

THE VOCATIONAL NURSING INSTITUTE, INC.

**NURSE AIDE PROGRAM CATALOG
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THE VOCATIONAL NURSING INSTITUTE, INC.

SCHOOL APPROVAL & REGULATION

The Vocational Nursing Institute, Inc. is a small proprietary residence and career school as defined by Texas law. The school provides training and certification preparation for Certified Nurse Aide candidates as well as Vocational Nursing. This catalog is specifically for the Nurse Aide Program, a separate catalog is available for the Vocational Nursing Program through the school. Students completing the Nurse Aide Program course are prepared to take the state examination for certification as a nurse aide.

The Vocational Nursing Institute, Inc. holds a Certificate of Approval from the Texas Workforce Commission to operate a proprietary school and is approved to provide /conduct a Nurse Aide Training and competency Evaluation Program by the Texas Department of Aging and Disability Services. The school is approved by the Texas Board of Nursing for its vocational nursing program and is in candidacy status with the Council on Occupational Education (COE) as of April 27, 2013.

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges Section, Austin, Texas.

MISSION STATEMENTS:

Institutional Mission Statement:

The institutional mission of The Vocational Nursing Institute, Inc. is to prepare students for entry level employment and career advancement.

Corporate Mission Statement and Goals:

The Vocational Nursing Institute, Inc. mission is to provide a quality education to its vocational nursing students with a goal of 100% pass rate on the NCLEX-PN licensure exam. In addition, it is the mission of the Vocational Nursing Institute, Inc. to comply with all regulatory body requirements related to a Vocational Nursing school. The Vocational Nursing Institute, Inc. will incorporate the Differentiated Essential Competencies of Graduates of Texas Nursing Programs, Vocational (VN).

The Vocational Nursing Institute, Inc. seeks to provide equal education without regard to sex, age, race, disability, religion, national origin, or any other constitutional or statutory impermissible reason.

Nurse Aide Program Mission:

Our mission is to prepare competent, nursing assistants, that are knowledgeable and safe, with a caring attitude, who are able to provide nursing care and/or coordinate care for clients in the long-term care, home health, hospice, and hospital settings. Graduate nursing assistants should be prepared to use their skills, knowledge, and understanding for giving safe, quality health care to their clients.

HISTORY OF THE SCHOOL & ACCREDITATION STATUS

The Vocational Nursing Institute, Inc. was founded in 2009 by Kimberley A. Kelly RN, BSN, and LNC. It is Ms. Kelly's vision to open a Vocational Nursing School to help others in the community

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to become a Vocational Nurse. At the present time the school is not accredited. (All schools must be in operation for at least two years in order to apply for accreditation.) It is the intent of the founder to apply for accreditation status as soon as the school qualifies for such application.

FACILITIES & EQUIPMENT

The Vocational Nursing Institute, Inc. is located at 11201 Steeple Park Drive Houston, Texas 77065. The facility includes a large classroom equipped with desks, whiteboard, and an overhead projector. There is also a clinical demonstration room equipped with four beds, and equipment to practice skills, with a sink with running hot water. The school has several student break areas, telephones for student use, and restrooms.

OWNERS

The Vocational Nursing Institute, Inc. is a non-profit corporation), and Kimberley Kelly RN BSN LNC is the President of the Board. A complete listing of all Board Members is available on the school website at www.vocationalnursinginstitute.com

SCHOOL DIRECTOR, CLINICAL COORDINATOR, INSTRUCTOR NURSE AIDE PROGRAM DIRECTOR

Kimberley Kelly RN BSN LNC
Area of instruction: Classroom and practical Nurse Aide skills

NURSE AIDE PROGRAM TUITION & FEES

Tuition and fees are as follows. Course textbook is included.

Nurse Aide Training Total Course Fee \$995.00

Payment Methods: Check, Cashier's check, Credit Card, Jena Mae financing.

Students may pay the full tuition upon enrollment or opt for a two-payment option. Those opting for the two-payment option must pay 50% of the fee at the time of enrollment. The other payment which is the balance due or 50% of total payment is due two weeks prior to course completion. No interest is charged by the school. If a student needs extended payment options, Jena Mae funding is available, see the school financial specialist for more information or contact Jena Mae directly. Their link is available under the financial tab of the school website.

ITEMS INCLUDED IN COURSE FEES:

Textbook
Scrubs – school color (one set)

CPR course (you must take this course prior to the first day of school. We offer this course online with an in person skills check off at our office Mon-Friday 8:30 – 3:30 pm)

State Testing Fee for written and skills check off (one payment for testing, if the student fails the test written or skills, they must pay subsequent fees)

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Instructor (to teach class room as well as clinical). If you miss clinical days there may be an additional fee to make-up clinical hours.

School Name Badge

Externship Rotation- 40 hours with Instructor

SUPPLIES NOT INCLUDED IN COURSE FEES

***Required Supplies**

1. White Duty Shoes – no open toe, clogs, or canvas
2. Watch with a second hand
3. Flesh-colored hose, or plain white anklets (with pants)
4. 3-ring 2” or 3” loose leaf notebook
5. Notebook paper
6. #2 pencil
7. Pens (black only)
8. Highlighter
9. Blood pressure cuff and stethoscope

Optional Supplies

1. Bandage Scissors
2. Nurse Aide 3 pocket visit bag

**Items are subject to cost change.*

NURSE AIDE PROGRAM OUTLINE

Program Title & Description

Nurse Aide Training Course - This course meets State of Texas requirements for a training course for Nurse Aide professionals. The course includes classroom and clinical instruction in the following areas: communication and interpersonal skills, infection control, safety and emergency procedures, including the Heimlich maneuver, promoting residents' independence, respecting residents' rights, personal care skills, basic nursing skills, mental health and social service needs, care of cognitively impaired residents, basic restorative services, and residents' rights.

Subject Titles & Descriptions

NUA 101 - Nurse Aide Health Care Skills Lecture -60 Lab: 00 Ext: 00

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights. Course length: 2 1/2 weeks. **Prerequisite: High School Diploma or GED. The school requires all students to be able to read and write English and as part of the application gives a reading test to all applicants.**

NUA 102 - Nurse Aid Clinical Lecture: 00 Lab:-40 Ext: 00

Applies knowledge gained from NUA in a clinical setting. Course length: 4 days.

Prerequisite: Successful completion of NUA 101 & submission of negative TB test or chest x ray per health requirements previously mentioned.

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Nurse Aide Program

Subject #	Subject Title	Clock Hours			
		Lec	Lab	Ext	Total
NUA 101	Nurse Aide Health Care Skills	45	15	60	
NUA 102	Nurse Aide Clinical	00	00	-40	
Total Hours:		45/15/40/100			

Nurse Aide Program Duration

The Nurse Aide Day Training Program is ½-3 weeks and 1 day in length. Other course offerings include weekends which take longer to complete and evening classes which will take longer than -3 weeks to complete. (see school academic calendars)

Students must meet the minimum requirements for graduation within the program period. The classroom portion of the training is approximately 60 hours (10 class days) in length and the clinical portion is approximately 40 hours (6 days) in length for a total of 100 possible hours. Again, length of course depends upon which series the student signs up for. Students must satisfactorily complete a minimum of 60 classroom hours and 40 clinical hours for consideration for graduation.

Students who successfully complete both the classroom and clinical portions of the course and meet their financial obligations to the school will received a Certificate of Completion which qualifies them to take the state exam to become a Certified Nurse Aide in the State of Texas.

Potential work locations where graduates may be employed include home health, hospice, long-term care, physician offices, hospitals, clinics, and assisted living facilities.

SCHOOL CALENDAR

The academic year begins January 1 and ends December 31. The following course dates are offered:

COURSE NAME	COURSE #	ENROLLMENT PERIOD	START DATE	END DATE	CLASS DAYS
NA Training Course	NUA 101 NUA 102	Upon TWC approval	See calendar insert	See calendar insert and online	MTWThF
NA Training Course	NUA 101 NUA 102		See calendar insert	See calendar insert and online	Tues/Thurs Evening & Saturday mornings

*see calendar insert as supplemental to catalog and website for academic calendars. Also available at www.vocationalnursinginstitute.com/

HOLIDAYS

The following school holidays will be observed:

HOLIDAY
New Years Day
Martin Luther King Day

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Presidents Day
Good Friday
Memorial Day
4 th of July
Labor Day
Thanksgiving Day & Day After
Christmas Eve
Christmas Day
New Years Eve

Students are not required to report to school on these holidays. In the event a student is scheduled for clinical training in the nursing home during one of the named holidays, see the School Director for clarification.

HOURS OF OPERATION

The school office shall be open Monday through Friday from 8:30 am to 4:30 pm Central Standard Time (CST).

CLASS SCHEDULE

NURSE AIDE PROGRAM CLASS SCHEDULE

Classroom Portion (Day and Weekend classes)

Classes will begin at 9:30 am and end at 4:30 pm. Students will receive a 10-minute morning break and a 10-minute afternoon break. Students will receive a 40 minute lunch break. Class will be from 9:30 am – 11:00 am. Break is from 11:00 am – 11:10 am. Class is from 11:10 am – 12:30 pm. Lunch is from 12:30 pm -1:10 pm. Class resumes at 1:10 pm – 3:30 pm. Afternoon break is from 3:30 pm – 3:40 pm. Class resumes from 3:40 pm – 4:30 pm. There will be approximately 10 class days.

Evening Program: The school is working on adding a weekend program from 5 pm – 8 pm days to be determined. See calendar insert and website for the most up to date calendar for evening offerings at www.vocationalnursinginstitute.com.

Clinical Portion (Long-Term Care Facility and other sites)

Shifts will vary and may begin at 6:45 am, 7 am, 3pm, 11pm or -9:15 am and end at -4:45 pm, 11 pm, 7 am, or 4:30 pm. Students will receive a 10-minute morning break and a 10-minute afternoon break. Students will receive a 40 minute lunch break. Most clinical sites are on the day shift.

There is a total of 40 hours of clinical which should occur over 6 (7 hour) days.

***Note:** Occasionally the clinical site we are working with may change the time/shift of the rotation or even the day of the rotation to a weekend which may be beyond our control due to the influx of other students from other facilities. We will share the schedule with you for each site as it is available, we do know some sites will be off shift 3-11 and 11-7.

EMERGENCY CLOSINGS

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In the event severe weather conditions, such as hurricanes, ice storms or other acts of nature create hazardous conditions and/or extended power outages, administrators may find it necessary to close the school. In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or school holidays an emergency number will be posted on the outside door.

ADMISSIONS FOR THE NURSE AIDE PROGRAM

The school shall require for admission into its programs proof of one of the following:

1. Successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential; or
2. Successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school.

Prospective students must also:

1. Be at least 18 years of age;
2. Be able to read, write, and speak English;
3. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease; and
4. Not be listed on the Nurse Aide Registry in revoked status;
5. Have a current TB test or chest x-ray within the last 12 months showing no active TB or communicable disease processes

July 27, 2009

Dear School Director:

The purpose of this letter is to notify all career schools offering Nurse Aide/Nursing Assistant/Nurse Aide Training and Competency Evaluation Programs (NATCEP) that the Texas Department of Aging and Disability Services (DADS) has adopted new rules concerning these programs. Effective May 1, 2008, the adopted amendment stated that NATCEP programs must ensure that trainees are not listed as unemployable on the Employee Misconduct Registry (EMR) and have not been convicted of a criminal offense listed in Texas Health and Safety Code 250.006. If they are on either registry, they cannot be employed as a certified nurse aide. Important information, including answers to common questions, can be found at

<http://www.dads.state.tx.us/providers/NF/credentialing/emr/index.html>.

Because of this requirement, your catalog must now include in the entrance requirements for the Nurse Aide/Nursing Assistant/Nurse Aide Training and Competency Evaluation Program (NATCEP) that **the student cannot be listed as unemployable on the Employee Misconduct Registry (EMR) and cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006. Schools must submit catalog changes with a PS-042R by October 1, 2009. All current students must be informed of this change.**

Please feel free to call or email the CSC staff if you have any questions:

Virginia Bosman 512/936-9264 virginia.bosman@twc.state.tx.us

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Franklin Hall 512/936-2015 franklin.hall@twc.state.tx.us

Phillip Larmond 512/936-6959 phillip.larmond@twc.state.tx.us

Nora Perez 512/936-3253 nora.perez@twc.state.tx.us

Vangie Sandoval 512/936-3792 vangie.sandoval@twc.state.tx.us

John Vasquez 512/936-6591 john.vasquez@twc.state.tx.us

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

The school will review any previous education, training, or experience submitted with proper documentation and the student may receive credit if the education, training, or experience directly correlates to the course of instruction. In the event, credit is granted, tuition will be adjusted accordingly.

EQUAL OPPORTUNITY

This school provides equal employment, admission and educational opportunities without regard to race, color, religion, handicap, sex, age, or national origin.

CANCELLATION & REFUNDS

CANCELLATION POLICY A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed, or within the student's first three scheduled class days.

REFUND POLICY

1. Refund computations will be based on scheduled course time of classes through the date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last day of attendance, if the student is terminated by the school;
 - (b) the date of receipt of written notice from the student; or
 - (c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. 1

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1 More simply, the refund is based on the precise number of clock hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040 provides the precise calculation.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

NURSE AIDE PROGRAM PROGRESS REQUIREMENTS

Progress Evaluation

1. The school shall record a student's grades at the midpoint (50 hours) and end of each progress evaluation period (100 hours). The student will be given a progress report at the midpoint (1/2 way through the entire class period which is after 50 hours). A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated. Satisfactory progress is identified as achieving a grade of C or higher as outlined in the Grading section of this catalog.
2. When a student is placed on academic probation, the school shall counsel the student prior to the student returning to class. The date, action taken, and terms of probation shall be clearly indicated in the student's permanent file. Any remedial work undertaken will be noted in the student record.
3. The school may allow a student whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy.
4. The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The school shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment shall be terminated.

ATTENDANCE

It is necessary for health care workers to be reliable and dependable employees. The patient's welfare is dependent on the worker being in the right place at the right time. We believe that is essential within the curriculum to teach employability skills as an integral part of the education program.

Excused Absence (These count toward the 25% of the total program hours a student misses before they are terminated.)

1. Illness of the student (medical evidence may be requested)
2. Death in the family
3. Emergency in the family

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4. Religious holiday
5. Subpoena by any law enforcement agency
6. Justifiable reasons approved in advance

All other absences are unexcused.

Tardy

Students are expected to be in class, at their desks, and prepared to work at the beginning of the school day, following breaks, and lunch periods. Students who are not on time will be marked tardy by the instructor who will track tardiness and report 3 tardiness as an absence.

If you arrive more than 5 minutes after class time begins, this is considered tardy. This school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

- (1) more than 25 hours of absence which is 25 % of the total clock hours, if the program or subject is 41-200 clock hours in length
- (2) any # days if the student fails to return from an approved leave of absence as scheduled.
- (3) less than– 60 clock hours in the classroom and 40 hours in the clinical setting as the student must have 100 hours combined as defined by the Department of Aging and Disability Services.

This school does not offer an attendance probation policy. It is the policy of this school that any student missing more than -8 hours of scheduled class days will withdraw or must arrange (for an additional fee) to continue classes either through a make-up session with the instructor or during the next scheduled course session. Students may be charged \$35.00 per hour for makeup course work at the discretion of the School Director. No more than 5% of the total clock hours for a program may be made up.

Readmission after termination for unsatisfactory attendance

It is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance if the following criterion is/are met:

- 1) The student has rectified the issue causing the attendance problem to begin with. (i.e. not having transportation, illness, etc.)
- 2) The student commits to arriving on time to classes.
- 3) The student may not reenter before the start of the next grading period if terminated for violation of the attendance policy.

LEAVE OF ABSENCE

Students may be considered for a leave of absence under the following circumstances:

1. Medical or Extended Illness – students will be considered for a leave of absence due to extended illness.
2. Family – a leave of absence for pregnancy, paternity, adoption leave, or parental care will be granted consistent with the family leave act.

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3. Military – a leave of absence will be approved for employees/students to perform military service or receive military training.

Leaves of absence for other reasons may be approved on an individual basis. The decision to grant leave will be left solely to the School Director. The length for a leave of absence is per FMLA law and for other types of absences due to illness, may be up to 30 days in length.

CONDUCT

It is the policy of this school to require students to use professional, courteous behavior in the classroom and in the field.

1. Students are expected to have the necessary materials and be punctual at all times.
2. When participating in class, only ONE student should talk at a time.
3. The school encourages friendliness, but NEVER familiarity with staff or patients.
4. In the lab, there will be no playing with equipment or lying or sitting on the beds except in mock clinical practicum.
5. Students that harass, threaten, or use inappropriate language with fellow students, staff, or patients shall be terminated from the school immediately.
6. Students must obtain their TB test or CXR two days prior to clinical starting. If a student does not comply with the health requirements for clinical, they will not be allowed to participate in the clinical portion of the course delaying their completion, and certification exam eligibility.

DRESS CODE

Wearing apparel shall be such that it does not disrupt the classroom atmosphere. Short shorts, halters, or other wearing apparel with suggestive messages are not appropriate. Uniforms/Scrubs will be worn from the third day of class through the remainder of the course. Uniforms/scrubs will only be worn in school and at the clinical site. Wearing scrubs in public places such as bars is not permitted. The students must follow the school dress code in its policies and procedures manuals. A copy of the dress code is issued to students on the first day of class. The school scrub color is hunter green.

PERSONAL APPEARANCE

The well-groomed nurse aide should shower/bathe daily, shampoo hair frequently and keep it neat, use deodorant daily, and practice good oral hygiene. The instructor will do regular grooming checks. No acrylic nails are allowed.

SMOKING POLICY

Smoking will be permitted only in the designated smoking areas on campus and is restricted to lunch and break time. In the clinical area, the facility's/agency's rules will apply.

NURSE AIDE GRADING SYSTEM

GRADING SYSTEM

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Classroom

Student work will be graded with the following system:

89.5 – 100 = A	OUTSTANDING ACHIEVEMENT
79.5 – 89.4 = B	ABOVE SATISFACTORY
74.5 – 79.4 = C	SATISFACTORY (The grade that must be achieved to pass / graduate)
59.5 – 74.4 = D	
59.4 – Below = F	

GPA:

A = 4 points B = 3 points C = 2 points D = 1 point F= 0 points

Nurse Aide Clinical Evaluation

A satisfactory level must be attained at the completion of the designated hours in the clinical setting according to the course curriculum and the Texas Nurse Aide Performance Record evaluation tool.

GRADUATION REQUIREMENTS FOR THE NURSE AIDE PROGRAM

Completion Standards

The student must have satisfactorily completed a minimum of 100 clock hours of training (grade “C” or better which is a 3.0 GPA, including:

1. 60 clock hours of classroom training that doesn't involve direct resident care; and
2. 40 clock hours of hands-on resident care in a nursing facility or alternative clinical training under the direct supervision of a licensed nurse as approved by DADS. The student **MAY NOT** enter clinical unless they have produced a TB test that is negative or chest x-ray that shows no communicable disease or active TB completed within the preceding 12 months. A student who does not produce the TB or chest-x ray by the third day of class will be placed on hold and scheduled into the next class available as they will not qualify to continue the curriculum.

The student must have satisfactorily completed the DADS-established curriculum, including:

At least 16 introductory hours of training in the following areas before direct client contact:

- a. Communication and interpersonal skills;
- b. Infection control;
- c. Safety and emergency procedures, including the Heimlich maneuver;
- d. Promoting residents' independence; and
- e. Respecting residents' rights.
- f. Personal care skills;
- g. Basic nursing skills;
- h. Mental health and social service needs;
- i. Care of cognitively impaired residents;
- j. Basic restorative services; and
- k. Residents' rights.

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Financial Commitments Retired

Students must complete their financial commitments with the school prior to being eligible to graduate. If a student defaults on their financial agreement, this may be cause for termination from the program.

CERTIFICATE OF COMPLETION

Students meeting the requirements outlined in the graduation requirements section of this catalog will receive a Certificate of Completion of the Nurse Aide Training Program which qualifies them to sit for the Certified Nurse Aid Evaluation exam to become a Certified Nurse Aide in the State of Texas.

JOB PLACEMENT

Students are encouraged to research the local job market for placement opportunities, the school has a job posting board and links on the school website to assist students with possible employment opportunities. The students are encouraged to review Craig's list, Houston chronicle, green sheet, Google, recruitment online, and contact facilities directly that hire nurse aide's for employment. The school will track and follow students post graduation as the state requires the School to maintain a placement rate for students that graduate. If the school does not maintain the state required post graduation placement rates, it may become in jeopardy of losing its license to operate. The same is true for completion and pass rates for the Nurse Aide Program.

GRIEVANCE POLICY

Each student shall receive a copy of the grievance procedure and the school shall maintain proof of the delivery. All complaints will be documented on the Student Grievance Form and are to be forwarded to the school director. The school director will review all completed complaint forms, and follow-up/investigate for resolution. The school will then maintain the complaint report including any associated documentation. The school will diligently work to resolve all complaints at the local school level.

Unresolved Grievances

Unresolved grievances should be directed to:

Texas Workforce Commission
Career Schools and Colleges Section
101 East 15th Street Room 226T
Austin, Texas 78778-0001
512-936-3100
<http://csc.twc.state.tx.us>

OR as an avenue of last resort:

Council of Occupational Education

7840 Roswell Road Building 300, Suite 325 Atlanta, Georgia 30350
800-917-2081 or 770-396-3898 www.council.org

COUNSELING

The school has a contract with ComPsych services which provides 24 hour services to the students. The school has prepaid up to 3 counseling sessions per student for major life crisis, traumatic events, stress, emotional problems, and other such situations that might require counseling. The students are oriented to the service during orientation and flyers are available in the hallway past the reception area by the restrooms. The phone number, website, and other pertinent information are available to students.

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FINANCIAL AID

At this time the school is not Title IV approved. No federal financial aid is offered or provided. The school does have a contract with Workforce solutions for the vocational nursing program, and Jena Mae financing for all of their programs. Additional information is available from the school website, or by making an appointment with the financial aid specialist.

MAKE-UP WORK POLICY

PURPOSE:

Establish a make-up work schedule for students attending the school.

POLICY:

It is a requirement of the school that students with excused absences must follow a make-up work policy in order to continue to meet the requirements of the school prior to graduation from the school.

PROCEDURE:

1. No more that 5% of the total course time hours for a program may be made up.
2. The school shall submit make-up work policies to the TWC for approval.
3. Make-up work shall:
 - a. Be supervised by an instructor approved for the class being made up;
 - b. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
 - c. Be completed within two weeks of the end of the grading period during which the absence occurred;
 - d. Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor, and
 - e. Be signed and dated by the student to acknowledge the make-up session.

STUDENT INPUT TO ACADEMIC POLICIES, PROCEDURES, AND CURRICULUM PLANNING:

The school encourages all students to provide feedback via evaluations, comments, and the like to the faculty and School Director. All students are encouraged to share their input to the academic policies, procedures, and curriculum and the planning of the curriculum. Our students are our best evaluators and their input is not only welcome but extremely valuable to us.

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NURSE AIDE TRAINING PROGRAM COURSE SYLLABUS

(NUA 101 & 102)

Subject Description: This course meets State of Texas requirements for a training course for Nurse Aide professionals. The course includes classroom and clinical instruction in the following areas: communication and interpersonal skills, infection control, safety and emergency procedures, including the Heimlich maneuver, promoting residents' independence, respecting residents' rights, personal care skills, basic nursing skills, mental health and social service needs, care of cognitively impaired residents, basic restorative services, and residents' rights.

Subject Hours: 100 clock hours (60 hours lecture, 40 hours lab)

Prerequisites: Successful completion of NUA 101 before NUA 102

Required Textbooks: Department of Aging and Disability established curriculum (DADS)

- Instructional Methods:**
1. Lecture
 2. Laboratory
 3. Simulated Workplace
 4. Audio Video
 5. Power Point Presentation
 6. Anatomical Mannequins

Maximum Student : Instructor Ratio: 10 : 1

Daily Content Outline:

Subject to be taught (NUA 101)	Lecture
SECTION ONE OF CURRICULUM: Days 1, 2 and part of 3 Introduction Role of the Nurse Aide in LTC Safety Measures Emergency Measures Infection Resident Rights and Independence Communication and Interpersonal Skills Taking Care of Yourself	16 hours REQUIRED
SECTION TWO OF CURRICULUM: Day 3, 4, 5 and 6 partial day Body Mechanics, Positioning and Moving Residents care of the residents, environment, assisting residents with bathing, toileting and perineal care, skin care, hygiene and grooming, nutrition, hydration, elimination	
SECTION THREE OF CURRICULUM: Day 6, 7 Promoting a restraint-proper environment, vital signs, height and weight, observing, recording, reporting , and charting, admission, transfer and discharge, coping with death	
SECTION FOUR OF CURRICULUM: Day 7, and 8 Introduction to restoration, role of nurse aide in restoration	

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Subject to be taught (NUA 101)	Lecture
SECTION FIVE OF CURRICULUM: Day 8 and Day 9 Psychosocial Needs of residents, specific behavior problems, cognitive impairment	
TOTAL CLASS ROOM HOURS	60 hours
Subject to be taught (NUA 102) Clinical Experience	Lab
SECTION ONE OF CURRICULUM: Days 10-13 Introduction Role of the Nurse Aide in LTC Safety Measures Emergency Measures Infection Resident Rights and Independence Communication and Interpersonal Skills Taking Care of Yourself	
SECTION TWO OF CURRICULUM: Day 10-13 Body Mechanics, Positioning and Moving Residents care of the residents, environment, assisting residents with bathing, toileting and perineal care, skin care, hygiene and grooming, nutrition, hydration, elimination	
SECTION THREE OF CURRICULUM: Day 10-13 Promoting a restraint-proper environment, vital signs, height and weight, observing, recording, reporting , and charting, admission, transfer and discharge, coping with death	
SECTION FOUR OF CURRICULUM: Day 10-13 Introduction to restoration, role of nurse aide in restoration	
SECTION FIVE OF CURRICULUM: Day 10-13 Psychosocial Needs of residents, specific behavior problems, cognitive impairment	
SECTION SIX OF CURRICULUM: SOCIAL SKILLS Cultural change, conflict resolution, technologies	
TOTAL LAB ROOM HOURS	40

Basis of Grades:	Tests/Quizzes	40%
	Lab assignments	60%

Faculty Listing

Name	Full Time (FT)/ Part-Time (PT)	Degree Held	Conferring Institution
Kimberley Kelly	Full Time	Bachelor of Science in Nursing (RN BSN) Masters Nursing Education (12/13)	The Ohio State University Walden University
Wanda Alexander	Full Time	Vocational Nurse (LVN)	San Jacinto College
Robert Kirby	Part Time Evening	Vocational Nurse Diploma (LVN) Advanced Degree	Southern Texas University, Victoria College

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SEE ACADEMIC CALENDAR INSERT ALSO AVAILABLE ONLINE AT:
WWW.VOCATIONALNURSINGINSTITUTE.COM

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**TRANSFERRABILITY BETWEEN PROGRAMS WITHIN THE INSTITUTION
AND
TO OTHER INSTITUTIONS.**

Vocational Nursing Program

The Vocational Nursing Institute, Inc. will accept credits from another school for the pre-requisites of Anatomy/Physiology I and Anatomy/Physiology II for the Vocational Nursing Program. Please submit grades and transcripts for review and approval with the enrollment application.

The ability to transfer credits from one educational institution to another educational institution may be very limited. This is true of most schools. Credits may not transfer and courses previously taken may have to be repeated.

Credits earned at The Vocational Nursing Institute, Inc. Vocational Nursing program may be transferred with approval to Lee College. The Vocational Nursing Institute, Inc. and Lee College have an articulation agreement in place.

Prospective students should contact all applicable educational institutions regarding transferability of credits earned at The Vocational Nursing Institute, Inc. to determine if such institutions will accept credits earned at The Vocational Nursing Institute, Inc. prior to executing an enrollment contract or agreement. For example, if the prospective student plans on taking the VN Program at The Vocational Nursing Institute, Inc. and then continuing at another school for their BSN in Nursing, that student should check with the school for the BSN if they will accept VNI's credits towards the BSN program. The Vocational Nursing Institute, Inc. will **NOT** accept credits for any other courses except as noted above.

Nurse Aide Program

The Nurse Aide program does not accept credits from any other nurse aide program. Generally, schools do not accept credits for incomplete nurse aide curriculum from one school to the next. The student must repeat the entire course for a certificate of completion and to enable them to be eligible to take the State Test.

Transferring from VN Program to NA Program

If a student wishes to transfer from the vocational nursing program to the nurse aide program, the pre requisites for the nurse aide program must be met and the student may complete and enrollment agreement for the next scheduled nurse aide program as posted in the school catalog and / or on the website.

Transferring from the NA Program to the VN Program

A student cannot transfer from the NA Program to the VN Program. The student must follow the steps for enrollment into the VN Program as outlined in the VN Program Catalog.

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HOW TO ENROLL IN THE NURSE AIDE PROGRAM:

1. Obtain a course schedule. (www.vocationalnursinginstitute.com or call the school)
2. Select course cycle you wish to apply for.
3. Gather required documents to apply which includes:
 - a. Proof of successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential; or
 - b. Proof of successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school.
 - c-Will this requirement change???
 - d. Evidence that you are able to read, write, and speak English; (high school diploma, GED, Interview)
 - e. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease; and (Physician statement required) and signature on Physical Demands Form
 - f. Not be listed on the Nurse Aide Registry or Misconduct Registry (for the State of Texas) in revoked status; (School will verify this status) *When a student applies to the school they are giving permission for the school to conduct a criminal history check, verification check with the Nurse Aide Registry, and the Misconduct Registry in the State of Texas.
 - g. Evidence of current CPR card
 - h. Evidence of current TB test with negative result
4. Complete application to the school either in handwritten format and submit or use the online application. Forms are available at www.vocationalnursinginstitute.com
5. Pay for course when registering at the physical location of the school 11201 Steeple Park Drive Houston Texas 77065
6. Submit all documents together at one time (items 3-5)

The school will notify you that you have been accepted in writing and verbally. If you need to meet with our career advisor to discuss your academic plans please make an appointment by calling 832 237 2525.

TRUE & CORRECT STATEMENT

The information contained in this catalog is true and correct to the best of my knowledge.

Kimberley Kelly RN BSN LNC

School Director