Checklist for Instructor with Nebraska Health Care Learning Center (NHC-LC)
This checklist is to provide assistance only.

Name of Instructor_____
Name of Facility_____

1. Room size is large enough to accommodate _____ students.

2. Please provide a ***list of major equipment*** available for student/instructor use. Please include year, make, and model with respect to state of the art equipment. Example (laptop, projector, medical bed, blood pressure cuffs) (list included)

3. Please provide a ***list of major equipment*** needed for student/instructor use. Please include year, make, and model with respect to state of the art equipment.

4. ***Advertising*** must be approved by NHC-LC in advance.

5. ***Instructor to student ratio*** on the clinical site is a maximum of 1/12.

6. Must meet the requirements of ***Title 175 Chapter 13 Regulations and standards governing the Approval of Training programs for Nursing Assistants***.

7. A ***signed agreement*** between the instructor and NHC-LC shall be kept on file at NHC-LC and given to the facility with any additional documentation required.

8. Please provide a general idea on ***how often*** the instructor would like to teach a program.

9. Please provide a ***schedule*** at least six weeks in advance so that it can be sent to the Web site, recorded, sent to the state board of education and health and human services as appropriate. This information will also be included in newsletters.

10. Please notify NHC-LC of any ***changes in schedule or instructors*** immediately.

11. If someone is willing to serve on a committee to evaluate texts and curriculum for particular subject areas, please notify NHC-LC.

APPLICATION FOR AN INSTRUCTOR FOR A PRIVATE POSTSECONDARY CAREER SCHOOL

General Information: Pursuant to Title 92, NAC, Chapter 41,004.05A The school shall have a sufficient number of qualified and experienced instructors in the subject areas for which they are assigned to provide instructional services to students. 004.05A The school shall file with the Department, no later than thirty (30) days following hiring, an instructor's qualification form furnished by the Department. 004.05B The school shall employ instructors who are competent to provide the training contemplated. 004.05C The instructors shall be qualified either by three (3) years of trade or professional experience at a journeyman level, or its equivalent in the trade or specialty to be taught, or a baccalaureate or associate degree in that trade or specialty and one (1) year of trade or professional experience at a journeyman level, or its equivalent in the trade or specialty to be taught, or file a contingency plan approved by the Department whereby the minimum requirements will be met within three (3) years, with the school providing a yearly progress report on the plan. 004.05D If the school prepares students for an occupation that requires a license(s), the instructor shall maintain the appropriate license(s). 41,010.05 Instructors teaching general educational courses in an Associate Degree program, shall hold at least a baccalaureate degree, including adequate preparation in areas the instructors are assigned to teach.

Name of Instructor: _____

Date of Employment: _____

Name of School: _____

Name of Assigned Program: _____

☐ Baccalaureate Degree ☐ Associate Degree ☐ Diploma ☐ Certificate

☐ Full-time ☐ Part-time

What classes will you teach for this school? (Please list specific classes as found in the school catalog.)

_____

_____

Other Job Responsibilities: _____

EDUCATIONAL INFORMATION*

List below all post-high school education, beginning with the most recent.

Name of Institution	Location	Major	Degree & Date Received	Dates Attended

High School Attended: _____ Graduation Date: _____

List any educational or professional certificate or license currently held: _____

This document was issued by:_____ Expiration Date: _____

EMPLOYMENT INFORMATION*

List below all employment beginning with the most recent. An additional sheet may be attached, if needed.

Name, Address, & Phone # of Employer	Job Title	Nature of Duties	Dates Employed

The information provided on this application is true and correct to the best of my knowledge.

Signature _____ Date _____

***Documentation verifying educational and employment information should be maintained at the school.**

TO BE COMPLETED BY EMPLOYER

TO THE COMMISSIONER OF EDUCATION:

I expect to employ this applicant as an instructor for the school and will notify the Department of Education when he/she is no longer employed at the school. I have examined this application and I am satisfied that the instructor meets the requirements of Title 92, NAC 41, Sections 004.05 and 010, and the information provided by the applicant is true and correct.

_____ _____

Signature-Director or Owner ***Date***

Send completed form to Director, Private Postsecondary Career Schools and Veterans Education, Nebraska Department of Education, P. O. Box 94987, Lincoln, NE 68509-4987. **This form may not be reworded.**

2/98

CLINICAL EXAMINATION EQUIPMENT LIST

Equipment must be assembled in the testing area. It is impossible to utilize real people for these examinations, therefore it is requested that a "**dummy**" be provided. This could be a CPR mannequin (full body), a large doll, or other fabricated body. It has been found to be helpful to the student to be able to actually do each step of the procedure with as much equipment as possible. Facilities conducting courses are expected to have the listed equipment available.

Call light	Privacy curtain	Isolation bags for laundry & trash	Brush & comb
Paper towels	Bed with siderails	Isolation gowns	Shampoo
Soap	Linen: 2 Mattress Pads 2 sheets	Masks	Powder
Diet cards	Basin	Toothpaste	Toothbrush
I/O	Wheelchair	Mouthwash	Walker
Scale	Water pitcher & glass	Denture cup	Cane
Tape measure	Graduated cylinder	TED hose or elastic stockings	Gauze pad
2 blankets	Bath blanket	Bib	Vaseline jelly
3 Pillows (& cover if needed)	Oral thermometer (glass)	Napkin	Applicators
2 pillow cases	Rectal thermometer	Food tray complete with table setting & empty milk carton	Swabs or toothettes
2 Bedspreads	Blood pressure cuffs	Drinking straw	Denture cleaner
Laundry bag	Gowns	Toilet paper	Commode
4 Bath towels	Resident clothing: Appropriate undergarments Dress Shoes Stockings	Razor	Foley catheter & drainage bag
2 hand towels	Prepackaged enema	Shaving cream	I.V. setup: Tubing Bottle or bag
4 wash cloths	Waterproof pad or chux	After shave	Nail clippers
Stethoscope	Emesis basin	Emery board	Mechanical lift
Lubricant	Tub	Disinfectant	Bedpan
Water bottle & ice	Watch	Urinal	Nonsterile dressing
Paper	Tissues	Tape	Pencil or non-smearing pen
Overbed table	Bandage scissors	Antiseptic swabs	Bag for soiled linen
Bath mat	Gait belt	Slippers and robe	Lotion
Soiled linen laundry container	Disposable gloves – 1 box	Trash container (with liner)	Room chair
Bath thermometer	Sink		

INSTRUCTOR AGREEMENT

NAME OF INSTRUCTOR _____

NURSING LICENSE AND NUMBER _____

ADDRESS _____ **TELEPHONE** _____

CITY, STATE, ZIP _____ **EMAIL** _____

ALTERNATE CONTACT PERSON _____

CLINICAL SITE(S) _____

NAME OF PROGRAM _____BASIC NURSING ASSISTANT _____

SCHEDULE OF INSTRUCTION(S) _____

LENGTH OF PRESENTATION(S) _____76 HOURS _____ **MAXIMUM ATTENDANCE PER INSTRUCTOR** ___12_____

HONORARIUM _____

THIS AGREEMENT is made and entered into on the _____ day of _____, 20____ by and between Nebraska Health Care Learning Center (hereinafter referred to as Learning Center) and _____ (hereinafter referred to as Instructor).

WHEREAS, Learning Center is a post secondary school licensed by the Nebraska Department of Education and desires to provide clinical services to the public for certain courses offered by Learning Center; and

WHEREAS, it is the intent of Learning Center to contract with Instructor to provide certain educational services as identified above.

THEREFORE, Learning Center and Instructor agree as follows:

1. **Term**: This Agreement shall commence on the ___ day of _____, 20___, and shall expire one-year thereafter unless Instructor is in the middle of a course in which case, this Agreement shall expire at the end of said course. This Agreement may be renewed on a year-to-year basis at the discretion of Learning Center providing Instructor is not in default of any terms or conditions of this Agreement.

2. **Payment**: Learning Center will pay Instructor an honorarium for instructing with said amount based on the level of teaching experience. The amount of pay is set forth in the policy for learning center programs, marked Exhibit A, and incorporated herein by reference.

3. **Supervision**: Instructor understands and agrees that all education provided pursuant to this Agreement shall be supervised by an onsite Registered Nurse assuming responsibility for oversight of the training. If any education is provided by more than one Instructor, the Instructors will define what amount of teaching is to be done by each Instructor and the responsibilities of each.

4. **Duties of Learning Center**: Learning Center agrees to:

A. Develop a list of equipment to be utilized in the classroom.

B. Develop a catalogue of educational guidelines and policies.

C. Supply evaluation forms and supplies required by the Nebraska Department of Education for licensing and accreditation purposes.

D. Provide program objectives, content and any other related materials, however, students are expected to purchase text book materials.

E. Advertise the course to the appropriate audience by providing a flyer that may be distributed within the community.

F. Coordinate site arrangements.

G. Administer pre-registration and onsite registration.

H. Develop, administer and compile data from an appropriate evaluation instrument.

I. Pay Instructor the agreed upon amount after receipt of a statement from Instructor.

5. **Duties of Instructor**: Instructor agrees to:

A. Maintain a current unrestricted license unless otherwise agreed to with Learning Center.

B. Maintain current and complete instruction qualification forms with Learning Center.

C. Comply with all educational guidelines and policies set forth in the Learning Center catalogue.

D. Immediately notify Learning Center of any violations and concerns regarding the classroom.

E. Instruct the course using behavior objectives, program content and curriculum from Learning Center.

F. Identify and submit to Learning Center the completed form listing equipment and supplies needed. Instructor may choose to rent equipment at his or her own expense.

G. Refrain from advertising, promoting or selling any retail programs, services, or hiring during the program. The selling of any products or services outside the program time must have prior approval of Learning Center.

H. Provide a substitute Instructor acceptable to Learning Center should Instructor find it necessary to be unavailable for a course.

I. Forward all enrollment information, class registration, and financial information for each class offered to Learning Center in the format requested by Learning Center no later than seven (7) days prior to the commencement of any course.

J. Forward information on any and all student's employment to Learning Center within thirty (30) days after the completion of each course so Learning Center may send a satisfaction survey to the employer of the individual completing the course.

K. Forward all grade information of course completion information to Learning Center within seven (7) days of completion of any course.

L. Ensure that each student operate within the scope of his or her training while on a clinical site and while performing direct care for or on any person.

6. **Cancellation**: Should it be necessary for Instructor to cancel a course, Instructor shall give Learning Center a minimum of thirty (30) days written notice prior to commencement of the course. Should it be necessary for Learning Center to cancel any course, Learning Center will give Instructor thirty (30) days written notice prior to commencement of the course, except Learning Center reserves the right to cancel any course up to forty-eight hours prior to the commencement of such course, without penalty, for the reason of insufficient registration to cover program costs, inclement weather, or other act of God.

7. **Indemnification**: Learning Center and Instructor agree to indemnify and defend each other against and to hold each other harmless from any and all claims or demands of any third party arising from or based upon any alleged act, omission or negligence of the indemnifying party or its contractors, concessionaires, licensees, agents, servants, invitees, employees or any one else for whom the indemnifying party may be or alleged to be responsible. In the event that either party shall without fault on its part be made a party to any litigation commenced by any third party against the other party, then such other party shall protect and hold the party harmless from and with respect to such litigation, and shall pay all costs, expenses and attorneys' fees incurred or paid by the party without fault in connection with such litigation, together with any judgments rendered against the party without fault.

8. **Assignment**: Instructor may not assign this Agreement or any part thereof without the prior written consent of Learning Center. Any attempted assignment or transfer of this Agreement shall

be null and void and constitute a breach of this Agreement and shall be grounds for immediate termination of this Agreement.

9. **Paragraph Titles**: The titles of the various paragraphs of this Agreement have been inserted as a matter of convenience and for reference only, and shall not be deemed in any manner to define, limit or describe the scope or intent of the particular paragraphs to which they refer or to affect the meaning or construction of the language contained in the body of such paragraphs.

10. **Severability**: If any provision of this Agreement shall be declared legally invalid or unenforceable, then the remaining provisions of this Agreement nevertheless shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.

11. **Waivers**: One or more waivers by parties to this Agreement of a breach of any covenant or condition by the other of them shall not be construed as a waiver of the subsequent breach of the same covenant or condition, and the consent or approval by either party to or of any act by either requiring the other's consent or approval shall not be deemed to waive or render unnecessary either party's consent to or approval of any subsequent similar act by the other party.

12. **Binding Agreement**: All rights and liabilities herein given to or imposed upon the respective parties hereto shall extend to and bind the respective heirs, executors, administrators, personal representatives, successors and assigns of such parties. No rights, however, shall inure to the benefit of any assigns of Instructor unless the assignment thereof to such assignee has been approved by Learning Center in writing.

13. **Relationship of Parties**: Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture between the parties hereto, it being understood and agreed that no provision contained herein, nor any acts of the parties hereto shall be deemed to create any relationship between the parties hereto other than the relationship of school and Instructor.

14. **Notices**: Whenever under this Agreement a provision is made for notice of any kind, such notice and the service thereof shall be deemed sufficient if such notice to Instructor and Learning Center is in writing addressed to Instructor and Learning Center at the address each provided to the other at the signing of this Agreement. Either party may by notice to the other party change the address at which it wishes to receive any notice given under this Lease.

IN WITNESS WHEREOF, the parties hereto have set their hand the date and year first above written.

Nebraska Health Care Learning Center,	Instructor,
_____	_____
By:_____	By:_____