

**NORTHERN CALIFORNIA NURSING ACADEMY**

# **SCHOOL CATALOG**

**January 1, 2020 – December 31, 2020**



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# PHILOSOPHY

Northern California Nursing Academy directs students to succeed in their education and future career through our focus on teaching the values of the healthcare profession. Healthcare is about caring for people. Caring encompasses empathy for and connection with people. It is about upholding human dignity, integrity, autonomy, altruism, and social justice.

NCNA believes that we are the starting point of future health professionals who play a vital role in shaping the healthcare system of our nation. In the same way, we believe that every successful healthcare professional began with excellent education and training.

Northern California Nursing Academy is driven by our passion to teach and educate students. We ensure that every student is treated as an individual, who we prepare to be the best in the field and achieve their full potential.

## MISSION AND VISION

### *Mission*

Northern California Nursing Academy aims to provide high quality education that will prepare students to obtain a successful and stable career in the healthcare industry. We will utilize an honest and focused approach in our method of instruction as well as how we perform as an institution.

We will ensure that our students are well equipped in passing certification examinations and obtain employments after completion of their courses.

We will continuously develop our programs to reflect current information and with rules and regulations mandated by government agencies.

We will uphold our passion for educating students as we share our knowledge and success from our experiences as professionals in the healthcare industry.

### *Objectives*

Northern California Nursing Academy has the objective to educate and train students to gain:

**Competence.** For students to be knowledgeable and skilled in their respective fields as they become healthcare workers.

**Commitment.** For students to understand the responsibilities of a healthcare worker in caring for the sick and elderly.

**Compassion.** For students to exhibit empathy while ensuring dignity of patients while in their care.

**Confidence.** For students to believe that each of them can make a difference in the life of others.

## ***Vision***

Northern California Nursing Academy aims to be recognized as the premier provider of quality healthcare education in the State of California and in the Western Region. This will be achieved by expansion of healthcare programs and establishing school sites in various cities in California and the surrounding States.

We aspire to be identified as a source of talent by hospitals, long term care facilities, assisted living sites and private organizations. We will partner with institutions that will provide invaluable experience to our students, consequently making them highly proficient in their positions.

We want to be the best on what we do while we do what is best for our students.

## **PROSPECTIVE STUDENTS**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. The enrollment agreement is legally binding when signed by the student and accepted by the institution.

### ***Catalog***

The Catalog is reviewed and updated annually. The school provides the catalog through the school's website, [www.ncnursingacademy.com](http://www.ncnursingacademy.com) and in person when requested by students.

## **LEGAL ORGANIZATION**

Northern California Nursing Academy is a private institution organized as a Limited Liability Company in the State of California. Northern California Nursing Academy is also called NCNA. All pertinent information relating to the legal organization is contained in its Operating Agreement.

NCNA does NOT have a pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, has NOT filed bankruptcy, and has NOT filed petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

# APPROVALS AND AFFILIATIONS

Northern California Nursing Academy is a private institution approved to operate by the ***Bureau for Private Postsecondary Education, which means this school is in compliance with the state standards set forth by the California Private Postsecondary Education Act of 2009.***

Northern California Nursing Academy is approved by *the California Department of Public Health* to conduct the following programs:

Nursing Assistant Program

Home Health Aide Program

Hemodialysis Training Program

Northern California Nursing Academy is affiliated with and an approved testing site of the ***National Center for Competency Testing (NCCT)*** on the following programs:

Medical Assisting Program

Medical Office Assisting Program

EKG Technician Program

Northern California Nursing Academy is not accredited by an accrediting agency recognized by the United States Department of Education. Students who complete the Nursing Assistant, Hemodialysis Technician, Medical Assisting, Medical Office Assisting, are ELIGIBLE to sit for the licensure exams in California and/or in other states.

Northern California Nursing Academy is a WIOA Title-I financially assisted program by NOVA and an Eligible Training Provider at America's Job Center.

Northern California Nursing Academy is not eligible for federal financial aid through FAFSA.

## LOCATION

Northern California Nursing Academy is located at 355 Gellert Blvd. Suite #s 101 and 279. All classes are held at this location. Clinical observations are conducted in Long Term Care Facilities and Dialysis Clinics located around the San Francisco Bay Area.

# ADMISSION PROCEDURES

Prospective students should call, email or visit the school to request for an Application for Admission. They will then take the Entrance Assessment Test, which is a brief test of written and verbal English and Mathematics ability.

## ***Requirements Prior to Admission***

Prospective students must meet the following requirements:

1. Must be at least 18 years old at the start of the program
2. Must submit proof of high school graduation or completed GED
3. Must possess a valid government issued ID
4. Must speak, write and understand English
5. Must possess or in the process of obtaining a Social Security Number at the time of enrollment
6. Completion of an Application for Admission and payment of Application Fee
7. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
8. Must submit proof of good health
  - 8.1. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
9. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

***\*Please see Program Information for additional requirements prior to Admission***

## ***Acceptance of Ability-To-Benefit Students***

If students are not able to submit proof of High School completion or GED, NCNA requires students prior to admission to complete the Wonderlic Basic Skills Test (WBST) with the following minimum scores:

**Verbal forms VS-1 &  
VS-2, Quantitative  
Forms QS-1 & QS-2**

**Verbal – 200  
Quantitative – 210**

## ***Specific Program Requirements***

Students must undergo a Live Scan process prior to enrollment in the following programs:

- Nursing Assistant Program
- Home Health Aide

Students must have completed a Vocational Nursing or Registered Nursing Program in the US or foreign country prior to enrollment in the Nursing Refresher Program.

### ***International Students***

Northern California Nursing Academy does not currently accept International Students. Consequently, NCNA does not provide any VISA services to international applicants.

### ***Students with Disabilities***

**As a WIOA Title-I financially assisted program, Northern California Nursing Academy, is an equal opportunity employer/program. Auxiliary aid and services are available upon request for individuals with disabilities.**

Northern California Nursing Academy is committed to the equality of educational opportunities for all qualified students. Students with disabilities (including learning disabilities, hearing or visual impairments, mobility impairments, attention deficit/hyperactivity disorders, psychiatric impairments or chronic health disabilities) who apply to NCNA can choose whether or not to disclose their disability. NCNA will not require at any point in the admissions process to disclose if students have a disability. NCNA does not, and could not, use information about a disability to deny admission to a student.

***\* See Equal Opportunity and Disability Policy on Appendix F***

### ***Transfers***

Students who have completed courses in other institutions may request transfer of credits by completing the ***School Transfer Request Form***. Transfer of credits will be determined based on the program being applied for and a proficiency exam that must be passed in order for credit to be given.

**Northern California Nursing Academy does not accept prior experience for credit in any of the programs.**

## ***NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION***

The transferability of credits earned at Northern California Nursing Academy is at the complete discretion of an institution to which students may seek to transfer. Acceptance of the Certificate earned in a specific program is also at the complete discretion of the institution to which student may seek to transfer. If the credits or Certificate that are earned at this institution are not accepted at the institution to which students seek to transfer, students may be required to repeat some or all of the

coursework at that institution. For this reason students should make certain that attendance at this institution will meet your educational goals. This may include contacting an institution to which students may seek to transfer after attending Northern California Nursing Academy to determine if credits or Certificate will transfer.

***Northern California Nursing Academy has not entered into an articulation or transfer agreement with any other college or university.***

## FACILITIES AND EQUIPMENT

All theoretical part of the programs is delivered on campus. Nursing Assistant Programs, Medical Assisting Program and Pharmacy Technician Programs have externship opportunities in facilities and clinics in the San Francisco Bay Area.

Programs are delivered with the use of lectures, discussion, audiovisuals, selected readings, clinical experiences, group and Individual conferences, role plays, and return demonstration. NCNA does not offer distance education. Hospital, facility and lab equipment are used for clinical practice.

Examples of equipment and materials used for instruction in the **Nursing Programs** are the following\*:

Item Name	Quantity
Mannequin	(1x)
Weighing scale	(1x Health o meter 402)
Mask/gloves/gown/socks	(100+)
Hospital bed	(3x Invacare 5301IVC)
Urinal	(2x)
Bedpan	(2x)
Pillow	(6x)
Walker	(1x)
Blood pressure apparatus	(4x)
Gait or transfer belt	(2x)
Cane	(1x)
Stethoscope	(4x)
Sharp disposal	(3x)
Wheelchair	(1x)
Over bed table	(2x)
Bedside commode	(1x)
Privacy curtain	(4x)

Examples of equipment and materials used for instruction in the **Allied Health Programs** are the following\*:

Item Name	Quantity
Hemodialysis Machine	(3x Fresenius 2008K)

EKG Machine	(3x Bionet Cardiocare-2000)
Hemodialysis Gel Recliner	(1x Verin 00216)
Training Arm	(1x)
Face Shield (visor)	(15x)
18 g needle/butterfly	(100x)
Scalpel	(1x)
Iodoform/Xeroform	(30x)
Cotton applicator	(30x)
Laryngeal Mirror	(1x)
Face Mask	(100x)
Bloodlines Transducer Protector	(100x)
Saline bags	(20x)
Iodine swabs/ solution	(100x)
Normal saline/ Sodium Chloride	(50x)
Tourniquet	(20x)
Incision and drainage sterile kit	(10x)
Kidney basin	(5x)
Lidocaine= 196, 2% or with epi	(30x)
Otoscope	(1x)

## ACADEMIC POLICIES

### ***Attendance Policy***

Attendance is monitored and recorded daily. It is the responsibility of the student to notify the school in advance if they will be absent or late.

#### **Elements of Satisfactory Attendance:**

##### Absenteeism:

Students are expected to maintain a minimum of 90% of attendance throughout the enrollment period. **Excessive (more than 3 consecutive UNEXCUSED absences) will be subject to the probation and dismissal policy of NCNA.**

##### Excused Absences:

An EXCUSED absence is considered only when the student notifies the school on the day, or prior to the day of the absence. The student must notify the office or the instructor. The absence will be recorded as excused however, excused absences are included in the calculation to determine the minimum attendance requirement.



Examples would be extended illness, hospitalization, court appearances, death, verified accidents or military assignments.

The following circumstances are NOT considered excused absences:

- Vacation
- “No Call – No show”
- Cutting Classes
- Returning late after a scheduled break

Students with two (2) weeks consecutive EXCUSED absences without an approved request for leave of absence will be subject to the probation and dismissal policy of NCNA.

Tardiness: For the purpose of satisfactory attendance, students arriving more than 15 minutes late without a legitimate reason or excuse will be deducted one-hour of the total attendance scheduled for that day. Three (3) unexcused tardiness will constitute one (1) day of missed attendance.

Students arriving more than thirty (30) minutes after the scheduled start time of a classroom or clinical session may be sent home and not allowed into the class. Any student with excessive tardiness of six (6) times in a month can be terminated from the program, and will be subject to the probation and dismissal policy of NCNA.

*Absences and/or tardiness within a program shall impact as student’s Progress Report and Evaluation.*

*The Administrator must verify completion of all clock hours to qualify the student to sit on the Licensing Exam and obtain Certification in their field.*

### **Make Up Class**

Making up a class/clinical/lab is not always an option. It is NCNA’s discretion to offer make up classes depending on the availability of instructions. If make up time is required in a program, a project or a written assignment may be given.

### **Leave of Absence**

Leave of Absence (LOA) may be granted to students for serious illness, death in the family, or other emergency circumstances. Leave of Absence requests must be submitted in writing to the administration. Only one written request for a Leave of Absence will be considered during an enrollment period. The maximum time granted for a LOA is thirty (30) calendar days. Failure to report to class as scheduled ending the LOA period will result in automatic withdrawal from the program. Any students making regularly scheduled tuition payments to the school remain under that financial obligation during a LOA.

## ***Standards for Achievement***

Students are assessed a grade based on their performance. Performance is measured and recorded by instructors through classroom requirements and on the Lab and Clinical Evaluation form. Students must achieve a letter grade of C or higher in the theory component and satisfactory clinical grade in order to pass a program.

### ***Grades are assigned according to the following:***

A	=	95-100
A -	=	91-94
B+	=	88-90
B	=	85-87
B-	=	82-84
C+	=	79-81
C	=	75-78
D	=	70-74
F	=	Below 70

### ***Clinical Grade:***

To receive credit in the clinical portion of a program, a student must have a satisfactory grade based on the Skills Checklist and must meet the guidelines for the objectives and the criteria in the Student Clinical Evaluation.

## ***Graduation Requirements***

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical (Including externship, if applicable)
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

## ***Confidentiality***

Northern California Nursing Academy protects the confidentiality of information of all students. Only enrolled students in the programs have the right to view, inquire and respond to information and issues relating to their performance. These include but not limited to grades, reports, attendance record and skills checklist.

Follow up of financial obligations will only be communicated to students unless an authorized person has been assigned by the student prior to enrollment.

## ***Record Retention Policy***

All student records are maintained at the Northern California Nursing Academy located at 355 Gellert Blvd. Suite # 101 Daly City, CA 94015. All records will be maintained in locked filing cabinets in the “records room” at Suite 101 that is secure and only accessible to the administrator and officers of the school. Records are retained for at least a period of five years. Student transcripts are retained permanently.

Current students’ records are stored in locked filing cabinets at 355 Gellert Blvd. Suite # 101 Daly City, CA. It is accessible to instructors and officers of the school. Academic and Financial Records are retained in separate files.

Records will be available to the students during normal working hours when requested.

All records shall be accessible to the authorized staff during business hours and open for inspection by authorized government or state agencies.

## **CODE OF CONDUCT**

### ***Policy on Student Conduct***

1. The following disruptive behaviors are prohibited on campus and in clinical facilities:
  - a. Speaking in a loud tone of voice (shouting) to others in classroom, lab or at clinical setting.
  - b. Use of foul language
  - c. Smoking on the property
  - d. Smoking while wearing the NCNA prescribed uniform
  - e. Use of alcohol or drugs
  - f. Any comments, gestures, or body language that are viewed by fellow classmates, instructors or staff as inappropriate
  - g. Leaving classroom frequently without an appropriate reason before break sessions
  - h. Sleeping in classroom, clinic or lab during instruction time
  - i. Receiving or making phone calls on cell phones during class time unless it is an emergency
  - j. Use of residents’ personal property for own needs or entertainment, such as television or radio
  - k. Cheating on quizzes and exams
  - l. Theft of property from school, clinical site, students, patients or staff members
  - m. Inappropriate uniform
  - n. Harassment of staff, instructors, fellow students, patients or hospital staff, whether verbal, physical, written, visual, sexual, cultural, racial, religious, or based upon a person’s physical abilities (or lack of)

- o. Chewing gum
  - p. Video or voice recording during lecture discussion
- 2. Eating in the classroom must be approved by the instructor.
- 3. Use of Social Networking Sites (Facebook, Twitter, Instagram, Snapchat, etc.) that directly or indirectly mentions Northern California Nursing Academy in a derogatory manner is prohibited and will be grounds for dismissal.
- 4. Students are not allowed to discuss school material (lessons, homework, exams and quizzes) using Social Networking Sites.
- 5. Text messaging is not allowed during class

### ***Student Uniform Guidelines and Dress Code***

Each student has the responsibility for maintaining high standards of grooming, dress and hygiene that comply with health and safety regulations. By maintaining these standards, students will project the quality care and demonstrate professional values.

- a. Uniform: Nursing/ Medical scrubs (provided by school)
- b. Shoes: White shoes (closed-toe, closed-heel shoes with non-skid soles)
- c. Jewelry: Avoid large and dangling earrings or chains. All rings and bracelets will have to be removed when washing hands at the clinical site. Facility policies regarding piercings must be followed.
- d. Hair: Keep hair clean and neatly trimmed. Students who have a long hair, must plan to put it up for clinical practice in a ponytail, bun, twist or braids.
- e. Fingernails: Keep trimmed with length of nails in accordance with patient safety needs. Use clear or light colored nail polish. No nail jewelry or artificial nails.
- f. Hygiene: Maintain good personal hygiene habits. Makeup in moderation. No perfumes or colognes in consideration of and sensitivity of the residents.
- g. Identification: Students should carry an ID at all times in the clinical facility

*Note:*

*If students are not in their uniform, they will not be allowed to attend the clinical training.*

## ***Probation and Dismissal Policy***

Violation of any Academic Policies, Code of Conduct, Uniform Guidelines and failure to fulfill financial obligations will result to the following procedures:

1<sup>st</sup> offense – Warning /Verbal Counseling are given to students who violate any of the policies.

Students will be on Academic Probation if grades are below C. He/she is required to raise the grades in order to remove the probationary status.

2<sup>nd</sup> offense – Written Notice is given to students who violate any of the policies for the second time. He/She will be formally counseled by the Administrator.

3<sup>rd</sup> offense – Students will be dismissed from the program. No part of the program tuition will be refunded when students are dismissed.

## **STUDENTS' RIGHTS**

### ***Cancellation Policy***

Students have the right to cancel enrollment in a program of instruction including any equipment such as books, materials and supplies or any other goods related the instruction offered, through attendance *at the first class session, or the seventh day after enrollment, whichever is later.*

Cancellation shall occur when you give written notice of cancellation at the address of the school. Students can cancel by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the School has given any equipment, including books or other materials, students shall return it to the School within 5 days following the date of the notice of cancellation. If the student fails to return this equipment, including books, or other materials, in good condition within the 5-day period, the school may deduct its documented cost for the equipment from any refund that may be due. Once the student pays for the equipment, it is for students to keep without further obligation.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Cancellation: An applicant who provides written notice of cancellation 7 days after enrollment and/or before the first class session is entitled to a full refund, excluding the \$100 non-refundable registration fee and \$25 processing fee.

Other Cancellations: An application requesting cancellation more than the allowed time period and after making an initial payment, will be entitled to a refund calculated by the number of hours attended.

### ***Withdrawal Policy***

After the end of the cancellation period, students have the right to drop the program and have the right to receive a pro rata refund IF the student has ONLY completed sixty percent (60%) or less of a program.

The amount of the refund is to be pro-rated according to the portion that has not been completed less the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and the registration fee. *See Appendix B for Refund Calculation.*

Withdrawal from a program may occur when the student provides a written notice to the school's address. This can be done by mail or by hand delivery. The written notice of withdrawal, if sent by mail, will be effective upon receipt by the administrative office. It is strongly advice to send via registered mail when mailing.

### **Withdrawal Procedure:**

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Administrator of the School. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 15 days of the determination of the withdrawal date.

### ***See Page # 47 (Appendix B)***

**If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.**

**If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid fund.**

## ***Grievance Policy***

Northern California Nursing Academy designates the Administrator to receive and resolve all student complaints. She/he shall be accessible for reasonable periods of time before or after class sessions and during the range of time in which students are scheduled to attend the program.

A student may submit a complaint in writing/orally to any school official who is responsible in reporting complaints to Administrator for resolution. Within 10 days upon receipt of a written complaint, a summary of the investigation and disposition will be provided and if applicable, the reasons for rejection. The disposition of the student's complaint shall not limit or waive any of the student's rights or remedies.

### **The Administrator shall:**

1. Investigate the complaint thoroughly, including conducting interviews with people involved and reviewing all documents relating or may potentially relate to the complaint.
2. Reject the complaint if, after investigation, was deemed unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund.
3. Record a summary of the complaint, its disposition and reasons: place a copy of the summary, along with any other documents, in the student's file, and make an appropriate entry in the log of student complaints.
4. If complaint is valid, involves violation of law and is not resolved within 30 days after it was first made by the student, notify the Bureau, the State Agency, the accrediting association, and law enforcement authorities of the complaint, investigation and resolution. The School Administrator is not required to disclose any matter to the extent of his privilege.
5. If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students.
6. Implement reasonable policies or procedures to avoid similar complaints in the future.
7. Communicate directly to any person in control regarding complaints, their investigation and resolution or lack thereof.

## **STUDENT SERVICES**

### ***Library and Learning Resources***

Library and Learning resources are available in Suite 101. Access to online materials is provided by instructors during the programs. Students may request any of the resources and services from their instructors and the office.

#### **Library**

The school carries numerous resources for all students, staff and faculty. Books, CDs, DVDs, periodicals and handouts are available. These resources are various forms of outside learning material

purchased for the institutions use such as third-party magazines, textbooks, and reference material. These may be obtained within the facility at any time outside of class hours and can either be used within the library or checked out to a student to use outside of the academy.

### **Learning and Assessment Services**

All consultations and learning services are provided by our instructors, staff and program directors who coordinate directly with the student. All grades and results are stored online for further reporting and can be provided to the student on request.

### **Learning Support Services**

Among the resources available are tutoring, skill demonstration, and clinical practice workshops with instructors. These services are provided by our instructors and staff on request or through free scheduled workshop events provided by staff and program directors.

### **Housing**

Northern California Nursing Academy does not assume responsibility to provide or offer housing facilities for students. The school does not have dormitory facilities. ***The school is not responsible to find or assist students in finding housing.*** There are various available rental properties surrounding Daly City, CA. According to Zillow, rent costs for a one-bedroom apartment is approximately \$1,800/month

### **Safety and Privacy**

The school is closely monitored by surveillance cameras. Emergency call numbers are located in the school, and emergency equipment are located along corridors of the building. NCNA encourages all students to report any suspicious activity that occurs in the campus.

### **Career Services**

Northern California Nursing Academy provides resume and interview preparation services. The school also provides employment assistance to graduates through referrals to long term care facilities, hospitals and healthcare agencies. NCNA makes available employment application forms from prospective employers to students. NCNA makes the best effort to assist students in obtaining employment however we do not guarantee job placement/employment.



# FINANCIAL INFORMATION

## ***Costs and Tuition***

Northern California Nursing Academy has the following standard admission fees:

REGISTRATION FEE (NON-REFUNDABLE): \$ 100.00

The cost of books, handouts and supplies vary depending on the program.

### ACCEPTED FORMS OF PAYMENT:

1. Personal Check, Cashier's Check or Money Order made payable to:  
***Northern California Nursing Academy***

2. Credit Card: VISA, MasterCard and Discover

**\*\* Please see Appendix D for detailed description of Program Tuition and Fees**

## ***Financial Aid***

Northern California Nursing Academy is not currently eligible to offer Federal and State Loans. NCNA provides various payment plans to accommodate students who need assistance in paying the costs of attending the programs.



# ACADEMIC PROGRAMS

## ***Diploma / Certificate Programs in Nursing***

Nursing Assistant

Home Health Aide

Acute Care Nursing Assistant

In Home Support Service Provider

Nursing Refresher Course

NCLEX Review

## ***Diploma / Certificate Programs in Allied Health***

Medical Assisting w/ EKG and Venipuncture

Medical Office Assisting

EKG Technician

Hemodialysis Technician

Pharmacy Technician

Anatomy and Physiology

Pharmacology



# Nursing Assistant

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The Nursing Assistant Program prepares students to provide quality care to residents in nursing care facilities and patients in hospital settings. Course instructions are held both in a classroom setting and in clinical facilities.

The course requires completion of 160 hours with 17 modules that are focused on various aspects of residents' care, such as Patient Care Skills, Body Mechanics, Medical/Surgical Asepsis and Nutrition.

The program is based on the California Department of Public Health Services (CDPH) guidelines. The theory and clinical hours listed are the minimum hours of study required to meet CDPH's approval.

Upon completion, students receive a **Certificate of Completion** and will be directed to take the Certification. After passing the exam, students will be called Certified Nursing Assistants.

**Program Length:** 160 hours / 1-3 months

**Class Sessions:** Monday to Thursday (8:30am to 3:30pm), Monday to Friday (4:30pm to 10pm), Saturday and Sunday (8:30am to 3:30pm)

**Required Courses:**

- I. Introduction to Healthcare and the Role of the Nursing Assistant (10 Hours)
  - The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.
- II. Patient Rights (10 Hours)
  - The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole and must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations
- III. Communication and Interpersonal Skills (10 Hours)
  - The purpose of this unit is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.
- IV. Safe Environment (10 Hours)
  - The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The nurse assistant's role in creating a safe environment for the resident is discussed.
- V. Body Mechanics (10 Hours)
  - The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.

#### VI. Principles of Asepsis (10 Hours)

- The purpose of this unit is to present information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and biohazardous waste management.

#### VII. Weights and Measures (5 Hours)

- The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

#### VIII. Resident Care Skills (10 Hours)

- The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The nurse assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

#### IX. Resident Care Procedures (10 Hours)

- The purpose of this unit is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

#### X. Vital Signs (10 Hours)

- The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

#### XI. Nutrition (5 Hours)

- The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

#### XII. Emergency Procedures (10 Hours)

- The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the nurse assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

#### XIII. Long Term Care Resident (10 Hours)

- The purpose of this unit is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

#### XIV. Rehabilitative/Restorative Care (10 Hours)

- The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

#### XV. Observation and Charting (10 Hours)

- The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

#### XVI. Death and Dying (10 Hours)

- The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

## Objectives:

- Promote quality of patient care
- Provide entry-level skills for employment as a nurse assistant
- Provide awareness of opportunities/choices in health care occupations
- Implement a program that meets OBRA and California Title 22 Guidelines for safe and quality care in long-term care settings
- Promote consistency in training that responds to practice as reflected in the State Certification Exam
- Receive a Completion Certificate from Northern California Nursing Academy

## Occupation/ Job title:

Nursing Assistant  
Nursing Aide  
CNA

Standard Occupational Classification (SOC) Code: **31-1131**

# Home Health Aide

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The Home Health Aide Training Program intends to build upon the knowledge, skills and abilities that individuals possess as nurse assistants. Therefore, this program is designed for educating students who are already Certified Nurse Assistants. This certification allows the home health aide to function as an entry-level worker on a health care team in a home health agency. The curriculum is structured to provide theory and practical application of knowledge and skill needed to function as a home health aide.

This program is designed to be taken after passing the Nurse Assistant Certification Exam. Upon completion, students will receive a ***Certificate of Completion*** and will be called a Certified Home Health Aide.

**Program Length:** 40 hours / 2 – 4 weeks

**Class Sessions:** Monday to Friday (8:30am to 3:30pm)

## Required Courses:

I. Introduction to Aide and Agency Role (8 Hours)

- The purpose of this unit is to acquaint the student with the practice of home health care. The topics to be covered include: (a) Federal and State regulations governing home health aides, (b) purpose of home health care and roles of members of the home health care team, (c) the role and responsibility of the home health aides as a member of the team, and (d) communication with clients, families, team members, and community agencies.

II. Interpretation of Medical and Social Needs of People being serviced (8 Hours)

- The purpose of this unit is to examine physical changes, developmental needs, and common disease processes found in the home health care client. The impact of illness on the client's and a family's physical, emotional and psychological health is also examined. The importance of client and family rights and privacy are emphasized. Effects of terminal illness on the family unit and the role of the HHA in providing a caring and supportive environment are discussed.

### III. Personal Care Services (8 Hours)

- The purpose of this unit is to provide the CNA with expanded knowledge of safety and personal care as it is delivered in the home. Personal care skills, body mechanics, safety and emergency procedures are reviewed, and methods to improvise and adapt these procedures for the home care client are presented.

### IV. Nutrition (8 Hours)

- The purpose of this unit is to examine the dietary requirements of the client, respecting budgetary, environmental, and personal resources. This module includes the food pyramid and common therapeutic diets as planned and prepared in the home setting. Recognition of personal preferences, cultural and religious dietary practices is discussed.

### V. Cleaning and Care tasks at home (8 Hours)

- The purpose of this unit is to provide learning experiences for the HHA that will enable them to maintain a clean, safe, and healthy environment for the home care client. Consideration for the client, the client's home, and family is emphasized. This unit presents information on environmental safety as well as procedures and guidelines for completing household tasks.

## Objectives:

- To prepare CNA's for certification as a home health aide by the State of California
- To promote quality of care in the home care setting
- To provide entry-level skills for employment as a home health aide
- To expand the role of the CNA as paraprofessional
- Receive a Completion Certificate from Northern California Nursing Academy

## Occupation/ Job title:

Home Health Aide  
Certified Home Health Aide  
Licensed Caregiver  
Home Care Assistant

**Standard Occupational Classification (SOC) Code: 31-1121**

# Acute Care Nursing Assistant

The Acute Care Nursing Assistant Program is an 80-hour program that prepares Certified Nursing Assistants to function at a competent level in the acute care setting. Courses covered include safe and secure environment care of the surgical patient, gastrointestinal and nutritional care, genitourinary, reproductive, endocrine, cardiovascular, respiratory, orthopedic, neurological care, and death and dying.

Upon completion, students will receive a **Certificate of Completion** and will be called Certified Acute Care Nurse Assistant.

**Program Length:** 80 hours / 1-2 months

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 3 – Saturday and Sunday (8:30am to 3:30pm)

**Required Courses:**

**I. Acute Care Nurse Assistant Responsibilities (8 Hours)**

- The purpose of this module is to introduce the role and limitations of the nurse assistant in the acute care setting. The responsible performance of the nurse assistant will help assure quality patient care.

**II. Communication – Documentation (8 Hours)**

- The purpose of this module is to reinforce the concepts and skills required for nurse assistants to communicate effectively and interact appropriately with individuals from diverse cultures and backgrounds including patients, families, guests and other members of the health care team. This module includes instruction in communication skills, reporting and recording observations on appropriate documents, and using medical terms and abbreviations.

**III. Safe, Secure Environment (8 Hours)**

- The purpose of this module is to reinforce the concepts and procedures related to patient safety; review asepsis and infection control; and to examine precautions to protect patients and staff in the acute care setting.

**IV. Care of the Surgical Patient (8 Hours)**

- The purpose of this module is to prepare the nurse assistant to care for the perioperative patient in the pre-operative and post-operative phases and in preparation for procedures.

**V. Gastrointestinal, Nutritional Care (8 Hours)**

- The purpose of this module is to review concepts and introduce procedures related to patients with altered gastrointestinal function and altered nutritional status.

**VI. Genitourinary, Reproductive, Endocrine Care (8 Hours)**

- The purpose of this module is to review concepts and introduce procedures related to patients with altered nutritional status.

**VII. Cardiovascular Care (8 Hours)**

- The purpose of this module is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures which support the patient in meeting needs affecting the renal system.

**VIII. Respiratory Care (8 Hours)**

- The purpose of this module is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures which support the patient in meeting reproductive care needs that the patient cannot perform independently.

**IX. Orthopedic Care (8 Hours)**

- The purpose of this module is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures which support the patient in meeting the endocrine care needs that the patient cannot perform independently.

**X. Neurological Care (4 Hours)**

- The purpose of this module is to prepare the nursing assistant to perform the skills necessary to care for the cardiac patient. The student will learn to recognize and report abnormal cardiovascular signs and symptoms to the licensed nurse.

**XI. Oncology, Immunosuppression, Death & Dying (4 Hours)**

- The purpose of this module is to prepare the nursing assistant to perform the skills necessary to care for the patient with respiratory disorders. The student will learn to recognize and report abnormal respiratory signs and symptoms to the licensed nurse.

## Objectives:

- Build upon and expand previously-learned CNA skills, to enable the nurse assistants to function at a competent level in the acute care setting.
- Learn various disease processes one might encounter in the acute care setting.
- Nurse assistants will be able to provide safe, appropriate and efficient care in the acute hospital setting.
- Decrease orientation time for acute care nurse assistants changing work/hospital settings
- Receive a Completion Certificate from Northern California Nursing Academy

## Occupation/ Job title:

Acute Care Nursing Assistant  
Acute Care CNA  
Emergency Room CNA

**Standard Occupational Classification (SOC) Code: 31-1131**

# In Home Support Service Provider

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Also known as Caregiving Program, the In Home Support Service Provider program covers key concepts to become effective and efficient caregivers in private homes.

**Program Length:** 60 hours / 3-4 weeks

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

## Required Courses:

- I. Introduction (6 Hours)
  - The goal of this course is to introduce trainees to instructors and to each other, familiarize trainees with the training objectives and schedule, to develop norms for training behaviors and provide trainees with an overview of qualities of Service Providers and key concepts of direct care.
- II. Activities of Daily Grooming (6 Hours)
  - The goal of this course is to prepare participants, through demonstration and practice, to provide personal care for consumers, including bathing and skin care; and provide an opportunity for participants to practice all the skills taught so far, and to perform return demonstrations.
- III. Nutritional Needs (6 Hours)
  - The goal of this course is to assist consumers to make healthy decisions about nutrition and diet, assist consumers to eat, and use the exploring options approach to assist consumers to solve problems.
- IV. Mobility (6 Hours)
  - The goal of this course is to have participants observe, practice, and demonstrate assisting consumers to use assistive devices for walking, including assisting them to sit at the edge of the bed and stand prior to ambulating, and transferring them from bed to wheelchair.
- V. Paramedical Services (6 Hours)



- The goal of this course is to have the trainees understand the definition of Paramedical Services, have the trainees know the policy and procedure for administering Paramedical Services, and Identify various Paramedical Services.

**VI. Domestic Services (6 Hours)**

- The goal of this course is to introduce the unique characteristics of person-centered care in the home and the skills and knowledge required to meet consumer needs in this environment and practice communication skills in the context of caring for a consumer who is from a different culture or background than the direct-care worker.

**VII. Safety and Security (6 Hours)**

- The goal of this course is to reinforce the concepts and procedures related to patient safety; review asepsis and infection control; and to examine precautions to protect patients and staff in the home care setting.

**VIII. Infection Control (6 Hours)**

- The goal of this course is to prepare participants to practice infection control effectively and apply the principles of standard precautions appropriately in everything they do with consumers.

**IX. Death and Dying (6 Hours)**

- The goal of this course is to introduce the learner to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

**X. Alzheimer's and Dementia (6 Hours)**

- The goal of this course is to help participants to understand Dementia, how Dementia affects people – workers and family, as well as consumers and how to respond to challenging situations that may arise when working with consumers with Dementia, as well as understand Alzheimer's and how it affects people and how to respond to the difficult scenarios that may arise when working with patients with Alzheimer's

**Objectives:**

- Learn basic caregiving skills, including giving medication and reading and recording vital signs
- Learn how to reduce stress and balance the demands of work and home
- Prepare to handle non-medical situations in residence of clients
- Receive a Completion Certificate from Northern California Nursing Academy

**Occupation/ Job title:**

In Home Support Service Provider  
Caregiver  
Certified Caregiver  
Homecare worker  
Family Caregiver

**Standard Occupational Classification (SOC) Code: 31-1122**

# Nursing Refresher Course

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The Nursing Refresher Course is designed for Vocational Nurses and Registered Nurses who need to update their skills and knowledge in the Nursing Profession. Students need not be licensed upon enrollment, and may be a graduate of any US or foreign institution.

Students must have completed a Vocational Nursing or Registered Nursing Program in the US or foreign country prior to enrollment.

**Program Length:** 200 hours/ 2-4 months

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 3 – Saturday and Sunday (8:30am to 3:30pm)

## Required Courses:

- I. Professional Nursing Practice (28.5 Hours)
  - This course enables the learner to explore the concepts of the effective communicator, differentiate the roles of the team members, demonstrate flexibility as a team member, and demonstrate advanced problem-solving skills.
- II. Pharmacology Review (28.5 Hours)
  - The purpose of this course is to review and summarize the study of drugs and development of modern day medicine as well as its application in academic, industrial, and healthcare environments.
- III. Systems Review and Nursing Care of Common Disorders (28.5 Hours)
  - The goal of this module is to enable participants to review and analyze the understanding of how the body works, in order to better understand health, diseases, and the role of the direct-care worker in supporting health and wellness of consumers.
- IV. Care of the Client (28.5 Hours)
  - The goal of this module is twofold: to reintroduce participants to the unique aspects of working in a nursing home environment and to provide an overview of personal care tasks and the importance of maintaining the dignity of the consumer at all times.
- V. IV Therapy (28.5 Hours)
  - The goal of this module is to introduce participants to the process and fundamentals of IV Therapy and the proper methods of applying an IV infusion as well as withdrawal of blood for testing.
- VI. Communication & Documentation (28.5 Hours)
  - The goal of this module is to reinforce the concepts and skills required for nurses to communicate effectively and interact appropriately with individuals from diverse cultures and backgrounds including patients, families, guests and other members of the health care team. This module includes instruction in communication skills, reporting and recording observations on appropriate documents, and using medical terms and abbreviations.
- VII. Care of the Terminally Ill (29 Hours)
  - The goal of this module is to reinforce the concepts of grief, loss, death and dying. It includes the skills required for nurses to provide physical care and emotional support to these patients and significant others.

## Objectives:

- To assist in meeting the students' personal & professional goals
- To further enhance the students' knowledge & skills in nursing practice

- To be abreast with the latest trends in the healthcare industry
- To assist in gaining employment to those who have been out of the nursing practice
- Receive a Completion Certificate from Northern California Nursing Academy

**Standard Occupational Classification (SOC) Code: N/A**

## Medical Assisting w/ EKG and Venipuncture

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The Medical Assisting program introduces students to the overall operation of the physician's office. Students are trained to assist the physician in the examination room, to perform routine laboratory procedures, and to handle financial records, correspondence, insurance forms, and other administrative functions.

The Program is divided into three components; Core, Administrative and Clinical. The program is grouped around the knowledge and skills required for administrative medical assisting and clinical medical assisting. The program concludes with an externship in a medical facility. The program will prepare the students to sit on the National Certification Exam conducted by the National Center for Competency Testing (NCCT).

**Program Length:** 360 hours/ 7-8 months

**Class Sessions:** Schedule 1 - Monday, Wednesday, Friday (6:00pm to 10:00pm)

Schedule 2 – Saturday and Sunday (9:00am to 3:30pm)

### **Required Courses:**

#### ***Component I: Administrative***

##### **Module A - Medical Office Receptionist (20 Hours)**

- The purpose of this course is to prepare the learner the basic role and fundamentals of being a receptionist in a clinical environment.

##### **Module B - Medical Office Records (20 Hours)**

- The purpose of this course is to prepare the learner the basic role and fundamentals of maintaining and sorting official medical records of patients in a clinical environment.

##### **Module C - Medical Office Finances (20 Hours)**

- The purpose of this course is to prepare the learner the basic role of controlling and organizing financial information of patients and other criteria within a clinical environment.

##### **Module D - Medical Office Insurance Billing (20 Hours)**

- The purpose of this course is to prepare the learner the basic role of processing patient data and records related to insurance information including medical finances.

#### Module E – Computers (20 Hours)

- The purpose of this course is to provide the learner with the basic knowledge and skills necessary to use a computer.

#### Module F - Medical Office Emergencies/CPR (20 Hours)

- The purpose of this course is to prepare the learner with basic knowledge and skills to correctly evaluate cardiac arrest and/or abstracted airway, and to safely perform CPR intervention.

### ***Component II: Anatomy and Physiology***

#### Parts and Functions of the Human Body (60 Hours)

- The purpose of this course is to teach the medical assistant the various systems and functionalities of the body. Student will also learn the diseases that are related to the systems.

### ***Component III: EKG Technician***

#### Module A - Basics of Electrocardiography (12 Hours)

- The purpose of this course is to explain what an ECG is and its importance in medicine as well as the history of obtaining and using an ECG, describe career opportunities and identify the skills and knowledge needed to perform an ECG.

#### Module B - Anatomy and Physiology (12 Hours)

- The purpose of this course is to identify the major coronary arteries and describe the structure of the body, examine typical symptoms and instabilities, identify immediate assessment and treatment for the patient and discuss continued treatment.

#### Module C - Rhythm (12 Hours)

- The purpose of this course is to examine ECG rhythms and determine the presence of dysrhythmias as well as identify basic rhythm criteria.

#### Module D - Basic Interpretations (12 Hours)

- The purpose of this course is to explain the process of evaluating ECG tracings and the basic process of reading and understanding ECG strips, discussing the anatomic views seen on a 12-Lead ECG and the arteries that commonly supply that region of tissue, and also identify bundle branch block, axis deviation and left ventricular hypertrophy.

#### Module E - Advanced EKG Procedures (12 Hours)

- The purpose of this course is to further discuss the standard ECG procedures in-depth and the advanced methods and procedures experts use in the field using in depth scenarios and hand-on training.

### ***Component III: Clinical***

#### Module A - Exam. Room Procedures (20 Hours)

- The purpose of this course is to teach the medical assistant the basic procedures and fundamentals that take place inside of an examination room.

#### Module B - Specialty Procedures (20 Hours)

- The purpose of this course is to teach the medical assistant the advanced techniques and methods used in a healthcare environment.

#### Module C – Pharmacology (20 Hours)

- The purpose of this course is to teach the medical assistant the study of drugs and development of modern day medicine as well as its application in academic, industrial, and healthcare environments.

#### Module D - Minor Office Surgery (20 Hours)

- The purpose of this course is to teach the medical assistant the routine techniques and methods used during minor office procedures.

#### Module E - Laboratory Procedures (20 Hours)

- The purpose of this course is to teach the medical assistant the routine techniques and methods used during basic and advanced laboratory procedures.

#### Objectives:

- To prepare the student to assist physicians and nurses by performing administrative duties and basic clinical duties in an office or medical center
- To meet this objective, instruction addresses subjects encompassing medical practice, medical law and ethics, medical communications, medical records, insurance, patient preparation and basic laboratory procedures and tests as well as total patient care
- Upon completion of this program graduates will have entry level skills as medical assistants and qualify for positions in a variety of health care facilities
- Receive a Completion Certificate from Northern California Nursing Academy

#### Occupation/ Job title:

Medical Assistant  
Clinical Medical Assistant  
Medical Clerk  
Physician's Office Assistant  
Doctor's Office Assistant

Standard Occupational Classification (SOC) Code: **31-9092**

## Medical Office Assisting

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The Medical Office Assisting Program prepares students for the front office role as a receptionist and for scheduling appointments. The program primarily provides office administrative skills such as computer literacy, office procedures, medical terminology, medical abbreviations, medical law and ethics, pharmacology, insurance and exposure control.

Upon completion, students receive a **Certificate of Completion** and may take the Certification Exam conducted by the National Center for Competency Testing (NCCT).

**Program Length:** 200 hours/3-5 months

**Class Sessions:** Schedule 1 - Monday, Wednesday, Friday (6:00pm to 10:00pm)

Schedule 2 – Saturday and Sunday (9:00am to 3:30pm)

## Required Courses:

### Component I: Core

#### Module A - Introduction to Medical Assisting (20 Hours)

- The purpose of this course is to provide the learner with the basic knowledge and broad perspective of the past history and current issues affecting the practice of medicine.

#### Module B - Terminology, Anatomy & Physiology (20 Hours)

- The purpose of this course is to provide the learner with the basic knowledge to correctly use the language of medicine.

#### Module C – Safety (20 Hours)

- The purpose of this course is to provide the learner with the basic knowledge and skills necessary for understanding of Occupational Safety and Health Administration and its functions.

#### Module D - Screening and Appointments (20 Hours)

- The purpose of this course is to provide the learner with the basic knowledge of patient screening.

#### Module E – Computers (20 Hours)

- The purpose of this course is to provide the learner with the basic knowledge and skills necessary to use a computer.

#### Module F - Medical Office Emergencies/CPR (20 Hours)

- The purpose of this course is to prepare the learner with basic knowledge and skills to correctly evaluate cardiac arrest and/or abstracted airway, and to safely perform CPR intervention.

### Component II: Administrative

#### Module A - Medical Office Receptionist (20 Hours)

- The purpose of this course is to prepare the learner the basic role and fundamentals of being a receptionist in a clinical environment.

#### Module B - Medical Office Records (20 Hours)

- The purpose of this course is to prepare the learner the basic role and fundamentals of maintaining and sorting official medical records of patients in a clinical environment.

#### Module C - Medical Office Finances (20 Hours)

- The purpose of this course is to prepare the learner the basic role of controlling and organizing financial information of patients and other criteria within a clinical environment.

#### Module D - Medical Office Insurance Billing (20 Hours)

- The purpose of this course is to prepare the learner the basic role of processing patient data and records related to insurance information including medical finances.

## Objectives:

- To prepare the student to assist physicians and nurses by performing administrative duties
- To meet this objective, instruction addresses subjects encompassing medical practice, medical law and ethics, medical communications, medical records, insurance
- Upon completion of this program graduates will have entry level skills as medical assistants and qualify for positions in a variety of health care facilities
- Receive a Completion Certificate from Northern California Nursing Academy

## Occupation/ Job title:

Medical Office Assistant  
Administrative Medical Assistant  
Medical Office Receptionist  
Medical Clerk  
Medical Office Front Desk

**Standard Occupational Classification (SOC) Code: 31-9092**

# EKG Technician

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This EKG Technician program will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, and basic ECG interpretation.

Upon completion, students receive a ***Certificate of Completion*** and may take the National Certification Exam conducted by the National Center for Competency Testing (NCCT).

**Program Length:** 60 hours / 3-4 weeks

**Class Sessions:** Schedule 1 - Monday, Wednesday, Friday (6:00pm to 10:00pm)

Schedule 2 – Saturday and Sunday (9:00am to 3:30pm)

## **Required Courses:**

### I. Basics of Electrocardiography (12 Hours)

- The purpose of this course is to explain what an ECG is and its importance in medicine as well as the history of obtaining and using an ECG, describe career opportunities and identify the skills and knowledge needed to perform an ECG.

### II. Anatomy and Physiology (12 Hours)

- The purpose of this course is to identify the major coronary arteries and describe the structure of the body, examine typical symptoms and instabilities, identify immediate assessment and treatment for the patient and discuss continued treatment.

### III. Rhythm (12 Hours)

- The purpose of this course is to examine ECG rhythms and determine the presence of dysrhythmias as well as identify basic rhythm criteria.

### IV. Basic Interpretations (12 Hours)

- The purpose of this course is to explain the process of evaluating ECG tracings and the basic process of reading and understanding ECG strips, discussing the anatomic views seen on a 12-Lead ECG and the arteries that commonly supply that region of tissue, and also identify bundle branch block, axis deviation and left ventricular hypertrophy.

#### V. Advanced EKG Procedures (12 Hours)

- The purpose of this course is to further discuss the standard ECG procedures in-depth and the advanced methods and procedures experts use in the field using in depth scenarios and hand-on training.

### Objectives:

- To provide the proper training in which a student can acquire satisfactory skills and demonstrate competency in Electrocardiography
- To prepare the student to sit on the National Certification Exam
- To gain exposure to job duties that include unit operation and troubleshooting, lead placement, use and understanding of EKG grid paper, recognizing EKG patterns in all 12 leads, plotting the EKG axis, and much more
- Receive a Completion Certificate from Northern California Nursing Academy

### Occupation/ Job title:

EKG Technician  
Electrocardiography Assistant  
Medical Assistant  
Clinical Medical Assistant

**Standard Occupational Classification (SOC) Code: 29-2031**

# Hemodialysis Technician

This Hemodialysis Training Program is geared towards certification as Certified Hemodialysis Technician, Dialysis RN or LVN. The program teaches students how to work with patients and how to use hemodialysis equipment properly. The program focuses on helping students learn to take vital signs, obtain vascular access, take blood samples and work comfortably with patients and their families.

The program is based on the California Department of Public Health Services (CDPH) guidelines. Upon completion, students will receive a **Certificate of Completion** and will sit on the certifying examination conducted by the California Dialysis Council (CDC).

**Program Length:** 300 hours/5-7 months

**Class Sessions:** Schedule 1 – Saturday and Sunday (8:30am to 3:30pm)

Schedule 2 – Tuesday, Thursday and Saturday (8:30am to 3:30pm)



## Required Courses:

- I. **Today's Dialysis Environment: An overview (37.5 Hours)**
  - The purpose of this course is to discuss how dialysis therapy is reimbursed in the US, list quality standards for dialysis treatment. Describe ways that dialysis technicians can demonstrate professional behavior when working with patients, and explain the certification process for technicians.
- II. **The Person with Kidney Failure (37.5 Hours)**
  - The purpose of this course is to label the structures and list the functions of a normal kidney, define uremia and list symptoms of it, list health problems that occur due to kidney failure, describe each of the treatment options for kidney failure, discuss empathy and techniques toward empathetic care, and describe key aspects of rehabilitation for people with kidney failure.
- III. **Principles of dialysis (37.5 Hours)**
  - The purpose of this course is to define key principles used in dialysis, describe ways to remove wastes during dialysis and how they differ, explain what a safe ultrafiltration rate is, and name forces that affect the flow of fluids.
- IV. **Hemodialysis devices (37.5 Hours)**
  - The purpose of this course is to describe how dialyzers are made, explain why concentrates are used to make dialysate, list basic functions of the dialysis delivery system, explain how the air detector and blood leak detector work, name parts of the extracorporeal blood circuit, and explain the steps taken to protect patient safety during a hemodialysis treatment.
- V. **Vascular access (37.5 Hours)**
  - The purpose of this course is to describe the pros and cons of the main types of vascular access. Outline the steps for observing a fistula or graft before a hemodialysis treatment, identify the signs of infection, clotting and stenosis along with how to prevent each problem. This course will also explain how to place needles in a fistula or graft, and the steps necessary for using a hemodialysis catheter.
- VI. **Hemodialysis Procedure Procedures and Complications (37.5 Hours)**
  - The purpose of this course is to describe the predialysis setup of the hemodialysis machine and extracorporeal circuit, explain the start, monitoring and end of a routine treatment, identify vital signs, the basics of infection control, draw up and give intravenous medications, draw blood samples, discuss the importance of documenting patient care, and identify causes signs and symptoms as well as prevention.
- VII. **Dialyzer Reprocessing (37.5 Hours)**
  - The purpose of this course is to discuss the history of dialyzer reprocessing, list reasons why dialysis centers reprocess dialyzers, explain the steps involved in dialyzer reprocessing, list the required documentation for reprocessing, and discuss the hazards to patients and staff that can occur with dialyzer reprocessing.
- VIII. **Water Treatment (37.5 Hours)**
  - The purpose of this course is to discuss the purpose of water treatment for dialysis, list the components of a dialysis center's water treatment system, discuss the advantages and disadvantages of water softeners, carbon tanks, reverse osmosis, deionization, and ultraviolet irradiation in the treatment of water for dialysis, and describe a typical water treatment monitoring schedule.

## Objectives:

- To gain knowledge on handling Renal Failure patient
- To learn dialysis treatment's principles and procedures
- To learn dialysis treatment modalities and devices
- To practice taking vital signs, obtaining vascular access, taking blood samples
- To practice communicating comfortably with patients and their families

- Receive a Completion Certificate from Northern California Nursing Academy

**Occupation/ Job title:**

Hemodialysis Technician

Patient Care Technician

**Standard Occupational Classification (SOC) Code: 29-2099**

# Pharmacy Technician

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The Pharmacy Technician program is designed to meet the requirements of the State Board of Pharmacy for employment as a Pharmacy Technician. The program gives students a solid foundation of pharmacy fundamentals and terminology. Students of this program will get hands-on practice in multiple pharmacy areas such as hospital, retail, compounding, mail-order, and long-term care. Topics such as professionalism, state and federal law, and ethical issues are covered.

Upon completion, students will receive a **Certificate of Completion** and may sit on the certifying examination conducted by the Pharmacy Technician Certification Board. Students may also immediately apply for licensing from the CA State Board of Pharmacy.

**Program Length:** 320 hours / 4-5 months

**Class Sessions:** Schedule 1 – Tuesday, Wednesday, Thursday (10:00am to 2:00pm)

Schedule 2 - Monday, Wednesday, Friday (6:00pm to 10:00pm)

**Required Courses:**

I. Introduction to Pharmacy Technician (20 Hours)

- This section introduces the practice of pharmacy and the most common practice settings, including community and hospital pharmacies, as well as unique settings, such as Nuclear Pharmacy and Veterinary Pharmacy. It contains a chapter on pharmacy law and an introduction to drug information resources, which applies to all pharmacy practice settings.

II. Drug Identification (40 Hours)

- This section introduces the basics of identifying the common drug names for each classification, describing the important actions and/or therapeutic uses for the major classes of drugs, describing the most common or most serious adverse effects for the major classes of drugs, and listing special precautions for the major classes of drugs.

III. Pharmacy Laws and Ethics (40 Hours)

- This section introduces the knowledge of understanding how the practice of pharmacy is regulated by federal and state laws and regulations and the role of state boards of pharmacy, discussing the laws of controlled substances and requirements for ordering as well as FDA approval processes and prescriptions and substitutions.

IV. Pharmaceutical Mathematics (40 Hours)

- This section introduces the explanations of why it is important to follow a standardized approach when using math in pharmacy, conversions and different systems of measurement as well as performing and checking key

pharmacy calculations, including the calculations needed to interpret prescriptions and those involving patient specific information.

#### V. Drug Management Procedures (40 Hours)

- This section introduces the identification of the components of a complete medication order, prioritization of medication orders on the basis of pertinent criteria, descriptions the necessary steps in processing a medication order, listing the information that is typically contained in a patient profile, and identifying the information that is necessary to make a medication label complete.

#### VI. Prescription Filling Procedures (40 Hours)

- This section introduces the identification of the components of a complete prescription prioritization of prescriptions on the basis of pertinent criteria, descriptions the necessary steps in processing a prescription or medication order, listing the information that is typically contained in a patient profile, and identifying the information that is necessary to make a prescription label complete.

#### VII. Professional Relations (40 Hours)

- This section describes the purpose of various types of communications that occur within pharmacy practice settings, including the role of the pharmacy technician, lists the basic elements of verbal and nonverbal communications, gives specific patient encounter scenarios, as well as compare and contrast effective and ineffective communication skills. Describe how to vary communication techniques to improve success when working with special patient populations. Identify the types of health care professionals with whom a pharmacy technician may communicate, as well as effective strategies for those communications. Describe the types of behaviors that should be demonstrated by pharmacy technicians to promote effective working relationships with other health care team members.

#### VIII. Insurance Procedures (40 Hours)

- This section introduces the basic principles of pharmacy billing and reimbursement, defines common pricing benchmarks, and lists various payers of pharm along with descriptions of the differences in reimbursement processes dependent on aceuticals and pharmacy services. They will also describe the categories of information that are needed to submit a third-party claim for a prescription or medication order. Use knowledge of third-party insurance billing procedures to identify a reason for a rejected claim.

#### IX. Job Search and Retention (20 Hours)

- This section includes the chapters related to the business end of the practice of pharmacy, including purchasing, inventory, billing and reimbursement of products and services. There is also a chapter on Durable and Nondurable Medical Equipment in this section since many pharmacies offer these products for their patients.

### Objectives:

- To provide the proper training in which a student can acquire satisfactory skills and demonstrate competency being a Pharmacy Technician
- To gain exposure to job duties that include unit operation and troubleshooting, lead placement, use and understanding of EKG grid paper, recognizing EKG patterns in all 12 leads, plotting the EKG axis, and much more
- Receive a Completion Certificate from Northern California Nursing Academy

### **Occupation/ Job title:**

Pharmacy Technician

Pharmacist Assistant

**Standard Occupational Classification (SOC) Code: 29-2052**

# NCLEX Review

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This review program prepares students for the National Council Licensure Examination (NCLEX). This is offered to students who have completed Nursing Programs from various institutions.

Northern California Nursing Academy presents a 3-phased approach in the review class, which consists of:

**Phase 1 – Refresher (50 Hours)**

- This phase will reintroduce the basics to nursing such as cardiology, neurology, and diseases as well as summarize, review and reaffirm the role of the Nursing Assistant and their role in the workplace environment.

**Phase 2 – Practice Test (25 Hours)**

- This section will train and simulate a test environment with hands-on demonstrations and practice examinations in a physical format.

**Phase 3 – Computer Exam Simulation (25 Hours)**

- This section will train and simulate a test environment with hands-on demonstrations and practice examinations in a digital format.

Upon completion, students will be prepared to sit on the NCLEX Examination.

**Program Length:** 100 hours / 2-4 months

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

**Objectives:**

- To prepare students to sit on the National Council Licensure Examination (NCLEX)
- To provide intensive review for students to pass the NCLEX

**Standard Occupational Classification (SOC) Code: N/A**

# LICENSING/CERTIFICATION REQUIREMENTS

The following is a list of requirements to attain Certification or Licensure after completion of the Programs:

## **Certified Nursing Assistant**

*Certifying Agency: California Department of Public Health*

1. HS graduation (or equivalent)
2. Completion of a minimum of 160 hours of training at an approved CADPH Training program, where 60 hours is dedicated to theory and 100 hours to clinical.
3. Must not have been convicted of any crimes referenced in the Disqualifying Penal Code Sections
4. Undergo a Live Scan Process
5. Submission of an Initial Application
6. Pass a Nursing Assistant Examination conducted by NNAAP

## **Home Health Aide**

*Certifying Agency: California Department of Public Health*

1. HS graduation (or equivalent)
2. Must not have been convicted of any crimes referenced in the Disqualifying Penal Code Sections
3. Submission of an Initial Application
4. Complete 120 hours of training consisting of at least sixty-five (65) hours of classroom and fifty-five (55) hours of supervised clinical training in basic nursing and home health topics.
5. Forty (40) hours supplemental HHA training consisting of twenty (20) hours classroom and twenty (20) hours supervised clinical training in home health topics. (This course is only for individuals who are already CNAs or enrolling in combined [dual] CNA/HHA training programs.)

## **Medical Assistant**

*Licensing Body: National Center for Competency Testing (NCCT)*

1. HS graduation (or equivalent)
2. Graduation from an NCCT-approved MA program within the last 10 years; OR
3. Two years of qualifying full-time employment (4160 hrs.) or equivalent part-time employment as an MA within the last 10 years

## **EKG Technician**

*Licensing Body: National Center for Competency Testing (NCCT)*

1. HS graduation (or equivalent)
2. Graduation from an NCCT-approved ECG program within the last 10 years; OR
3. One year of qualifying full-time employment (2080 hrs.) or equivalent part-time employment as an ECG Technician within the last 10 years

## **Medical Office Assistant**

*Licensing Body: National Center for Competency Testing (NCCT)*

1. HS graduation (or equivalent)
2. Graduation from an NCCT-approved MOA program within the last 10 years; OR
3. One year of qualifying full-time employment (2080 hrs.) or equivalent part-time employment as an MOA within the last 10 years

## **Hemodialysis Technician**

*Certifying Agency: California Department of Public Health*

1. High school diploma or equivalency (such as a GED or High School Equivalency);  
**OR**
2. Have equivalent experience in lieu of HS diploma or equivalency (such as GED or High School Equivalency) greater than four (4) years of work experience in dialysis as of October 14, 2008.

**AND**

3. Have successfully completed a training program that is approved by the medical director and governing body of a hemodialysis clinic or unit, under the direction of a RN. The training program must be approved by the CDPH prior to implementation; **OR** b. Have successfully completed a community or corporate-based training program, or a training program offered by an educational institution approved by the CDPH; **OR** c. If you are unable to provide documentation of successfully passing a training program approved by the CDPH, you may meet this criterion if you are employed as a hemodialysis technician by a hemodialysis clinic or unit for more than two (2) years as of October 14, 2008.

In addition, you must have passed a *written examination* offered by a hemodialysis clinic or unit, or a community or corporate-based training program that meets California law and a *skills checklist* observed by a RN.

**AND**

4. Have successfully passed a standardized test that is approved by CDPH; **OR** b. Have successfully passed an examination offered by a national commercially available certification program for hemodialysis technicians which is approved for this purpose by the Centers for Medicare and Medicaid Services.

## **Pharmacy Technician**

*Certifying Agency: CA Board of Pharmacy*

1. High school diploma or equivalent educational diploma (e.g., a GED or foreign diploma).
2. Passing score on the Pharmacy Technician Certification Exam (PTCE).
3. Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.
4. Compliance with all applicable PTCB Certification policies.

A candidate may be disqualified for PTCB Certification upon the disclosure or discovery of:

- Criminal conduct involving the candidate;
- State Board of Pharmacy registration or licensure action involving the candidate;
- Violation of a PTCB Certification policy, including but not limited to the Code of Conduct.

*Licensing Body: California State Board of Pharmacy*

1. Submit Application Fee
2. Submit Application for a Pharmacy Technician License
3. Completion of Mandatory Education
  - a. You are required to provide a certified copy of one of the following with your application:
  - b. A certified copy of your high school academic record (transcript) in which you graduated.

Or
  - c. A certified copy of an official "Certificate of Proficiency" documenting that you have passed the California High School Proficiency Examination (CHSPE) as required in the California Education Code Section 48412.

Or
  - d. A copy of your foreign secondary school diploma or certificate AND a certified copy of your foreign secondary school diploma or certificate provided in the English language or translated into English.

Or
  - e. A certified copy of an official transcript of your General Educational Development (GED) test results. GED test results will only be accepted as official if they are earned through an official GED Testing Center that is authorized by the State GED Office of the California Department of Education and the GED Testing Service of the American Council on Education.
  - f. **QUALIFYING DOCUMENTATION:** You are required to include with your application the Affidavit of Completed Coursework or Graduation for Pharmacy Technician, a certified copy or original certificate of your PTCB certification, or a copy of your military training DD214.
4. Submit Practitioner Self-Query Report
5. Undergo Live Scan or Complete fingerprint cards

# ADMINISTRATIVE POLICIES

## ***School Property***

No NCNA employee engaged in outside remunerative activities shall use, in connection therewith, the official stationery, supplies, equipment, or personnel services of the school. Further, no employee shall accept pay from private persons or corporations for tests, essay, lab analysis, computer, programming, or other work of a routine character which involves the use of property owned by the school

The school's property, including equipment and furnishings is for the primary use of NCNA community including recognized student, faculty, and staff organizations.

Use of computer, phone and internet of NCNA should be restricted to academic use unless for emergency purposes.

## ***Drugs, Alcohol and Tobacco Use***

It is the policy of Northern California Nursing Academy to provide a safe and healthy environment for all members of the school. Each member is entitled to work, study, and play in an environment free from involuntary exposure to health and safety hazards.

The use of drugs, alcohol and tobacco indoors and outdoors are strictly prohibited.

## ***Non-Discrimination***

No student of Northern California Nursing Academy shall, on the grounds of race, color, national origin, religion, sex, age, or disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any NCNA program or activity.

If a student feels that he/she has been discriminated against on the basis of any of the conditions listed above, he/she may file a complaint with the Administrator.

## ***Sexual Harassment***

Northern California Nursing Academy is committed to creating and maintaining a community where all persons who participate in the programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, intimidation, or discrimination.

NCNA will respond promptly and effectively to reports of sexual harassment and take appropriate action to prevent, correct, and if necessary, impose discipline for behavior that violates this policy. Retaliation against a person who reports sexual harassment, helps someone with a report of sexual harassment, or takes any part in an investigation or resolution of a sexual harassment report is prohibited.

## ***Gifts and Gratuities***

To avoid the appearance of favoritism, no officer, faculty or employee of NCNA should accept any gift or gratuity from students during the course of the program. Students are limited to give gifts after completion of the program. NCNA does not allow officers and faculty to receive cash. Any item that is valued over \$100 must be reported to the Administrator.



## ***Copyright***

Faculty or staff in charge of a program or project involving copying or exercise of any other copyrights are responsible for assuring, to the best of their ability, that the activities are in compliance with the requirements of federal and state law.

Northern California Nursing Academy reserves the right to receive a free, nonexclusive, worldwide, and irrevocable license to use any copyright-protected material produced by a school employee in connection with his or her employment, whether or not NCNA resources were used for its development.

## ***Privacy of Student Records***

Students' rights of privacy are guaranteed by the California State Constitution, the California Information Practices Act (IPA), the California Public Records Act (PRA), Family Educational Rights and Privacy Act (FERPA) and this policy.

1. Confidential personally identifiable information from student records may not be disclosed without the student's prior consent.
2. Directory information may be released without a student's prior consent unless the student notifies the campus in writing that either his/her address and phone number, or all categories of information about the student, may not be disclosed.
3. Grades may not be posted and graded papers or examinations may not be distributed in public locations via methods that disclose confidential information unless the students give prior written consent.

## ***Emergency Policy***

During an emergency, the school's priorities are to save lives, protect property, continue critical business functions necessary to continue its mission until the emergency has abated, and return to normal operations as soon as possible.

All campus resources may be made available for response and recovery actions during a declared emergency.

The Administrator may declare a school-wide state of emergency when the following conditions exist: Emergency conditions on or within the vicinity as a result of a natural or man-made disaster, a civil disorder which poses the threat of serious injury to persons or damage to property, or based on other seriously disruptive events

Notification of a declaration of a state of emergency will be made as soon as possible to the community, including the local, county and other emergency services.

# LIST OF FACULTY

**Efren N. Aquino, BSN, RN**

University of the East – Doctor of Medicine

St. Dominic Savior College of Nursing – Bachelor of Science in Nursing

Positions Held: Academic Director, Northern California Nursing Academy

Registered Nurse, Seton Medical Center

Physician – Cardiologist, John F Cotton Hospital

Years of Experience: 38 years

Programs Teaching: EKG Technician, NCLEX Review, Acute Care Nursing Assistant, Associate Degree

**Milagros J. Aquino, BSN, RN**

University of Santo Tomas – Bachelor of Science in Nursing

Position Held: Program Director, Northern California Nursing Academy

Registered Nurse, 19th Ave. Health Care Center

Years of Experience: 36 years

Programs Teaching: Nursing Assistant

**Vivian Palmer, BSN, RN**

Chamberlain College of Nursing – Master of Science in Nursing

Chamberlain College of Nursing – Bachelor of Science in Nursing

Abraham Baldwin College – Associate Degree

Positions Held: Registered Nurse, Well Bound Satellite Healthcare

Years of Experience: 23 years

Programs Teaching: Hemodialysis Technician

**Teodora M. Polglaze, BSN, RN**

Quezon Memorial Hospital – Bachelor of Science in Nursing

Position Held: Registered Nurse, Lawton Health Care Center

Years of Experience: 41 years

Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant

**Joseph Solomon, BSN, RN**

St. Jude College – Bachelor of Science in Nursing

Position Held: Registered Nurse, Tunnel Health Care Center

Years of Experience: 32 years

Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant

**Angelina B. Gonzales, BSN, RN**

St. Jude College – Bachelor of Science in Nursing

Position Held: Registered Nurse, DaVita Dialysis Center, Satellite Healthcare

Years Of Experience: 31 years

Programs Teaching: Hemodialysis Technician

**Jordan Castillo, BSN, RN**

Dominican University - Bachelor of Science in Nursing

Manila Doctors University – Associate in Health Science Education

Perpetual Help College of Manila - Bachelor of Science in Nursing

Position Held: Medical Assisting, Kaiser Permanente Hospital

Years of Experience: 3 years

Programs Teaching: Medical Assisting, NCLEX Review, Associate Degree

**Carmelita Wolfert, BSN, RN, PHN**

Philippine Women’s University – Bachelor of Science in Nursing

University of California SF – School Health Nursing

Position Held: Registered Nurse, Northern California Nursing Academy

Years of Experience: 47 years

Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant, Home Health Aide

**Jay Mervin Pagaduan, BSBA**

San Francisco State University – BS Business Administration

Position Held: Administrative Manager, Kaiser Permanente Hospital

Years of Experience: 10 years

Programs Teaching: Medical Assisting, Associate Degree

**Julius Cervania, CCHT**

DaVita Dialysis Center – Hemodialysis Certificate

City College of San Francisco – Associate in Science Degree

Position Held: Certified Hemodialysis Technician, San Francisco general Hospital

Years of Experience: 18 years

Programs Teaching: Hemodialysis Technician



**Ralph Gerard Garcia, CCHT**

Angeles University – Associate in Science Degree

Position Held: Certified Hemodialysis Technician, DaVita Dialysis Center

Years of Experience: 6 years

Programs Teaching: Hemodialysis Technician

**Marie Elena Ybona, LVN**

NCP College of Nursing – Vocational Nursing

Position Held: Licensed Vocational Nurse, Kaiser Permanente Hospital

Years of Experience: 13 years

Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant

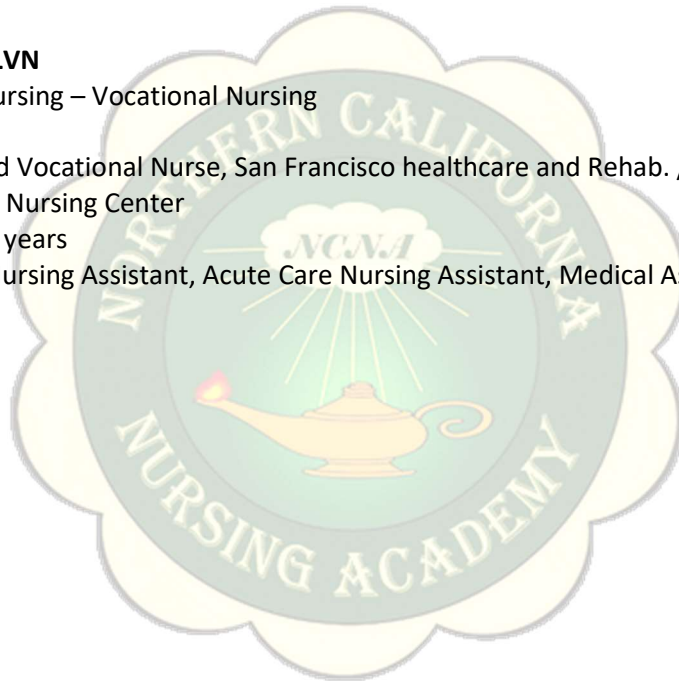
**Rachel Joy Tancioco, LVN**

Bay Area College of Nursing – Vocational Nursing

Position Held: Licensed Vocational Nurse, San Francisco healthcare and Rehab. /Nazareth Vista Skilled Nursing/San Francisco Nursing Center

Years of Experience: 4 years

Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant, Medical Assisting



# Appendix A

## DISQUALIFYING PENAL CODE SECTIONS

If you have been convicted of any of the penal codes listed, CNA/HHA applicants will be automatically denied certification or ICF/DD, DDH, or DDN applicants will be denied employment.

All CNA/HHA applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance if they have been convicted of any of these violations.

### Section

187	Murder
192(a)	Manslaughter, Voluntary
203	Mayhem
205	Aggravated Mayhem
206	Torture
207	Kidnapping
209	Kidnapping for ransom, reward, or extortion or robbery
210	Extortion by posing as kidnapper
210.5	False imprisonment
211	Robbery (Includes degrees in 212.5 (a) and (b))
220	Assault with intent to commit mayhem, rape, sodomy, oral copulation
222	Administering stupefying drugs to assist in commission of a felony
243.4	Sexual battery (Includes degrees (a) - (d))
245	Assault with deadly weapon, all inclusive
261	Rape (Includes degrees (a)-(c))
262	Rape of spouse (Includes degrees (a)-(e))
264.1	Rape or penetration of genital or anal openings by foreign object
265	Abduction for marriage or defilement
266	Inveiglement or enticement of female under 18
266a	Taking person without will or by misrepresentation for prostitution
266b	Taking person by force
266c	Sexual act by fear
266d	Receiving money to place person in cohabitation
266e	Placing a person for prostitution against will
266f	Selling a person
266g	Prostitution of wife by force
266h	Pimping
266i	Pandering
266j	Placing child under 16 for lewd act
266k	Felony enhancement for pimping/pandering
267	Abduction of person under 18 for purposes of prostitution
273a	Willful harm or injury to a child; (Includes degrees (a)-(c))
273d	Corporal punishment/injury to a child (Includes degrees (a)-(c))
273.5	Willful infliction of corporal injury (Includes (a)-(h))
285	Incest
286(c)	Sodomy with person under 14 years against will
286(d)	Voluntarily acting in concert with or aiding and abetting in act of sodomy against will
286(f)	Sodomy with unconscious victim
286(g)	Sodomy with victim with mental disorder or developmental or physical disability

288	Lewd or lascivious acts with child under age of 14
288a(c)	Oral copulation with person under 14 years against will
288(d)	Voluntarily acting in concert with or aiding and abetting
288(f)	Oral copulation with unconscious victim
288(g)	Oral copulation with victim with mental disorder or developmental or physical disability
288.5	Continuous sexual abuse of a child (Includes degree (a))
289	Penetration of genital or anal openings by foreign object (Includes degrees (a)-(j))
289.5	Rape and sodomy (Includes degrees (a) and (b))
368	Elder or dependent adult abuse; theft or embezzlement of property (Includes (b)-(f))
451	Arson (Includes degrees (a)-(e))
459	Burglary (Includes degrees in 460 (a) and (b))
470	Forgery (Includes (a)-(e))
475	Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (Includes degrees (a) - (c))
484	Theft
484b	Intent to commit theft by fraud
484d-j	Theft of access card, forgery of access card, unlawful use of access card
487	Grand theft (Includes degrees (a)-(d))
488	Petty theft
496	Receiving stolen property (Includes (a)-(c))
503	Embezzlement
518	Extortion
666	Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

Certification of applicants with convictions on this list MAY be reconsidered by ATCS only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed by ATCS.

I have received, reviewed and understood the Disqualifying Penal Code Sections. Automatic disqualification or denial of issuance of certificate shall occur if a criminal conviction under the Penal Code Section has not been disclosed. In cases wherein a criminal record was not under the disqualifying list of Penal codes, the Department of Health still reserves the right to deny issuance of certificate.

# Appendix B

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## HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment in a 400-hour course, pays \$2,000.00 for tuition, \$75.00 for registration and \$150.00, documented cost to school for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500.00 based on the calculation stated below. If the student returns the equipment in good condition within 10 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

$\$2,225 \text{ total paid} - \$75 \text{ registration fee} = \$2,150$  (Amount the school may retain)

$\$2,150 - \$150$  (documented cost of unreturned equipment) = \$2,000 total refundable amount

$\$2,000 \div 400$  hours in the program = \$5.00 hourly charge for the program

$\$5.00 \times 100$  hours of instruction attended = \$500 owed by the student for instruction received

$\$2,000 - \$500 = \$1,500$  total refund amount\*

\*If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1650 (\$1500 + \$150)

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

1. You notify the school of your withdrawal or the actual date of withdrawal.
2. The school terminates your enrollment.
3. You fail to attend classes for a three day period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

# Appendix C

## SCHEDULE OF FEES, CHARGES and EXPENSES

### NURSE ASSISTANT TRAINING PROGRAM (CNA)

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE:	1,400.00
<i>Includes Student Malpractice Insurance (25.00)</i>	
CPR/BLS	85.00
MATERIALS & SUPPLIES:	250.00
NNAAP Exam. Fee (Money Order payable to: Mission College-HWI)	100.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	<u>0.00</u>
<b>Estimated Schedule of Total Charges</b>	<b>\$1,935.00</b>
<b>Total Charges for Period of Attendance</b>	<b>\$1,935.00</b>

### ACUTE CARE NA TRAINING PROGRAM (ACNA)

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE:	750.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
MATERIALS & SUPPLIES:	195.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	<u>0.00</u>
<b>Estimated Schedule of Total Charges</b>	<b>\$1,045.00</b>
<b>Total Charges for Period of Attendance</b>	<b>\$1,045.00</b>

### HOME HEALTH AIDE PROGRAM

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE:	600.00
<i>Includes Student Malpractice Insurance (25.00)</i>	
MATERIALS & SUPPLIES:	195.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	<u>0.00</u>
<b>Estimated Schedule of Total Charges</b>	<b>\$895.00</b>
<b>Total Charges for Period of Attendance</b>	<b>\$895.00</b>

### NCLEX REVIEW

TUITION FEE:	700.00
<b>Estimated Schedule of Total Charges</b>	<b>\$700.00</b>
<b>Total Charges for Period of Attendance</b>	<b>\$700.00</b>



**MEDICAL ASSISTING W/ EKG AND VENIPUNCTURE PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE	12,000.00
<i>Includes Student Malpractice Insurance (25.00)</i>	
CPR/BLS	80.00
MATERIALS & SUPPLIES:	790.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	<u>0.00</u>
<b>Estimated Schedule of Total Charges</b>	<b>\$12,970.00</b>
<b>Total Charges for Period of Attendance</b>	<b>\$12,970.00</b>

**MEDICAL OFFICE ASSISTING PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE	4,000.00
<i>Includes Student Malpractice Insurance (25.00)</i>	
MATERIALS & SUPPLIES	395.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	<u>0.00</u>
<b>Estimated Schedule of Total Charges</b>	<b>\$4,495.00</b>
<b>Total Charges for Period of Attendance</b>	<b>\$4,495.00</b>

**HEMODIALYSIS TRAINING PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE	7,800.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
CPR/BLS	80.00
MATERIALS & SUPPLIES	725.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	<u>0.00</u>
<b>Estimated Schedule of Total Charges</b>	<b>\$8,705.00</b>
<b>Total Charges for Period of Attendance</b>	<b>\$8,705.00</b>

**EKG TECHNICIAN PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE	1,900.00
<i>Includes Student Malpractice Insurance (25.00)</i>	
MATERIALS & SUPPLIES	195.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	<u>0.00</u>
<b>Estimated Schedule of Total Charges</b>	<b>\$2,195.00</b>
<b>Total Charges for Period of Attendance</b>	<b>\$2,195.00</b>

**PHARMACY TECHNICIAN PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE	7,000.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
MATERIALS & SUPPLIES	300.00
STUDENT TUITION RECOVERY REFUND <i>(non-refundable)</i>	<u>0.00</u>
<b>Estimated Schedule of Total Charges</b>	<b>\$7,400.00</b>
<b>Total Charges for Period of Attendance</b>	<b>\$7,400.00</b>

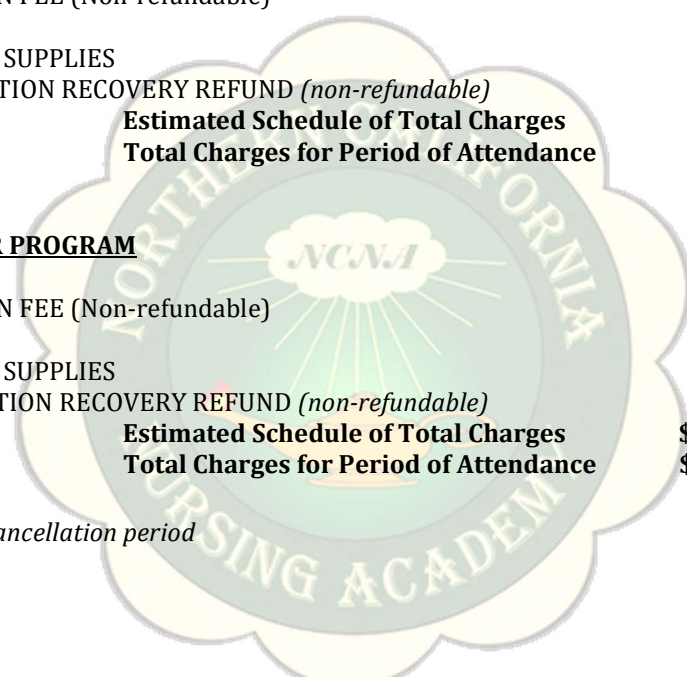
**IN HOME SUPPORT SERVICE PROVIDER PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE	800.00
MATERIALS & SUPPLIES	215.00
STUDENT TUITION RECOVERY REFUND <i>(non-refundable)</i>	<u>0.00</u>
<b>Estimated Schedule of Total Charges</b>	<b>\$1,115.00</b>
<b>Total Charges for Period of Attendance</b>	<b>\$1,115.00</b>

**NURSING REFRESHER PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE	6,250.00
MATERIALS & SUPPLIES	150.00
STUDENT TUITION RECOVERY REFUND <i>(non-refundable)</i>	<u>0.00</u>
<b>Estimated Schedule of Total Charges</b>	<b>\$6,500.00</b>
<b>Total Charges for Period of Attendance</b>	<b>\$6,500.00</b>

*\*Nonrefundable after cancellation period*



# Appendix D

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## STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

# Appendix E

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## MEDICAL ASSISTING EXTERNSHIP POLICY

The Externship Program is an academic program designed to enhance traditional classroom instruction by engaging students in real life medical assisting experiences in a medical clinic.

Students who wish to earn academic credit through medical assisting externship program must agree to the following:

- 1. Students must demonstrate a professional attitude prior to externship.**
- 2. The school will make the best efforts to place students in a clinic that we are currently affiliated with.**
- 3. It is not guaranteed that students will be placed at a certain time.**
- 4. The school has no discretion over the days and time of externship. We will follow the clinic's given schedule.**
- 5. Attendance will be strictly monitored. Any unexcused absence will be grounds for dismissal.**
- 6. If students relocate during the program, the student is responsible for locating a clinic to complete their externship hours.**
- 7. Students may request to complete their externship in a non-affiliated clinic IF they have PRIOR consent from the Medical Doctor or Human Resources Department of the clinic.**
- 8. Completion of all required clinical hours including externship is a requirement prior to graduation.**

# Appendix F

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## **EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY FOR PEOPLE WITH DISABILITIES**

This policy does not provide rights or obligations not provided by applicable laws.

Students with disabilities have the right to request and receive reasonable accommodations to ensure access to programs and facilities at Northern California Nursing Academy. To receive reasonable accommodations, students are responsible for requesting accommodations and documenting the nature and extent of their disability in a timely manner. Students should direct their requests for reasonable accommodation to the Administrator

Reasonable accommodations under this policy include, but are not limited to:

1. Academic adjustments, such as modification and flexibility in test-taking arrangements
2. Adjustments in nonacademic services and other rules; and,
3. Auxiliary aids and services

Northern California Nursing Academy will make those modifications to its academic requirements that:

- Are necessary to ensure that those requirements do not discriminate, or have the effect of discriminating, against a qualified student with a disability based on that disability and
- Do not impose an undue hardship on the School or require alteration of essential program requirements.

Appropriate academic adjustments/reasonable accommodations will be provided to qualified students with disabilities participating in the following activities: recruitment, the application process, enrollment, registration, course work, academic counseling, and nonacademic programs and services.

### **ACCOMMODATIONS BY CATEGORY**

#### *A. Academic Modifications*

Include, but are not limited to:

- Flexibility in timelines for completion/repeating of courses, scheduling internships, and graduation requirements;
- Adaptation of the manner in which specific courses are conducted;
- Flexibility in teaching methods and test-taking arrangements;
- Flexible procedures in the admission process, e.g., early or priority registration.

#### *B. Auxiliary Aids and Services:*

The Administrator and Faculty will provide the following aids and services:

- Large Font materials for vision impaired
- Printed Power Point Presentation for hearing impaired
- Email or Text Correspondence with speech impaired

*C. Access:*

In order to provide access to students with disabilities, the School will:

1. Provide coordination of efforts to ensure campus accessibility, including barrier-free design, signage, and identification of hazards of mobility barriers, and adequate disability parking for all facilities;
2. Facilitate physical access to programs and services;
3. Provide referrals to appropriate on-campus and off-campus resources, services and agencies; and,
4. Provide accessibility to online materials, tutoring, mentoring, peer counseling, and academic advising, if available on campus, for students with disabilities.

*D. Course Substitution:*

Northern California Nursing Academy recognizes that certain disabilities may preclude a student from successfully completing a specific course even with appropriate reasonable accommodation. The School recognizes its obligation to provide reasonable accommodation to students with disabilities without compromising the integrity of the academic program.

The School recognizes that altered methods of course delivery and/or providing core services will enable most students with disabilities to successfully complete course requirements, except in unusual circumstances. Usually, the student with a disability will attempt to successfully complete the required course with reasonable accommodation prior to requesting a substitution. If compelling documentation exists to support a substitution without the student first attempting the course, an exception may be granted by the School Administrator upon written request by the student.

A student seeking reasonable accommodation in completing a course due to a documented disability shall request assistance from the School Administrator. The student with a learning disability must present a previous assessment and documentation of the disability from an appropriate specialist, i.e., licensed neuropsychologist or psychologist. The learning disability diagnosis must be comprehensive and specify the nature and effects of the learning disability and recommend appropriate compensation strategies and reasonable accommodation suggestions.

If a student is unsuccessful in completing the course, the student may request course substitution under this policy.

Request for course substitution may be approved only if the proposed substitution is consistent with the essential graduation requirements of the Training Program.

All requests for course substitution must be submitted in writing by the student to the Principal and must contain an explanation of the relationship of the student's disability to the lack of success in completing the course, including a statement that s/he has made a good faith effort to complete the required course with appropriate accommodations

**Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897**

**A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).**

