



nebraska  
health care learning center

# 2018-2019 EDUCATION CATALOG

[nehca.org](http://nehca.org)

The contents of this catalog are certified to be accurate and true based on content and policies contained within.

*Pamela Truscott, MSN, RN*

Vice President of Professional Development, Nebraska Health Care Learning Center





nebraska  
health care learning center

1200 Libra Drive, Suite 100, Lincoln, NE 68512

**2018-2019 Catalog**

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

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## **About Nebraska Health Care Learning Center**

The Nebraska Health Care Learning Center (NHCLC) is a private, post-secondary career school licensed and accredited by the Nebraska Department of Education. The NHCLC is an affiliate of the Nebraska Health Care Association.

The Nebraska Health Care Learning Center promotes growth and leadership to health care professionals and paraprofessionals through these training programs:

- **Activity Director Training**
- **Assisted Living Administrator Training**
- **Basic Nursing Assistant Training**
- **Executive Nurse Leadership Training**
- **Medicare Training**
- **Medication Aide Training**
- **Nurse Leader Training**
- **Social Service Designee Training**
- **Testing - Basic Nursing Assistant and Medication Aide**

The Nebraska Health Care Learning Center is responsible to the Nebraska Health Care Association Board of Directors. The Vice President of Professional Development is responsible for the overall management of the Nebraska Health Care Learning Center.

Guided by core values of professionalism, stewardship, quality, and integrity, the Nebraska Health Care Association and its affiliates, including Nebraska Health Care Learning Center, encourage the professional development of people who dedicate their careers to individuals needing health care. This work is done with the following objectives:

- Provide health care professionals and paraprofessionals with access to exceptional educational opportunities through the use of a variety of methods, technologies, and innovative ideas.
- Support the workforce needs of Nebraska's nursing facilities, assisted living facilities, and hospices by promoting them as sources of viable health occupations.
- Support Nebraska nursing facilities, assisted living facilities, and hospices in their quests to provide high-quality care through the implementation and/or promotion of quality-focused programs and educational offerings.

## **NHCA Board of Directors**

### **Co-Chair**

Jayne Prince  
The Willows  
806 S. St  
Neligh, NE 68756-1160  
402-887-9059

### **Co-Chair**

Shari Terry  
Vetter Health Services  
20220 Harney Street  
Elkhorn, NE 68022-2063  
402-895-3932

### **Vice Chair**

### **Secretary**

### **Treasurer**

Jay Colburn  
York General Hearhstone  
PO Box 159  
York, NE 68467-0159  
402-363-0220

Jeff Fritzen  
Gold Crest Retirement Center  
200 Levi Lane  
Adams, NE 68301  
402-988-7115

Tracy Lichti  
New Cassel Retirement Center  
900 North 90th Street  
Omaha, NE 68114  
402-393-2277

Mark Iverson  
Immanuel Communities  
1044 North 115th Street, Suite 500  
Omaha, NE 68154-4410  
402-829-3218

Carol Ernst  
6315 O Street  
Lincoln, NE 68510-2237  
402-484-4776

Tim Summerlin, LPNAN Representative  
2946 South Street  
Lincoln, NE 68502-3256  
402-419-4374

Tyler Juilfs  
Ambassador Health  
1240 N 19th St  
Nebraska City, NE 68410  
402-873-7791

Kari Wockenfuss  
Louisville Care Center  
410 W 5th Street  
Louisville, NE 68037  
402-234-2125

John Turner  
Brookestone Village  
4330 S. 144th Street  
Omaha, NE 68137  
402-614-4000

Beth Nelson  
Eastmont TOwers/The Seasons/The Monarch  
6315 O St  
Lincoln, NE 68510-2237  
402-489-6591

## **Staff**

The Nebraska Health Care Learning Center consists of professional and support staff including the instructors and administrative personnel.

## **School Calendar**

The school calendar runs from Jan. 1 to Dec. 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, and during the daytime. The school will operate on a 10-week quarter system. See the calendar for specific start and stop dates for each quarter. 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.

### **2019**

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 vary with each classroom site based on needs of the class. NHCLC consists of three classrooms and a clinical skills training room with a total capacity of 150. A multimedia lectern with controls for DVD, computer, and LCD projector are located within the classrooms.

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.

## **Instructor Policies**

Student-to-instructor ratios vary because of the range of modalities in imparting 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 \$55 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 10 clock hours of lecture, or 20 clock hours of laboratory, or 30 hours of clinical/externship.

## **Enrollment Procedures**

Enrollment dates are open. 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 Vice President of Professional Development is responsible for making decisions on transcript requirement waivers.

Students enrolling in programs through NHCLC consent to being photographed and videotaped during educational sessions for the possible inclusion in materials published by NHCLC and/or NHCA.

Special requirements for programs are outlined in the program brochures/flyers.

All requests for information regarding admission and completed application forms must be submitted to NHCLC.

## **Steps for Admission**

Complete and sign an admission/registration form available on the NHCA website, at [nehca.org](http://nehca.org), or at the NHCA office, 1200 Libra Drive, Suite 100, Lincoln, NE 68512.

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 and/or notification by telephone does not constitute as a drop from a class.

An official drop form must be completed prior to the deadline to be eligible for a refund of tuition. Drop forms are available at NHCA or at [nehca.org](http://nehca.org). The student must completely withdraw from the program and re-register during the open registration period for the program desired.

### **Deadline for Withdrawing from a Program**

The deadline for withdrawing from a program is pro-rata based on the length of the program. A student that has completed less than 50 percent of the program will be eligible for withdrawal. The student will receive a "W" for withdrawal recorded on their transcript.

If the student is in good standing and has completed more than 50 percent 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 readmittance policy.

### **Tuition Refund**

See Page 5.

### **Administrative Withdrawal**

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

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 Vice President of Professional Development.

### **Policy for Class Cancellations**

This policy is for cancellation of part of a course due to unforeseen circumstances such as weather or natural disasters.

Because NHCLC 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 conditions 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 Vice President of Professional Development 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. The cancellation will be posted at [nehca.org](http://nehca.org). Students may also call 402-435-3551 for cancellation information. This policy also applies to testing cancellations.

## **Placement Assistance**

Placement assistance is not an active part of the school's role. The school will provide networking possibilities, and a career center is available at [nehca.org](http://nehca.org) for facilities to post active job openings. Participating in a program does not guarantee employment with NHCLC or any related facilities.

## **Attendance**

Attendance is a mandatory requirement for all programs. Make-up days may be allowed. A fee of \$45 per day will be required to offset the training schedule changes. Make-up days must be completed the next time the program is offered regardless of location.

## **Leave/Readmittance**

Readmittance into a specific program may be allowed if more than 50 percent of the program has been completed and the student has shown evidence of good conduct and attendance. The student must also arrange 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 the Family Educational Rights & Privacy Act (FERPA) of 1974. These rights apply to all students 18 years of age or older, students who are no longer dependent upon a parent/guardian, students in a post-secondary program regardless of their age, and parents of eligible dependent 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 records 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
- Student's address and telephone number

The student's social security number (SSN) is required as a condition of enrollment. The SSN is considered a part of the educational record under FERPA. Disclosure of SSNs 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 records will be retained permanently at NHCA.

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 his or her grade report for accuracy.

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

## **Grade Changes**

A permanent grade 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 must 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.

The transcript may be picked up or will be mailed within five business days from the date of request. Transcript request charges must be paid before a transcript will be issued.

Walk-in transcript requests are available at a cost of \$15 per transcript.

Transcripts will not be faxed or emailed.

A transcript request form is available at NHCA or at [nehca.org](http://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/records at NHCLC.

Official transcripts will be signed by the appropriate official.

### **Credit Types**

CR-Credit

NC-Non credit

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: A "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. Medication Aide pass grade represents a 72 percent or better.

PA-Pass/Attendance: "PA" on a transcript represents full participation and meeting the attendance requirements 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 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 school's 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 of 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 confidentially.

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.

Students requesting to use veterans benefits to support education and who have attended a post-secondary entity prior to coming to NHCLC must provide a transcript from that/those school(s).

### **Probationary Period**

Due to the short-term nature of the training programs offered, no probationary period is identified.

### **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 administrative fee is NOT refundable and all remaining tuition and fees will be refunded.

After classes have begun, a \$150 administrative fee is NOT refundable and remaining tuition and fees will be refunded as follows:

- Day 1: 50 percent refund of tuition and fees after \$150 administrative fee is assessed minus materials.
- Day 2: 25 percent refund of tuition and fees after \$150 administrative fee is assessed minus materials.
- Day 3: no refund of tuition and fees

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

### **Veteran Student Refund Policy**

NHCLC maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or other eligible person fails to enter the course, withdraws, or discontinues at any time prior to completion. Such policy provides that the amount charged to the veteran for tuition, fees, and other charges for the portion of the course completed shall not exceed the prorated portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

## **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.

### **Uniform Policy**

NHCLC 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 and injury. 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, 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 NHCLC 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 the spread of infection. The instructor will notify the school immediately for follow-up evaluation.

### **Immunization Requirements Policy**

NHCLC encourages all students to be current on recommended immunizations. Most health care employers require Hepatitis B immunizations and Tuberculosis testing. The school does not require these immunizations but a waiver will be signed by the student prior to entering the clinical site.

### **Insurance**

NHCA maintains general liability insurance to cover accidents that occur as a result of faulty equipment or NHCLC negligence. NHCLC 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 of goods and/or services, including free samples, is not allowed at NHCLC.

### **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 audio/visual materials. NHCLC will adhere to these guidelines, and it is an expectation that students will also follow these guidelines.

### **Other**

Smoking is prohibited unless in a designated smoking area.

Parking is allowed in designated areas only.

## **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 his or her 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 suspicion(s). 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 classes. The letter of suspension will state the terms of the exclusion and the conditions for readmission. The exclusion cannot exceed 12 months. The Vice President of Professional Development 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 nonapplication of a rule, regulation, or policy.

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

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

The student will not be permitted to attend classes if the Vice President of Professional Development 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.

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 Vice President of Professional Development.

The formal request form and the appeal form are available through the Vice President of Professional Development or at [nehca.org](http://nehca.org).

File form with the Vice President of Professional Development. 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 Vice President of Professional Development will call together a grievance committee. The Vice President of Professional Development or a designated substitute will serve as chair of the grievance committee. The committee may consist of:

- Vice President of Professional Development instructional staff
- Support staff
- Administrative staff
- Other individuals deemed appropriate as determined by the Vice President of Professional Development

## **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, witnesses, and the 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 chair prior to the hearing of the selected advisors' or witnesses' intent to attend the hearing.

The chair 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 chair 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.

## Equal Opportunity and Nondiscrimination Policy Statement

Equal Opportunity and Nondiscrimination Policy: It is the policy of NHCLC 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 NHCLC policies on equal opportunity and nondiscrimination should be directed to the Vice President of Professional Development, 1200 Libra Drive, Suite 100, Lincoln, NE, 68512, 402-435-3551.

### Program Descriptions

#### Basic Nursing Assistant Training

##### 6.5 credits

This program is designed to train the beginning nursing assistant 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.

#### Attendance Requirement:

Mandatory attendance for the first 16 hours of class or student cannot continue in the class.

Additional requirements for Nurse Aide Registry eligibility:

- A nursing assistant must be 16 years old to apply for the state registry.
- Cannot have been convicted of a crime rationally related to their practice of moral turpitude.
- 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.
- 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:

At the completion of the basic nursing assistant training, the participant will be able to:

1. 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 Training

##### 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 people with intellectual disabilities. It can be used to train medication aides in other settings.

#### Attendance Requirement:

Mandatory attendance for the first 8 hours of class or student cannot continue in the class.

Additional requirements to be eligible for the Medication Aide Registry:

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

#### Program Objectives:

At the completion of the medication aide training, the participant will be able to:

1. Recognize the 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 classifications, actions, side effects, and use to treat or prevent disease.
3. Recognize the responsibilities of the medication aide in relation to additional activities such as 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. Classroom attendance is required.

Additional requirements to work as an activity director in a nursing facility:

- Must be 16 years old.
- Cannot have been convicted of a crime rationally related to their practice of moral turpitude.
- 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.
6. Plan and/or arrange activities for residents in a nursing facility that meet the individual's needs.

## **Social Service Designee Training**

### **4.2 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. Classroom attendance is required.

Additional requirements to work as a social service designee in a nursing facility:

- Must be 16 years old.
- Cannot have been convicted of a crime rationally related to their practice of moral turpitude.
- 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 interdisciplinary team plan of care conferences.
5. Utilize Nebraska resources in meeting resident needs.
6. Participate in the care team that provides services to the resident.
7. Function in the advocate role on behalf of the resident.

## **Assisted Living Administrator Training**

### **3.0 credits**

The assisted living administrator training consists of 30 actual classroom hours. This program will meet the requirements of the Nebraska Department of 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, regulations and standards of operation relating to the operations of an assisted living facility. Classroom attendance is required.

Additional requirements to be eligible for the Assisted Living Administrator Registry:

- Successful completion of the assisted living administrator training will be based on attendance at all 30 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 the Nebraska Department of Health and Human Services.

Upon successful completion of the course, the participant will be placed on a registry of persons who have met

the initial training requirements.

### **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 of 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 the rules and regulations and standards of operation related to the assisted living facility.

### **Executive Nurse Leadership Training**

#### **3.5 credits**

This program offers the executive nurse 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 to work as a nurse leader in a nursing facility:

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

### **Program Objectives:**

At the completion of the executive nurse leadership training, the participant will be able to:

1. Identify responsibilities required for the role of the executive nurse.
2. Identify areas essential for success as an executive nurse.
3. Develop skills of the executive nurse to administer to the nursing department.

### **Nurse Leadership Training**

#### **1.8 credits**

This program is appropriate for licensed registered nurses and licensed practical nurses who are in, or intend to move into, a charge nurse or management position in a nursing facility or assisted living facility.

This program addresses the impact of team process on productivity. It identifies the roles of a nurse/manager in nursing facilities and assisted living 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:**

At the completion of the nurse leadership training, participants will be able to:

1. Identify the impact of team process on success and productivity.
2. Identify roles of a nurse leader in nursing facilities and assisted living facilities.
3. Discuss situational leadership and components.
4. Identify the components of problem-solving and how to implement the process.
5. 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 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, nursing care, and services that support Medicare-supplied services is included. 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 the Centers for Medicare and Medicaid Services is introduced.

Classroom attendance is required.

**Program Objectives:**

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

1. Identify Minimum Data Set elements that impact Medicare reimbursement.
2. Identify requirements for Medicare compliance.
3. Provide Medicare qualifying services to residents in a Skilled Nursing Facility.
4. Describe current critical issues and compliance.
5. Facilitate communication among departments relative to Medicare.
6. Describe nursing care and services that support Medicare supplied services.
7. Identify data needed to support the therapy program.
8. Describe the current therapy caps, exception process, and CCI edits.
9. Describe covered supplies and services under Medicare Part B.
10. Explain Program Integrity/Medical Review and the implementation process from CMS.





Nebraska Health Care Learning Center  
1200 Libra Drive, Suite 100  
Lincoln, Nebraska 68512  
402-435-3551