided by the school. A student must either attain at least 75% on each theoretical exam, or 75% on a comprehensive theoretical exam. One retake is allowed for each test and will:

- Address the competencies tested in the original test
- Contain different items from the original test
- Be documented in the student's record

Program Completion – All students must complete the following requirements in order to pass the CNA Training Program:

1. Pass the Course Curriculum with no less than a 75% score,
2. An ASBN level one fingerprint clearance card,
3. A valid TB skin test,
4. A valid CPR/First Aid card,
- 5.. All fees are paid

Within 15 days of program completion, TMNA shall provide a certificate of completion document, which contains the following, to each student who has completed the program:

- The name and classroom location of the program
- The number of classroom and clinical hours in the program
- The number of clinical hours at a LTC facility
- The end date of the program
- The program number, if known, and
- The signature of the program coordinator, instructor, or the supervisor of the program coordinator or instructor.

Certificates - Students are given one free copy of their official certificate. The initial certificate is sent to the payer (institution or individual). If an institution made the initial payment, the student must work out an arrangement with that institution to obtain copies on file. A \$25.00 fee will be charged by TMNA, Inc. for each additional missing certificate that must be researched, and must be paid in advance before they are processed. Certificates will not be released for students who may have a past due account with the school.

Academic advising - A student's educational objectives, grades, attendance and conduct are reviewed on a regular basis. If academic standing or conduct is unacceptable, the student will be advised. Failure to improve academic standing or behavior may result in further action being taken, up to and including termination. Students are encouraged to seek academic advising through their instructor.

Course Incompletes - An "incomplete" cannot be given as a final grade. However, at the end of the program a student may be granted an extension from the Director of Education. This extension of time will be determined by the Director of Education in order to complete all the required course materials and assignments. The extension can be used to make-up accrued absences from class. If the student does not complete the required course work and assignments within the extension period, he/she will receive a FAIL grade, which will be averaged with the students other grades to determine the percentage average.

Leave of Absence (LOA) - Leaves of absence, including military leaves, shall be reasonable in duration, not to exceed (60) calendar days and shall be for specific and acceptable purposes. A written request properly signed and dated by the individual and the Director of Education must be filed prior to the beginning of such a leave, unless circumstances prevent completion of the request at that time. Student must return on or before the expiration of the leave of absence or face termination.

Satisfactory Academic Progress - Satisfactory progress is defined as a passing grade in all levels of the training program. In the event that a student does not achieve a 75% or higher on all tests, the student will be allowed to present justification or evidence of extenuating circumstances as to why he/she should be allowed to continue training. The student will be considered making satisfactory progress during any probationary period. If the student had not achieved the criteria as set forth in this section at the end of the probationary period, he/she may be terminated from the training program. If a student must repeat a section of study, he/she may be charged a repeat fee to be determined by the Director of Education. This repeat of the section of study may be due to academic failure or failure to meet attendance requirements. The maximum time allowed for repeats will be determined by the Director of Education. The grade earned in the repeat section of study will prevail.

Student Records - Student records will be maintained and retained by the owner of The Meadows of Northern Arizona L.L.C. for a period of three (3) years at the location of The Meadows of Northern Arizona Training Center 1040, Whipple Street, Prescott, AZ 86305. ADHS, the Director of Education, and the Student are authorized to access the student's records. Student's request for copies of records must be in writing.

Student records shall consist of:

- A skills checklist containing documentation the student achieved competency in the classroom and in the clinical setting.
- An evaluation form containing the student's responses to questions about the quality of the instructional experiences provided by the training program.
- All completed coursework
- Copy of CPR and First Aide Certificate
- Copy of TB Skin Test results
- Copy of Level One Fingerprint Application submitted or card
- Enrollment Agreement that includes SSN, DOB, address and phone
- Copy of Training Certificate

Student Conduct - Students must adhere to the rules and regulations of The Meadows of Northern Arizona, Inc. Students whose conduct reflects discredit upon themselves or the school may be subject to probation and/or

termination. The student must adhere to conduct that will not interfere with the learning process of any other students, the classroom presentation by the instructor, or the progress of the class in general. The Administration of The Meadows of Northern Arizona, Inc. reserves the right of judgment, to place on probation and/or terminate a student on any of the following grounds:

- Non-conformity of rules and regulations of the school
- Conduct that is unsatisfactory to the school, staff and other students
- Unsatisfactory academic progress
- Excessive absences or tardiness
- Falsifying school records
- Breach of the school enrollment agreement
- Failure to pay fees when due and/or to make available required documents
- Entering school premises while under the influence of alcohol or drugs
- Carrying any concealed or potentially dangerous weapon.
- Aiding, abetting, or inciting others to commit any act that would detract from the normal operation of the school.
- Theft
- Cheating on tests or exams.
- Cell phone abuse

Termination Procedure - Students terminated from school are notified in writing and may appeal to the Director of Education within three (3) days of Notice of Termination.

Reinstatement - Students who have been forced to interrupt their education for any reason may request reinstatement by contacting the Director of Education. Students who were making satisfactory academic progress when they withdrew will be eligible for re-entry without condition for a period of 60 days after enrollment. Students who were not making satisfactory progress may be placed on academic probation, or have other special conditions placed on their re-entry.

All students requesting reinstatement will be required to go through a portion of the admissions process again. A \$25.00 reinstate fee will be charged to students whom desire to re-enter the training course.

Instructor Supervision of Students - TMNA shall provide a minimum of one clinical instructor for every 10 students if students perform one or more

nursing assistant activities for a patient or resident. TMNA shall ensure that the instructor is physically present in the health care setting during each performance of a nursing assistant activity for a patient or resident. TMNA shall provide an instructor-supervised clinical experience for each student, which consists of at least 40 hours of direct patient or resident care, and includes at least 20 hours caring for long-term care facility residents.

TMNA shall ensure that each nursing assistant student is identified as a student by a name badge and shall not utilize students as staff during clinical experiences.

Grievance Procedure - Student Grievance Procedure per R4-39-104 (D) (9) TMNA, Inc. recognizes the rights of the student to express grievances regarding grades and to seek solutions to problems arising from complaints, or different interpretations of our policy. Some concerns may involve course materials, financial concerns, etc. The procedure for expressing a grievance is as follows:

- Any concern should first be discussed with the immediate instructor. Complaints directed at an individual instructor or staff member must be discussed directly with the individual involved. If a resolution cannot be reached, the student may appeal in writing to the next ranking administrator.
- If the grievance is not satisfied at that level, a written complaint may be made to the Director of the Meadows. The Director must respond to the complaint, in writing within ten business days, excluding Saturday, Sunday and State and Federal holidays.
- If the student complaint cannot be resolved after exhausting the institution's grievance procedure listed above, the student may file a complaint with the Arizona State Board of Nursing. The student must contact the ASBN for further details. The ASBN address: 4747 North 7th Street, Suite 200, Phoenix, AZ 85014. Phone (602)771-7800 Fax (602)771-7888 E-Mail: Arizona@azbn.org Web site address: <http://www.azbn.org>

Fee Payments – Course fees and Book fees must be paid in full at least three (3) days prior to the start date of the course to secure a space in the program.

Cancellation and Refund Policy - Rejection: an applicant rejected by the school before the start of course is entitled to a refund of all monies paid.

3 day Cancellation - An applicant who provides written notice of cancellation within three (3) days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other cancellations - An applicant requesting cancellation more than three days after signing an enrollment agreement and making payment, but prior to entering the school is entitled to a refund of all monies paid.

Refund after the commencement of classes: **None**

- Procedure for withdrawal/withdrawal date:
 - A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and must be signed and dated by the student.
 - For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
 - A student will be determined to be withdrawn from the institution if the student has not attended any class for 3 consecutive class days for Certified Nursing Assistant Training Program.
 - All refunds will be issued within 30 days of the determination of the withdrawal date.

All fees and schedules are subject to change.