

Nebraska Health Care Learning Center 2010 Catalog





Nebraska Health Care Foundation

Nebraska Health Care Learning Center

Catalog for **2010**

Name: Nebraska Health Care Learning Center

Address: 3900 NW 12th Street, Suite 100, Lincoln, NE 68521

Multiple sites for instruction throughout the state such as convention centers, nursing facilities, assisted living facilities, and community colleges may be utilized.

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MISSION STATEMENT

“Serving those who serve” is the overriding mission of the organization. Professionalism, stewardship, quality and integrity are core values of Nebraska Health Care Learning Center. These values are expressed throughout the organization and through the education experience.

The goal of the Nebraska Health Care Learning Center is to promote growth and leadership through education for the long term care setting. Nebraska Health Care Association (NHCA) and Nebraska Health Care Foundation (NHCF) work closely together to provide essential educational opportunities throughout Nebraska in long term care fields.

OBJECTIVES

To provide access to educational opportunities within the long term care setting for professional and paraprofessional people in health care related fields.

Offer a wide range of programs throughout the state utilizing local resources to enhance rural health revitalization.

Provide a cooperative agreement with members of NHCA throughout Nebraska to enhance high standards and principles of practice through education promoting quality of life for residents.

NHC-LC will meet the needs of the long term care workforce by utilizing a variety of educational methods and technologies.

GOVERNANCE

The Nebraska Health Care Foundation (NHCF) is a nonprofit organization. The Foundation members (NHCA Board of Directors) elect the Foundation board. The Nebraska Health Care Learning Center is managed by NHCF.

The Administrator of NHC-LC is responsible for the overall management of the Learning Center. The Learning Center is responsible to the Foundation Board of Directors which takes direction from the NHCA Board of Directors.

NHCF Board of Directors

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STAFF

NHCA consists of professional and support staff including the executive director, assistant executive director, marketing and trade show coordinator, accountant, design and computer specialist, , director of education, Administrator of NHC-LC, executive administrative assistant and convention coordinator, account clerk, information technology specialist, and administrative assistant.

SCHOOL CALENDAR

The school calendar runs from January 1 to December 31. There are five quarters in a calendar year. The school calendar recognizes seven holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas day. Classes will not be in session on those days. Because of the needs of the students and the communities throughout the state, classes may be held seven days a week, in the evening as well as during the daytime. The school will operate on a ten-week quarter system. See calendar for specific start and stop dates for the quarters. Many programs will be

completed prior to the end of the quarter. The enrollment period is open for up to six months prior to the beginning of the quarter until classes are full. Walk-in registration will be accepted as space allows.

2010

Quarter 1 Jan. 1-March 13
Quarter 2 March 14-May 25
Quarter 3 May 26-Aug. 6
Quarter 4: Aug. 7-Oct. 18
Quarter 5: Oct 19-Dec. 31

FACILITIES

Facilities and equipment varies with each classroom site based on needs of the class. The Vetter Learning Center classroom is a room with a capacity of 99. A multimedia lectern with controls for VCR, DVD, Computer, and LCD projector is located within the classroom.

Every effort will be made to accommodate people with disabilities. It is an expectation that the student will request special accommodations and make their needs known as well as provide reasonable proof of need.

Currently there is a temporary site at 4640 Bair Avenue, Suite 216 equipped with a skill lab, computers, and classroom setting.

TEACHER POLICIES

Teacher to student ratio varies because of the various modalities of imparting of information. The clinical component of various programs will not exceed 12 students per instructor while performing direct resident care. The instructor may delegate supervision to appropriate personnel to enhance the clinical experience. Some programs that are didactic in nature may be large (75/1). Accommodations will be made in the event of large class sizes, and additional personnel will be available to support the learning environment.

TUITION

Tuition varies depending on the length of the program and expenses involved with the type of training. Additional fees will be identified in the educational materials and flyers. Credit-based tuition will be \$52.00 per credit hour.

CREDIT HOURS

Credit hours are based on a quarter system. Credit hours are measured as follows: one quarter credit hour is equivalent to each ten clock hours of lecture, or 20 clock hours of

laboratory, or 30 hours of clinical/ externship.

ENROLLMENT PROCEDURES

All students accepted for admission must demonstrate a desire to acquire new information and skills. Graduation from an accredited high school or GED certification is required for all programs taken for credit. High school students in good standing may enroll in eligible programs with written permission from their high school principal or counselor. Any person who is 16 years of age or older and not enrolled in a secondary school setting is eligible to enroll provided they meet stated program requirements for admission. Transcript requirements may be waived under certain circumstances. The Administrator of NHC-LC is responsible for making decisions on transcript requirement waivers.

Students enrolling in programs through the Nebraska Health Care Learning Center consent to being photographed and videotaped during educational sessions for the possible inclusion in educational materials published by the

Learning Center, NCHF, and NHCA.

Special requirements for programs are outlined in the program brochures.

All requests for information regarding admission and completed application forms must be submitted to NHC-LC.

STEPS FOR ADMISSION

Complete and sign an admission/registration form available at the NHCA Web site at www.nehca.org or at NHCA, 3900 NW 12th Street, Suite 100, Lincoln, NE 68521 (402) 435-3551.

Request a copy of high school, college, or GED transcript to be sent directly to the admissions office if requesting credit. This is not required for noncredit programs or continuing education programs.

Submit any additional information required for individual program of study

WITHDRAWAL POLICY

Students may initiate a withdrawal from a program prior to the deadline for dropping classes. To withdraw from a class, an official

drop/add form must be completed and submitted to the registration department. Failure to attend classes does not constitute a drop in the class. Notification by telephone also does not constitute a drop from a class. An official drop must be completed prior to the deadline to be eligible for a refund of tuition. Drop forms are available at NHCA or at www.nehca.org. Transfer of registration to another program or to a different date is not available. The student must completely withdraw from the program and reregister during the open registration period for the program desired.

Deadline for Withdrawing from a Program

The deadline for withdrawing from a program is a pro-rata based on the length of the program. The deadline for withdrawal is when 50 percent or less of the program has been completed. The student will receive a “W” for withdrawal recorded on their transcript. If the student is in good standing and has completed greater than 50% of the program, a grade of Incomplete (I) may be entered and the student may have the opportunity to be readmitted into the next class offered. See re-admittance policy.

Tuition refund

See Page 11

Administrative Withdrawal

Students may request an administrative withdrawal after the deadline for dropping classes. Personal issues and concerns such as illness, job change, etc. may be considered by individual instructors.

Withdrawals will not be processed for nonattendance. Nonattendance after the deadline for dropping usually results in the student receiving a non passing or unsatisfactory grade. Administrative withdrawals are handled through the Administrator of NHC-LC Administrator of NHC-LC.

Policy for School Cancellations

This policy is for cancellation of part of a course due to unforeseen circumstances such as weather or natural disasters. Because NHC-LC offers courses across the state, the school expects the instructors in the area to identify if a class day needs to be cancelled and rescheduled. Due to the difficulties of rescheduling, meeting student needs and room availability Cancellations are not to be done without identified

reasons. Road condition and facility circumstances may be considered. A facility involved in a survey is not a reason to cancel classes. Instructors who make a decision to cancel a class day must notify the NHC-LC Administrator with the decision, the reasons for the decision and the plan for making up the class time. The instructor is also responsible for timely notification of students. This policy also includes testing cancellations.

PLACEMENT ASSISTANCE

Placement assistance is not an active part of the school's role. The school will provide networking possibilities, and a job placement board is available at www.nehca.org for facilities to post active job openings. Participating in a program does not guarantee employment with the Learning Center or any related facilities.

ATTENDANCE

Attendance is a mandatory requirement for all programs. Make-up days may be allowed. A fee of \$45.00 will be required to offset the training schedule changes per day. Make-up days must be completed the next time the program is offered regardless of location.

READMITTANCE

Readmittance into a specific program may be allowed if greater than 50 percent of the program has been completed and the student has shown evidence of good conduct and attendance and has arranged to complete the program within six months or the next time the program is offered. If the lapsed period is greater than one year, the entire program must be repeated. A readmission form must be completed and submitted to the admissions office. Readmission is subject to available space and current requirements to the program of study.

RECORDS

Policies and procedures have been developed to comply with Family Educational Rights & Privacy Act (FERPA) of 1974. These rights apply to all students 18 years of age or older or who are no longer dependant upon a parent/guardian, students in a postsecondary program regardless of their age, and parents of eligible dependant children.

Students have the right to:

- Inspect and review their educational records

- A hearing to challenge the contents of their records
- Receive all or part of their educational record upon request

All requests for student records must be in writing and directed to the registration/records department.

Information that may be released:

- Field of study
- Dates of attendance
- Awards received
- Students address and telephone number

The student's social security number (SSN) is required as a condition of enrollment. The social security number is considered a part of the educational record under FERPA. Disclosure of SSN is only with the consent of the student or in those limited circumstances when consent is not required by FERPA.

Retention of Student Records

The official academic record will be retained permanently within the main school.

All financial records will be maintained for seven years from the last date of enrollment.

GRADES AND TRANSCRIPTS

Grade reports and certificates of completion are issued within one month following the end of the term as long as all financial obligations have been met.

Grade reports are a part of the student's permanent record. The student is responsible for reviewing their grade report for accuracy.

If there is a question with any part of the report, the student should contact the Nebraska Health Care Learning Center. Disputes must be resolved within 30 days of this notification.

Grade Changes

A permanent grade change may be changed only in the event of instructor or institutional error.

Transcript Issuance

A transcript will be issued upon written request by the student. The request needs to include:

- Name (at time of attendance)
- Social security number
- Approximate dates of attendance
- Signature
- Address where the transcript is to be sent

Telephone requests will not be honored.

There is a \$10.00 charge for issuing a transcript. The transcript may be picked up or will be mailed within five working days from the date of request. Transcript request charges must be paid before a transcript will be issued.

Walk-in transcript request is available at a cost of \$20.00 per request.

Transcripts will not be faxed or e-mailed.

A transcript request form is available at Nebraska Health Care Learning Center or at www.nehca.org.

Transcripts will not be released if financial obligations to the school have not been resolved.

Requests for transcripts may be kept on file in registration and records at NHCA.

Official transcripts will be signed by the appropriate official.

Credit Types

CR- credit

C- noncredit

I- incomplete: An "I" is considered a temporary grade and is issued when

program requirements are not completed due to extenuating circumstances. Refer to readmittance policy.

P- pass: P is issued when credit is granted for successful completion of a required level of performance. The pass grade represents a 70 percent or better.

PA- Pass/ Attendance: "PA" on a transcript represents full participation and meeting the attendance requirements without an evaluation upon completion of the program.

NP- no pass: NP is issued when required level of performance is not attained.

W-official withdrawal

WA- administrative withdrawal

CEU- Continuing education units given for designated noncredit programs.

Grading Systems

All credit programs will be graded on a pass/no pass system. Evaluation will be achieved through a variety of mediums including, but not limited to, skills checks, hands-on evaluation, attendance, clinical, written/oral examination, and computer-based assessments.

STUDENT CONDUCT

Students are expected to obey all laws, regulations, and policies of the nation, state, community, and school.

Honesty and integrity are expectations while enrolled in the school system. Students may be dismissed when violations occur. Due process is intended and provided. Suspension or dismissal may be the first action depending on the severity of the violation.

Categories of misconduct which are incompatible with the schools standards include:

- Cheating, plagiarism, knowingly furnishing false information, forgery, alterations, or misuse of school documents or records.
- Disruption or obstruction of teaching, administration, disciplinary procedures, or other school activities.
- Abuse of any person at school-sponsored functions.
- Conduct which threatens or endangers health and safety of a person. This abuse includes all forms of harassment and discrimination.
- Participating in or inciting a disorderly assembly.

- Seizing, holding, or damaging property used within the school setting or threatening to do so.
- Refusing to depart from property being used by the school upon a reasonable request by the school official.
- Unlawful possession, use, distribution, or under the influence of illicit chemicals at a school- sponsored event.
- Obstruction of free movement or vehicles at school activities.
- Possession of items used as a weapon at school-authorized functions.
- Defacing, destruction, littering, or damaging property owned or being used by the school.
- Removal of property owned or assigned to the school without authorization.
- Unauthorized entry onto property assigned to the school.
- Unauthorized use of school facilities or equipment.
- Violation of school rules, policies, or regulations.
- Discrimination on the basis of race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, or disability.

- Disorderly, obscene, lewd, or indecent conduct on school- controlled property.
- Theft of items deemed college or student property.

Privacy and confidentiality

Students who have clinical experiences in a health care environment are exposed to sensitive and confidential information. All health information and experiences related to residents or patients in the clinical environment need to be treated confidentiality . Confidential information related to residents is communicated to staff and the instructor to assist the residents to the best possible health and well-being. Information about a resident should not be shared without a valid purpose and only in appropriate areas. Resident information is not shared in public areas such as hallways, elevators, dining, or break areas. A breach in confidentiality can result in immediate dismissal from the program. Questions about confidentiality should be directed to the instructor.

ADVANCED STANDING

Advanced standing, credit by waiver, and transfer of credit are limited because the programs offered are freestanding programs and Nebraska-specific. Unusual circumstances will be addressed on an individual basis.

REFUND POLICIES

Students who withdraw from courses may receive a prorated tuition refund. Refunds shall be mailed within 30 days of official request. If the official request occurs within 72 hours of registration/enrollment, a full refund is appropriate. The request must be in writing and be postmarked within 72 hours of registration/enrollment. If official request occurs after 72 hours of registration/enrollment but before classes have begun, a \$150 registration fee is NOT refundable and all remaining tuition and fees will be refunded. After classes have begun, a \$150 registration fee is NOT refundable and remaining tuition and fees will be refunded as follows:

Day 1—50% refund of tuition and fees over \$150

Day 2—25% refund of tuition and fees over \$150

Day 3—no refund of tuition and fees

After classes have begun, costs associated with course materials are nonrefundable.

GENERAL STUDENT INFORMATION

Appearance: Reasonable cleanliness and appearance are expected of all students. Dress code may be modified to meet the needs of specific program requirements.

NHC-LC Uniform Policy

NHC-LC offers courses that have a clinical component. Students are expected to represent themselves in a professional manner that includes being neat and clean. This includes the following requirements for clinical experiences:

- Nametags must be worn anytime there is contact with residents or patients at clinical sites.
- Nail polish is not to be worn at a clinical site.
- Jewelry must be kept to a minimum to avoid infection control and injury issues. A simple ring or stud earrings are examples of acceptable jewelry. Facial piercings should be removed or covered with skin colored Band-Aids. Tongue

piercings should be removed.

- It is recommended that solid colored scrubs or a white uniform be worn on the clinical site. The clinical site may have different requirements and the instructor is the point person to resolve issues related to the clinical site and the needs of the student.
- Use of cell phones will not be allowed at clinical sites. Texting, talking on, or otherwise using a cell phone at a clinical site will result in the student being dismissed from the clinical site.
- The instructor at the clinical site makes the decisions regarding uniform issues.

Infection Control

Students of NHC-LC are expected to maintain cleanliness and follow infection control procedures required by the clinical sites. If an exposure should occur, the instructor will be notified immediately and facility procedures are implemented to control spread of infection. The instructor will notify the school immediately for follow up evaluation.

Immunization Requirements Policy

NHC-LC encourages all students to be current on recommended immunizations. Most healthcare employers require Hepatitis B immunizations and TB testing. The school does not require these immunizations but a waiver will be signed by the student prior to entering the clinical site.

Smoking is prohibited unless in a designated smoking area.

Parking is allowed in designated areas.

Insurance: Nebraska Health Care Association maintains general liability insurance to cover accidents that occur as a result of faulty equipment or Learning Center negligence. Nebraska Health Care Learning Center is not responsible for accidents that result from student negligence. Students are urged to maintain private insurance to assure coverage.

Solicitations: The sale or solicitation, including free samples, is not allowed in the Learning Center.

Copyright Restrictions: The copyright law of the United States (Title 17, U.S. Code)

governs reproduction of copyrighted materials. This includes publications, computer software, and audiovisual materials. The Learning Center will adhere to these guidelines, and it is an expectation that students will also follow these guidelines.

Student Rights and Responsibilities

Submission of application for admission means the prospective student has made a voluntary decision to abide by the rules, policies, and regulations of the school. The school, by accepting the application for admission, extends the opportunity for the student to remain a student as long as academic and conduct standards are met.

Each student is guaranteed the opportunity of exercising their rights without fear of prejudices. The rights include:

- Students are free to pursue their educational goals and appropriate opportunities for learning shall be provided.
- No disciplinary action may be imposed upon a student without due process.
- Free inquiry, expression, and assembly are guaranteed to all students provided they do not

interfere with the rights of others, the teaching/learning process, or the regular operation of the school.

- Academic evaluation of student performance shall not be arbitrary or unpredictable.
- Students, staff, and faculty have the right to expect safety/protection within the learning environment.
- Students have the right to review and inspect their educational records.
- Students have the right to due process in filing and resolving grievances.

Disciplinary Procedures: If a student is suspected of violating a rule or regulation, the student must be immediately informed of the suspicions.

The complaint should be thoroughly discussed with the student. The purpose of the discussion is to determine the seriousness of the complaint as well as the appropriate response. The following are options which may be considered:

- **Warning:** Written or verbal statement to student that rule violation may be subject to more severe disciplinary action.
- **Restitution:** Required payment for damage. This obligation may be satisfied

by payment of money or other appropriate services.

- Probation: A written reprimand of violations. Probation will include a specified time period for the student to exhibit corrective behavior. Specific privileges may be withheld during this period.
- Suspension: Exclusion from attending any classes or activities related to the classes. The letter of suspension will state the terms of the exclusion and the conditions for readmission. The exclusion cannot exceed 12 months. The Administrator of NHC-LC is responsible for all suspensions and dismissals.
- Dismissal: Termination of student status. No readmission is allowed.

COMPLAINT/GRIEVANCE POLICY

Procedures for Student Grievances

All students have the right to due process in resolving grievances concerning the curtailment of rights.

Grievance: A formal complaint made on the basis of something that a student feels is unfair: an allegation that there has been a misapplication, violation, or

non-application of a rule, regulation, or policy.

Disciplinary Action: Action taken by the school in response to a student violation, misapplication, or non-application of a school rule.

Grievances may be processed formally or informally. A student who is pursuing resolution of a grievance formally or informally will be allowed to continue to attend class until the issue is resolved.

The student will not be permitted to attend classes if the Administrator of NHC-LC determines that the student's presence presents:

- A hostile situation, which could endanger the safety or welfare of faculty, students, or others.
- An escalation of the grievance being considered.

The purpose is to provide the lowest level possible to achieve equitable and timely solutions that may arise.

Informal Grievance: Attempts should be made to resolve the grievance immediately. The grievance must be raised within five school days of knowledge of the occurrence which caused the grievance to be initiated. In

no circumstances can a grievance be raised beyond 30 days of the occurrence. If the problem cannot be resolved by the informal procedure, the formal procedure may be initiated.

Formal Grievance: The formal procedure must be raised within five school days from the date of resolution of the informal grievance. The grievance hearings are intended to provide a fair opportunity to present facts of the situation.

A formal grievance/appeal form must be submitted to the Administrator of NHC-. The formal request form and the appeal form are available in the NHC-LC Administrator's office or at www.nehca.org.

File form with the NHC-LC Administrator's office. The form must include the following:

- The grievant name, address, and phone number
- A full description of the problem
- Where appropriate, the remedy requested
- Whether the grievant desires to appear in person at the hearing to review the grievance

The Administrator of NHC-LC will call together a grievance committee. The Administrator of NHC-LC or a designated substitute will serve as chairperson of the grievance committee.

The committee may consist of:

- Administrator of NHC-LC
- Instructional staff
- Support staff
- Administrative staff

Other individuals deemed appropriate as determined by the Administrator of NHC-LC

Guidelines

The student may appear in person to review the complaint. The request must be indicated on the formal grievance form. Copies of the formal grievance form will be given to committee members, witness, and student.

The student will be notified of the date, time, and place of the hearing.

Hearings are not open to the public or to the school staff not specifically invited to be involved in the proceedings. Witnesses will be excused after their statements are given and questions have ended.

Conformity to technical rules or judicial procedures is not required.

The student may have witnesses and an advisor of their choice who have specific knowledge of the situation to be selected from the faculty, staff, or student body. No person except the student is allowed to speak on the student's behalf.

The student is responsible for notifying the witnesses or advisors of the hearing. The student must also notify the committee chairperson prior to the hearing of the selected advisors or witnesses' intent to attend the hearing.

The chairperson may expel or exclude from the hearing any person failing to comply with the procedures or rulings of the chairperson.

After hearing the testimony, the committee will discuss the case in closed session. The committee shall review the relevant evidence submitted. A decision requires a majority vote by the committee members.

A response to the grievant shall be prepared in an accessible format by the chairperson after a review of the evidence.

The committee may decide to:

- Uphold the action taken
- Grant the remedy requested

- Select an alternative solution

If the student fails to appear and has not requested a continuance, the committee will proceed on the available evidence.

The decision will be communicated to all committee members, the student, and appropriate administrative staff within five school days.

The student may withdraw a grievance at any time.

Grievance hearings are not a legal proceeding; therefore, legal counsel is not allowed within the grievance hearings.

The student may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education.

EOP STATEMENT

Equal Opportunity & Nondiscrimination Policy: It is the policy of Nebraska Health Care Learning Center to provide equal opportunity and nondiscrimination in all matters pertaining to admission, employment, and attendance matters. This applies to all persons without regard to race, color, religion, sex, national origin, or disability. Inquiries

concerning the application of Nebraska Health Care Learning Center policies on equal opportunity and nondiscrimination should be directed to the Administrator of NHC-LC, 3900 NW 12th Street, Suite 100, Lincoln, NE 68521 (402) 435-3551.

PROGRAM DESCRIPTIONS

Basic Nursing Assistant

6.5 credits

This program is designed to train the beginning nursing assistant (NA) to provide safe, effective, and caring services to the residents of any health care setting. It is designed to meet the training requirements of both federal and Nebraska laws for nursing assistants working in a licensed nursing facility. The skills and knowledge contained in this material can be adapted for any health care or residential setting.

Additional Requirements for NA Registry eligibility:

- A nursing assistant must be 16 years old to apply for the state registry.
- They cannot have been convicted of a crime rationally related to their practice of moral turpitude.
- They must be able to speak and understand the English language or a language

understood by a substantial portion of the facility's population without the use of an interpretive device.

- They must successfully complete the basic nursing assistant program and testing approved by the Nebraska Department of Health and Human Services Regulation and Licensure, Credentialing Division.

Program Objectives:

1. The participant will be able to identify the work setting and the job responsibilities of the nursing assistant. Concepts include communication, safety precautions, and emergency care.
2. Apply skills and principles used in the role of the nursing assistant to aid residents to meet their basic physical and safety needs.
3. Explore the nursing assistant's role in meeting love and belonging, self-esteem, and self-actualization needs of the resident.

Medication Aide

4.0 credits

This program is designed to prepare the participant to meet the requirements of the Medication Aide Act and to assume the role and

responsibilities of a medication aide. The training is intended for the medication aide in an assisted living facility, nursing facility, or intermediate care facility for the mentally retarded. It can be used to train medication aides in other settings.

Additional Requirements to be eligible for the MA registry:

- Successfully complete the medication aide program and competency assessment.
- Be at least 18 years of age to apply for MA registry.
- Be of good moral character.

Program Objectives:

1. Recognize the 14 basic competencies needed in order to safely provide another person with his or her medications in accordance with the Nebraska Medication Aide Act.
2. Identify specific drug families, actions, side effects, and use to treat or prevent disease.
3. Recognize the responsibilities of the medication aide in relation to PRN medications; providing medications by vaginal, rectal, tube, or inhaled routes; and

providing insulin by injection.

Activity Director Training 4.2 credits

The activity director training offers the basic knowledge to fulfill the role of activity director as defined in the state and federal requirements for nursing facilities/long term care.

Additional Requirements to work as an Activity Director in a nursing facility:

- Must be 16 years old.
- They cannot have been convicted of a crime rationally related to their practice of moral turpitude.
- They must be able to speak and understand the English language or a language understood by a substantial portion of the facility's population without the use of an interpretive device.

Program Objectives:

At the completion of the activity director training, the participant will be able to:

1. function in the role of activity director in a nursing facility;
2. assess the activity levels, preferences, and needs of the resident in a nursing facility;
3. develop an individualized and appropriate activity

plan of care for residents in a nursing facility;

4. contribute to interdisciplinary team plan of care conferences;
5. participate in the care team that provides services to the resident; and
6. plan and/or arrange activities for residents in a nursing facility that meet the individual's needs.

Social Service Designee Training

4.1 credits

The social service designee training offers the basic knowledge to fulfill the role of social service in a nursing facility under 120 beds as defined in the state and federal requirements for nursing facilities/long term care.

Additional Requirements to work as a Social Service Designee in a nursing facility:

- Must be 16 years old.
- They cannot have been convicted of a crime rationally related to their practice of moral turpitude.
- They must be able to speak and understand the English language or a language understood by a substantial portion of the facility's population without the use of an interpretive device.

Program Objectives:

At the completion of the social service designee training, the participant will be able to:

1. function in the role of social service designee in a nursing facility,
2. assess the psycho-social and spiritual needs of the resident in a nursing facility,
3. develop an appropriate psycho-social plan of care for residents in a nursing facility,
4. contribute to an interdisciplinary team plan of care conference,
5. utilize Nebraska resources in meeting resident needs,
6. participate in the care team that provides services to the resident, and
7. function in the advocate role on behalf of the resident.

Assisted Living Administrator Training

3.6 credits

The assisted living administrator training consists of 36 actual classroom hours. This program will meet the requirements of Nebraska Health and Human Services for assisted living administrator training. A wide range of information will be covered including administration, financial management, resident care and services, social services,

gerontology, and rules and regulations and standards of operation relating to the operations of an assisted living facility. The classroom content will cover topics generic to all administrators in assisted living. Classroom attendance is required.

Additional Requirements to be eligible for the AL

Administrator registry:

- Successful completion of the assisted living administrator training will be based on attendance at all 36 hours of classroom instruction.
- The participant must be at least 21 years of age.
- Verification of completion of program will be sent by the student to Department of Health and Human Services. The participant will be placed on a registry of persons who have met the initial training requirements upon successful completion.

Program Objectives:

At the completion of the assisted living administrator training, the participant will be able to:

1. Identify the roles and responsibilities of the administrator in managing the operations of the facility.

2. Discuss the philosophy and principles of assisted living.
3. Describe the responsibilities for an administrator related to the financial aspects of the facility.
4. Develop a system for identifying resident needs and incorporating them in the Resident Service Agreement.
5. Relate the provision of services to a resident with changing needs.
6. Describe the normal aging process in relation to care and services.
7. Review of rules and regulations and standards of operation related to the assisted living facility.

Director of Nursing Training 3.5 credits

This program offers the Director of Nursing and/ or the Assistant Director of Nursing in a nursing facility vital information related to their role. Topics and critical issues include; understanding the role, leadership and management training, problem solving, care planning, staffing issues including levels of staffing, requirements and teamwork. Documentation, regulations and survey are also included. Classroom attendance is required.

Additional requirements:

- Must have a current active nursing license.
- Must be currently practicing nursing in a nursing facility.

Program objectives:

At the completion of the Director of Nursing training, the participant will be able to:

1. Identify responsibilities required for the role of Director of Nursing;
2. Identify areas of development that are essential for success as a Director of Nursing; and
3. Develop skills of the nurse manager to administer the nursing department.

Charge Nurse Training

1.2 credits

This program is appropriate for Licensed Registered Nurses and Licensed Practical Nurses who are in a charge nurse position or intending to move into a charge nurse position in a nursing facility. This program addresses the impact of group process on group productivity. It identifies the roles of a nurse/manager in nursing facilities. Leadership and its components: directing, coaching, supporting, and delegating are discussed. The work environment, and

components of problem solving are reviewed. Training on effective communication techniques in management and the leadership process is included. Classroom attendance is required.

Program Objectives:

Upon completion of this training, participants will be able to:

1. Identify the impact of group process on group success and productivity.
2. Identify roles of a nurse/manager in nursing facilities.
3. Discuss situational leadership and its four components.
4. Understand the effects of co-dependency in the work environment.
5. Identify the components of problem solving and how to implement the process.
6. Utilize effective communication techniques in management and the leadership process.

Medicare Training

2.1 credits

This program is for nursing facilities on the management of the Medicare program. The focus will be on Medicare Part A; however, an introduction to the opportunities under Medicare Part B will be

included. This program will include the process of Skilled Nursing Facility (SNF) Medicare Participation, elements that impact reimbursement, and admission requirements for compliance with the program. This program also discusses critical issues such as recertification, expedited review HIPAA and coverage determinations. Discussion on qualifying services and nursing care and services that support Medicare supplied services. Team communication and data documentation relative to Medicare is explored. Medicare therapy caps and billing including covered services and supplies is described. Program Integrity/Medical Review and the implementation process from CMS is introduced. Classroom attendance is required.

Program Objectives:

Upon completion of the program, the participant will be able to:

1. Describe the applications process for SNF Medicare participation;
2. Identify MDS elements that impact Medicare reimbursement;
3. Identify requirements for Medicare compliance;
4. Provide Medicare qualifying services to residents in a SNF;
5. Describe current critical issues and compliance.
6. Facilitate communication among departments relative to Medicare;
7. Describe nursing care and services that support Medicare supplied services;
8. Identify data needed to support the therapy program;
9. Describe the current therapy caps, exception process, and CCI edits;
10. Complete the billing form including additional billing responsibilities;
11. Describe covered supplies and services under Medicare Part B; and
12. Explain Program Integrity/Medical Review and the implementation process from CMS.



Serving Those Who Serve

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