



2024 CATALOG

Volume I

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TLC Medical Training, Inc.'s mission is to offer affordable, entry-level programs to our local community. The school has a strong commitment to excellence that reinforces academic achievement, personal impact, and prepares students for service in their communities.

PROGRAM PHILOSOPHY

The program philosophy is to empower students with a patient-centered care approach using skilled faculty, technology, critical thinking, and evidence-based knowledge. The school uses a student approach focus; and students evolve at the same rhythm with the nursing profession. The Center achieves its philosophy through patient centered care approach, quality education, and the Center's core values:

1. Respect for patients' values, preferences, and expressed needs
2. Coordination and integration of care
3. Information and education
4. Physical comfort
5. Emotional support and alleviation of fear and anxiety
6. Involvement of family and friends
7. Continuity and transition
8. Access to care

The faculty believes that individuals and groups function in complex, constantly changing environments. Patients' responses to their health states are dynamic. Caring behaviors will be provided in a variety of healthcare settings, including acute care, extended care, and diverse community facilities. Collaboration with individuals and groups, including other members of the healthcare team and community agencies, will assist in meeting patient needs and reaching positive outcomes of patient care.

OBJECTIVES

In support of its mission, the Center's objectives are:

- ✓ To fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field;
- ✓ To provide students with all the materials, faculty, and administrative support needed to successfully complete their program;
- ✓ To encourage and foster the value of life-long learning in our students;
- ✓ To provide students with the most up-to-date and comprehensive information available in their field of study;
- ✓ To utilize TLC Medical Training, Inc.'s tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned;

- ✓ To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions.

DISCLOSURE STATEMENTS

- The Center is nonsectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.
- TLC Medical Training, Inc. is not accredited by any national agency and therefore cannot offer students access to Federal Student Aid programs.
- The acceptance of the transfer of credits or clock hours earned at this Center is at the discretion of the receiving institution. It is the student's responsibility to confirm whether credits or clock hours earned at TLC Medical Training, Inc. will be accepted by another institution of the student's choice.
- The Center does not offer advanced placement based on work experience.
- As a prospective student, you must review this catalog prior to signing an enrollment agreement.
- It is the policy of the Center to provide a copy of the latest Center catalog either in writing or electronically on the Center's website to all prospective students.

STUDENT RIGHTS AND RESPONSIBILITIES

While it is not possible to address all eventualities, it is important that rights of TLC Medical Training, Inc.'s students be embraced by the community and observed in the spirit of the Center's mission. These rights include, but are not limited to:

- The right to be treated equally in academic and social settings
- The right to live and/or attend classes in a physically safe environment
- The right to express diverse opinions in an intellectually safe environment
- The right to privacy
- The expectation of a positive living/learning environment
- The right to learn without disruption
- Access to academic and support services that enhance student learning
- The right to pursue academic interests
- The right to engage in mutual collaboration
- The right to explore personal spiritual growth and development
- The right to know academic requirements and to be evaluated fairly
- The right to engage in service opportunities that enhance learning outcomes, both on and off campus

- The right to associate with student organizations of one’s own choosing
- The right to participate in a system of shared governance
- The right to assemble

While it is not possible to address all eventualities, it is important that responsibilities of TLC Medical Training, Inc.’s students be embraced by the community and observed in the spirit of the Center’s mission. General responsibilities include, but are not limited to:

- Responsible for cultivating personal growth and development through academic, civic, and social engagement
- Responsibility to pursue educational opportunities to the best of one’s ability
- Responsible for academic progression and career planning
- Responsibility to explore personal growth and development
- Responsibility to partner and/or cooperate with faculty and staff in the promotion of a positive living and learning environment
- Responsibility to other students
- Responsible for approaching differing and diverse views and opinions with an open mind
- Responsibility to recognize the value of diversity and an exchange of ideas
- Responsibility for showing respect to other students
- Responsibility to the community
- Responsible for engaging in appropriate service-learning experiences that improve the quality of life of those around them
- Responsible for complying with laws, rules and regulations
- Accountability for one’s own actions
- Responsibility to maintain the property and facilities of TLC Medical Training, Inc.
- Responsibility to maintain a positive image of TLC Medical Training, Inc.

OWNERSHIP & GOVERNING BOARD

TLC Medical Training, Inc. is a for-profit company owned and operated by Darlene Brown-Ponder, RN who also acts as the Chairman of the Board. The governing board makes up of three or more individuals appointed to be ultimately responsible for our nursing assistant training program. The governing board meets periodically to review & revise faculty, staff, policies & procedures as needed. Below is a current list of board members.

MEMBER	POSITION	CREDENTIALS	BOARD REPRESENTATION
Darlene Brown - Ponder	Chairman/Director	Registered Nurse	Nursing
Eve Francis	Board Member	Registered Nurse	Nursing
Robert Bonds	Board Member	Master of Business Administration	Business/Accounting

ADMINISTRATION

Darlene Brown – Ponder

Director

Nova Southeastern University
Professional Management in Health Services

Broward College
Associate Degree in Nursing

Registered Nurse – RN1697752

FACULTY

Darlene Brown – Ponder

Home Health Aide & Nurse Assistant Instructor

Nova Southeastern University
Professional Management in Health Services

Broward College
Associate Degree in Nursing

Registered Nurse – RN1697752

ADMISSION REQUIREMENTS

TLC Medical Training, Inc. offers 2 programs:

- Home Health Aide
- Nursing Assistant

To gain admissions to any of these two programs an applicant must meet the following requirements;

1. Nursing Assistant :Applicants must present evidence of a high school diploma or GED
2. Home Health Aide: No High School Diploma or GED required

TRANSFER OF CREDIT

The Center will accept transfer of credits on an individual basis however all transfer of credit must be obtained from a state approved institution. Students can only transfer in a maximum of 75% of clock or credit hours needed to complete the program. At least 25% of the program must

be completed at the school. All decisions regarding such advanced standing are made on a case-by-case basis by the Program Director.

Transfer of credit is always up to the receiving institution. Students wishing to transfer from TLC Medical Training, Inc. to another institution will need to review that institution's policy as we do not guarantee transfer of credit. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

RE-ENROLLMENT

Students who voluntarily withdraw from a program may re-enroll for the next available program. To re-enroll a student must follow the required admissions procedures. If a student has been dismissed from the program for any reason, they must appeal that decision with the Director, and only the Director can decide if the appeal is granted or denied.

ACADEMIC POLICIES

GRADING SYSTEM

Grades are based on class work, written examinations, and evaluation of skills and clinical. If you have difficulty maintaining progress, you will receive individual counseling. The grading scale is as follows:

Grades	Percentage	GPA
A =	90 - 100%	4.0
B =	80 - 89%	3.0 – 3.99
C =	70 - 79%	2.0 – 2.99
D =	60 - 69%	1.0 – 1.99
F =	0 - 59%	0.0 – 0.99
U =	Unsatisfactory	N/A

DRESS CODE

Students must purchase uniforms before the start of class. Students have the freedom to use any vendor they choose to purchase scrubs as long as they are the approved center/program color while on campus. TLC Medical Training, Inc. Iron On patches will be provided to each student. The cost for the uniforms may vary and is the responsibility of the student.

Students shall practice appropriate personal hygiene and grooming. Students failing to practice appropriate personal hygiene and grooming will be dismissed from class/lab or clinical until behavior is corrected. The student will be considered absent for the day(s) as a result of inappropriate personal hygiene and a clinical grade of “U” assigned for the day(s).

Students should look presentable at all times and not have strong fragrant colognes or perfumes, make-up should look natural, facial hair must be clean and neatly trimmed.

Students who do not abide by the dress code could be subject to be sent home and receive an absence for the day.

ADVISEMENT, COUNSELING, AND TUTORIALS

1. The student must meet with their faculty advisor at least once a term to ensure appropriate registration and progression through the curriculum.
2. The faculty members have posted office hours for counseling and to provide academic assistance to students. Please call ahead and determine the faculty member’s availability and schedule an appointment.
3. TLC Medical Training, Inc. can assist students in study skills and connecting students with available student support services.
4. Tutorial assistance is provided for students enrolled and is available through the Student Services Center.
5. Faculty may require that you attend counseling and/or a tutorial session.
6. Students are permitted and encouraged to utilize the Laboratory area to facilitate the practice and mastery of required competencies. During these practice sessions, the student must obtain authorization from the Program Director and sign in to be eligible to use the Laboratory area.

CHAIN OF COMMAND

1. Any student having course problems must first approach the appropriate instructor. If the student feels the problem was not resolved appropriately, the student should then make an appointment to see the Program Director. If still not resolved, the student should then make an appointment to meet with the Executive Director.

2. Any student failing to follow this “chain of command” as stated will be sent back to the initial instructor until the procedure has been followed.

CONDUCT

1. Acceptable quality of work and mature behavior are expected from you.
2. Students are required to follow the policies of TLC Medical Training, Inc., as outlined in the TLC Medical Training, Inc. Students’ Rights and Responsibilities from the Catalog.
3. TLC Medical Training, Inc. takes a very strong stand against academic misconduct. Academic misconduct such as giving and/or receiving unauthorized aid during a test or other assignment, not reporting another student who is observed cheating in any way or knowingly plagiarizing any material will result in disciplinary action including potential program dismissal.
4. Students are expected to deal in a positive manner with all individuals while on campus and/or in the clinical facility.
5. Student will be seated prior to the start of class.
6. If you wish to make a statement or ask a question, raise your hand and wait until recognized by the Course Instructor.
7. The Course Instructor will determine the length of each break. You are expected to return promptly to the classroom by the end of each break.
8. Cellular phones, and/or personal communication devices **MUST** be on “vibrate” to prevent class disruptions. During class times, (lecture, laboratory, clinical) the use of electronic communication devices for the purpose of “text messaging” communication is not permitted. In the event a student is caught using these devices, the student will be asked to leave the class for the duration of the day.
9. Cellular phones and/or personal communication devices are **NOT** permitted during any testing.
10. Cellular phones and/or personal communication devices are **NOT** permitted during clinical rotation hours.
11. The use of laptop computers for the purposed of program-related activities is permitted during lecture presentations and laboratory activities/ exercises.
12. If the student needs to use the restroom during class, the student may quietly excuse self.
13. The following conditions constitute grounds for disciplinary action up to and including dismissal from the program:
 - a) Academic dishonesty
 - b) Failure to satisfy health examination requirements or criminal background check
 - c) Failure to satisfy minimum course objectives and program competencies with the minimum percentage score as outlined in the catalog or course syllabi.
 - d) Failure to comply with the procedures outlined in the catalog.
 - e) Failure to practice safe patient care.
14. The student must notify the School Administration if you change your address or phone number.
15. Any injury that occurs during a scheduled lecture, laboratory must be reported to the instructor **IMMEDIATELY!**
16. Students may only park in designated student parking areas.

17. You may not carry a gun, knife, or other weapon while in lecture, lab, or clinic. Violation of this rule will result in immediate dismissal from the program. Students in possession of a firearm on campus or at the Center-sponsored activity will be automatically suspended.

CODE OF CONDUCT

As students are involved in academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
- Collaborate with the academic faculty to ensure the highest quality of client care.
- Refrain from performing any technique or procedure for which the student has not been approved.
- Abstain from the use of substances or alcohol in the academic setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per center grievance policy.
- Follow policies and guidelines from the program and the affiliating agency.
- Treat others with respect.
- Maintain personal appearance according to program policies.
- Maintain confidentiality.
- Notify the instructor and unit personnel prior to being late or absence.
- Apply knowledge from previous courses.

STUDENT AGREEMENT

Students are expected to comply with all policies, procedures and regulations of TLC Medical Training, Inc. It shall be your responsibility to receive, become thoroughly familiar with, and adhere to any expectations and policies as outlined in the most recent printing of:

- a) School Catalog
- b) TLC Medical Training, Inc. Lecture, Laboratory, and Clinical Schedule
- c) TLC Medical Training, Inc. Program Objectives and Syllabi
- d) TLC Medical Training, Inc. Student's Rights and Responsibilities
- e) Student Confidentiality Statement

It is the student’s responsibility to engage in behaviors that will lead to the successful attainment of all course objectives and competencies. This includes adhering to all information outlined in the Student Catalog. It is the responsibility of the Center and the Nursing program instructors to direct, assist, and encourage the student in the successful attainment of all course objectives and the fulfillment of Program competencies. This includes administering and enforcing all information outlined in the catalog as well as providing appropriate didactic, laboratory, and clinical instruction; conducting periodic evaluations (testing) of progress; and informing students of that progress.

MEASUREMENT OF ACADEMIC PROGRAMS/PROGRESS

TLC Medical Training, Inc.’s programs are measured by clock hour.

A “clock hour” (or contact hour) is defined as 50 minutes of supervised or direct instruction and 10 minutes of break.

The CGPA is a weighted average calculated by multiplying the clock hours for each course by the grade point equivalent received for that course, summing the results, and dividing that sum by the total credit hours attempted. Students must achieve a CGPA of 2.0 or above to be eligible for graduation from their program of study. Letter grades, numeric grades, grade point equivalents, and sample CGPA calculations follow.

COURSE	COURSE HOURS ATTEMPTED	LETTER GRADE/POINT VALUE	TOTAL POINTS EARNED
CHC101	6	4.0 (A)	24
CHC102	2	2.0 (C)	4
CHC103	1	4.0 (A)	4
CHC104	4	3.0 (B)	12
TOTALS:	13		44
44 Points divided by 13 hours attempted makes a 3.38 GPA			

SATISFACTORY ACADEMIC PROGRESS

To remain in good standing, the student must maintain at least a cumulative grade point average of 70% or a C. Written numeric grade reports for each subject will be provided to students by the second school day after the completion of the course or module. A student achieving a cumulative grade point average below 70% at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic probation.

The Center must monitor student's academic progress in their program of study. Students who are not meeting the minimum satisfactory academic progress (SAP) standards will be subject to sanctions. Evaluation periods for measurement of Satisfactory Academic Progress are;

Standards

1. Quantitative Progress – Clock hour Completion: The total number of clock hours the student has earned divided by the clock hours the student has attempted.
2. Qualitative Progress - Cumulative Grade Point Average (CGPA): The minimum standard is determined by program and number of attempted clock hours. The minimum CGPA required to graduate is 2.0 for all programs.

Sanctions

If a student does not meet the minimum SAP standards, the student will be placed on a warning status for the following term.

- If at the end of the warning term, the student meets the minimum SAP standards, the student will be returned to active status. A student may not have two consecutive warning terms.
- If the minimum SAP standards are not achieved by the end of the warning term. The student may continue taking classes for one additional term but will be placed in a status of probation.
- If the student does not meet the minimum SAP standards after the additional term (probation). The student will be dismissed from TLC Medical Training, Inc. The student will be notified in writing of each change in their SAP status.

ACADEMIC PROBATION

The probation period shall not exceed one evaluation period. The student must maintain a minimum academic grade point average of 70% or C or better during the probation period.

Any student that fails to meet a minimum academic grade point average of 70% or C or better during the probation period shall be dismissed. They may appeal the dismissal by following the

student appeals procedure outlined in this catalog. A student whose enrollment was terminated for unsatisfactory progress may reenroll in a subsequent program 6 months after termination.

REMEDIAL WORK AND REPEATED COURSES

The Center does not offer remedial or make up work. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course of study.

ATTENDANCE POLICY

The Center's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

Though regular and punctual attendance to scheduled classes is expected, the Center understands that emergencies and unforeseeable life situations occur that may lead the student to miss class. Students must maintain a minimum of 80% attendance in class. If a student misses a class or clinical, the hours recorded for the absence will be the number of hours listed on the schedule. If a student is not on an approved leave of absence, and is absent more than five (5) consecutive school days, the student will be dismissed.

After an extended illness of more than three (3) days, a student is required to present written clearance from a physician to return to school. If for any reason a student is not able to attend a scheduled class or clinical, the student must call the Center at least two (2) hours prior to the scheduled class or clinical. A record of attendance is kept for each student as a part of the student's permanent records. Student records are available to students upon request.

ABSENCE

Excused absences may be granted for any of the following reasons:

- ✓ Death in the immediate family (parent, spouse, child, sibling, in-law).
- ✓ Student's illness documented by a physician.
- ✓ Illness or injury of an immediate family member (parent, spouse, child, sibling, in-law) documented by a physician.

- ✓ Military duty with documentation.

TARDINESS

Students must come to class on time. Late arrivals may be excused at the discretion of the instructor. Tardiness is defined as arriving more than five (5) minutes after the start of a regularly scheduled class. Once a student has three (3) unexcused late arrivals, the student must be formally counseled. A counseling session will determine what actions should be taken by the student to reduce tardiness. Three (3) or more unexcused late arrivals will be marked as an absent.

LEAVE OF ABSENCE

A leave of absence shall not exceed 60 days. A student requesting a Leave of Absence must do so in writing. The letter must state both the reason for the Leave of Absence and the time required. The decision shall be at the sole discretion of the Program Director.

A student, who does not return at the end of their Leave of Absence, will be considered to have withdrawn from the program. Tuition charges for the time of attendance will be calculated according to the regular refund policy as published on the student's enrollment contract. If a student is on leave for medical purposes, the student must present a statement from his or her physician permitting return to school. The school will permit a student to take one (1) Leave of Absence (LOA) during any program.

ATTENDANCE PROBATION

Students must maintain a minimum of 80% attendance in class and clinical. If a student overall attendance drops below 80%, the student is advised by the President and will be placed on probation for one evaluation period. At the end of one evaluation period the student will be re-evaluated. If the following conditions are met, the probationary status will be lifted.

- Students are required to have an overall attendance rate of 80%.
- Students must achieve a grade of “C” or higher.
- Students must have a satisfactory progress report from the instructor.

Failure to achieve satisfactory progress after the probationary period will result in dismissal from the school unless a special condition is made and documented by the President.

DISMISSAL

A dismissed student has a right to appeal through the grievance procedure. TLC Medical Training, Inc. reserves the right to dismiss any student from the program for any of the following reasons:

- Failure to make satisfactory progress
- Missing more than 20 percent of instruction time
- Not maintaining the minimum grade point average
- Not meeting financial responsibilities to the Center
- Violation of probationary status
- Non-compliance of the rules and regulations of the Center
- Engagement in any illegal or criminal act such as: possession of firearms and/or other weapons, theft, vandalism of school property, possession or use of drugs on Center premises or any other violation of state laws
- Any conduct that brings discredit or embarrassment to the Center

The President will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the Center's refund policy.

STUDENT COMPLAINT/GRIEVANCE POLICY

All grade disputes must be made within two weeks of the grade posting date. The student disputing the grade shall initially discuss the issue with the instructor. If the dispute is not resolved through dialogue between the instructor and the student, the student may contact the Director for assistance.

A student who has a complaint that is not grade-related shall submit the grievance, in writing, to the Administration. The President shall review the case and determine the appropriate decision to be taken. This decision shall be made within seven days, upon receipt by the Administration of the student's written complaint.

When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the President should be contacted. Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a

student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing.

If the complaint cannot be resolved after exhausting the Center's grievance procedure, the student may file a complaint with the Commission for Independent Education, Florida Department of Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

The Center forbids any type of sexual harassment by its employees or students towards other employees, job applicants, students, or prospective students. Any student who feels they have been discriminated against must file a complaint with the President or Program Director.

STUDENT SERVICES

Faculty and staff at the Center work along with the individual student to aid in making the duration of the program comfortable. All resources that are available to us are utilized to the fullest to assist the student in attaining his/her career goal. Student Services offers personal assistance and financial advising.

ORIENTATION

A new student is oriented to the Center's facilities, policies, and procedures prior to the start of the program. A new student will receive a written course outline and list of competencies required for successful completion of each course, no later than first class meeting.

DRUG-FREE POLICY

For the protection and welfare of all students and staff, the Center has established the following drug-free policy. All students are hereby notified:

- 1) That the unlawful manufacture, distribution, possession, or use of a controlled substance in the Center is prohibited;
- 2) That violations of this prohibition will result in discharge or other appropriate actions;
- 3) That as a condition of enrollment, each student agrees that he/she will abide by the terms of the above statement, and will notify the President of any criminal drug statute conviction for a violation occurring in Center no later than five days after such conviction;
- 4) All employees and students must certify that, as a condition of enrollment, employment, he/she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education;

- 5) This policy is in compliance with the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989.

FINANCIAL ADVISING

Payment plans may be customized as needed to help students meet their financial obligations to the Center. This must be arranged with the Registrar upon registration. Plans of payment will be designed so that the last payment is due on or before the issuing of diplomas. A non-refundable registration fee of \$75.00 is required to be paid at the time of registration.

At times, loans services may be available for those who qualify. Students are responsible for understanding the terms and conditions of their loan. They must manage their loan directly with the lender. TLC Medical Training, Inc. or its members will not be liable for any loan default or any fraud with respect to this financial transaction. TLC Medical Training, Inc. will facilitate this process by collecting the necessary documents and application forms from the student to the lender through the student service's office.

PLACEMENT ASSISTANCE SERVICES

The President serves as a liaison between the graduates and the business/medical community. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and industry. However, no employment information or placement assistance provided by the Center should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught during and towards the end of each program.

- ✓ Preparing resumes
- ✓ Developing job interviewing skills
- ✓ Identifying job position openings
- ✓ Maintaining employment once hired

- ✓ Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the Center's assistance may, in all probability and likelihood, be an entry-level position.

The Center shall not deny admission or discriminate against students enrolled on the basis of race, creed, color, sex, age, disability, sexual orientation, or national origin. The Center will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

ACADEMIC COUNSELING

Faculty office hours will be noted in the appropriate course syllabus. Faculty members will be available a minimum of one hour each week to provide student counseling. Staff members will be available in the administration office during business hours. A student may contact either an instructor or the Program Director if one is in need of academic counseling services during business hours.

STUDENT CONDUCT

Expected behavioral conduct for training at TLC Medical Training, Inc. is the enhancement of professionalism. Prospective employers seek employees of integrity, commitment, advocacy, reverence, and stewardship of individuals who will be a positive addition to their organization. Learning to communicate, listening, coping with stress, problem solving, participates in teamwork, self-discipline, and appropriate dress code are expected standard of conduct required of all students on campus and at clinical sites

Students must behave off school premises in a manner that reflects favorably upon their association with the school. Therefore, all students must obey all federal, state, and local laws. If any student fails to comply with these requirements, to the Center's satisfaction, the Center may, in its sole discretion, suspend or terminate the student. Students must treat the Center's equipment and facilities with proper care and concern. Any student who intentionally or

carelessly defaces or damages any Center property (as determined by the Center) will be subject to disciplinary action, and may be held liable for repair or replacement of such property.

Any student who is terminated for violating this conduct section may petition the President, in writing, for reentry into the next available class of the student's program. Final determination related to reentry will be at the sole discretion of the Center.

SMOKING, FOOD AND BEVERAGE

To protect the health and safety of all persons, no smoking is allowed in the Center - designated smoking areas will be addressed during orientation. Food and beverages are only allowed in the designated areas. No food or beverages are allowed in the classrooms, skills laboratories, or library at any time.

STUDENT RECORDS

Permanent student educational records are filed and maintained in the administrative office for each individual student. TLC Medical Training, Inc. guarantees each student access to that student's records indefinitely. TLC Medical Training, Inc. requires written consent from the student for release of records in response to third-party request, unless otherwise required by law. The Center provides and permits access to student and Center records as required for any process initiated by the Center or by the Commission for Independent Education. Students desiring to view their records may request to see their records in the Center office during normal business hours or may schedule a time to review records that is convenient to both the student and the Center administration.

As current or former TLC Medical Training, Inc. student, FERPA affords you certain rights regarding your education records. They are:

- ✓ The right to inspect and review your records. You may request to review your records by submitting a written request
- ✓ The right to seek amendment of your records which you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. Requests for amendment of records must be in writing and must describe the specific portions of specific records that

you wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified;

- ✓ The right to restrict the disclosure of Directory Information; and the right to file a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by TLC Medical Training, Inc. to comply with the
- ✓ requirements of FERPA.

DEFINITION OF EDUCATION RECORDS

Education records are those records directly related to a student maintained by TLC Medical Training, Inc. or by a party acting for TLC Medical Training, Inc.

RELEASE OF EDUCATION RECORDS

Except as provided in FERPA or other applicable law, TLC Medical Training, Inc. will not disclose personally identifiable information from your education records unless you provide a written release containing:

1. What information is to be released
2. To whom the information is to be released
3. The purpose for which it is to be released
4. Your signature and the date signed

Faculty and staff are responsible for protecting the identity of students and keeping student grades confidential. Grades or evaluations linked to personal identifiers (names, ID numbers, or social security numbers) may not be publicly disclosed. Grades or evaluations may be posted only by using randomly generated codes or numbers. The return of graded papers or other assignments must also be accomplished in a manner that protects your identity.

REQUESTING REFERENCES OR RECOMMENDATIONS FROM FACULTY OR STAFF

Students who request written or verbal references or recommendations from TLC Medical Training, Inc., faculty, or staff members need to do so in writing. Such letters or statements are most effective if they contain specific information about your academic or work performance;

this type of information is considered "non-directory" information and cannot be released without the signed written consent of the student, according to the Family Educational Rights and Privacy Act (FERPA) and the TLC Medical Training, Inc., Student Records Policy.

Your request should contain the following:

- ✓ What information is to be released (be as specific as possible)
- ✓ To whom the information is to be released (name, address)
- ✓ The purpose of the release of the information (application for a specific job or admission to a graduate program, for example)
- ✓ Your signature and date

Requests that do not contain these four elements are not in compliance with FERPA.

Some graduate programs, scholarships, or job applications require the use of their own prepared packets and may include a form which provides a place for your signature authorizing release of non-directory information.

FACILITY AND EQUIPMENT

TLC Medical Training, Inc. is located at 611 NW 31st Ave, Pompano Beach, FL 33069. The area is approximately 3,500 sq. Ft. The space is divided into, reception area, administrative offices, break room, storage, two classrooms, small library, and a wet lab for student learning.

The Center is fully air-conditioned to provide a comfortable learning environment. A small library is available. The latest equipment is available on-site to allow a hands-on training approach.

The facility and equipment used fully complies with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

The training facilities are designed with the total learning and comfort needs of the students as the main focus. There is a small library with books, publications, dictionaries & a thesaurus.

- ✓ Our educational environment is created with lecture, demonstration/practice and testing.
- ✓ It is equipped with medical supplies required for demonstration in the relevant programs.
- ✓ The administrative offices are located on-site adding to the convenience for students.
- ✓ The classroom is equipped with multi-media technology.

- ✓ There is adequate parking for all students.
- ✓ Care of Facilities - We rely on all students, staff, and guests to care for our facilities with pride.
- ✓ There is to be no eating or drinking in the classrooms and on the entrance patio.
- ✓ Kindly refrain from littering. Trash bins are provided for disposal of trash.

HOURS OF OPERATIONS

Day Classes	Monday - Thursday	9:00 am - 4:30 pm
Evening Classes	Monday - Thursday	5:00 pm - 9.00 pm
Administrative Offices	Monday - Friday	8:00 am - 4:00 pm

SCHEDULE OF TUITION PAYMENTS, FEES AND CHARGES

The current tuition costs, including fees and all other charges necessary for each course are:

Program Title	Registration Fee	Background Check	Books & Supplies	Tuition	Total Cost
	Non-refundable	Non-refundable	Refundable	Refundable	
Home Health Aide	\$75.00	75.00	\$150.00	\$450.00	\$750.00
Nursing Assistant	\$75.00	\$75.00	\$150.00	\$1595.00	1895.00

*Please note that students are responsible for uniforms and can be purchased at a retailer of their choosing.

PROGRAM CANCELLATION AND REFUNDS

Should the student be terminated or cancel for any reason, all refunds will be made per the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the Center does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid with the exception of the registration fee not to exceed \$150.00 and background fee.
4. A student canceling after attendance has begun through 50% completion of the program will result in a Pro-Rata refund computed based on the numbers of hours completed to

the total program hours. There is no refund of the registration fee and the cost of books and supplies.

5. Cancellation after completing more than 50% of the program will result in no refund.
6. The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. A student can be dismissed, at the discretion of the President, for insufficient progress, nonpayment of costs, or failure to comply with the rules.
9. If the Center terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.
10. For a student who is on a leave of absence, the termination date is the last date of attendance before the student left on the leave of absence.

TERMINATION DATE

The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.

Refunds will be made within 30 days of termination or receipt of Cancellation Notice.

A student can be dismissed, at the discretion of the President, for insufficient progress, nonpayment of costs, or failure to comply with the rules.

If the Center terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.

For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so.

WITHDRAWALS

Any student wishing to officially withdraw from the Center must notify the President in person or send a letter by certified mail. A student who missed school for five (5) consecutive days and does not notify the President will be considered unofficially withdrawn.

To determine unofficial withdrawal, the Center monitors student attendance daily. The withdrawal date will be the last date the student attends class. In the case of a student not returning from an approved Leave of Absence, the withdrawal date will be the earlier of the

dates the student notifies the institution s/he will not be returning or the first date the student was to return from leave but did not. All accounts are subject to the Center's refund policy based on the withdrawal date.

COURSE NUMBERING SYSTEM

The school uses a six digit alpha-numeric numbering system to identify which course is being taken or offered

CHC- Core Health Care

NA – Nurse Assistant

HHA – Home Health Aid

PROGRAMS DESCRIPTIONS

HOME HEALTH AIDE

Program Description

This program is designed to prepare the student to enter the work force as a home attendant or home health aide. The program content provides instruction in services that assist in maintaining maximum independence and safety in the home environment. The student will learn purposes and functions of long-term care facilities, communication, respecting resident rights, employability skills, legal and ethical responsibilities, infection control, emergencies and accident prevention, fire safety and disaster preparedness, promoting resident's independence, organization, observation and charting, and personal care needs.

Course Outline

Course#	Course Title	Lecture Hours	Lab Hours	Total Hours
CHC 101	Introduction to Healthcare & Caregivers	4	2	6
CHC 102	Patients' Rights	2		2
CHC 103	Interpersonal Skills	1		1

CHC 104	HIV/AIDS	4		4
CHC 105	Body Mechanics	1	1	2
CHC 106	Medical and Surgical Asepsis	2	2	4
CHC 107	Weights and Measures	1.5	1.5	3
CHC 108	Vital Signs	1.5	1.5	3
CHC 109	Observation and Charting	1	1	2
CHC 110	Medical Errors	2		2
CHC 111	Domestic Violence	2		2
CHC 112	Nutrition	2	1	3
CHC 113	Emergency Procedures	2	2	4
CHC 114	Changes in Health	2		2
CHC 115	Rehabilitative Nursing	2	1	3
CHC 116	Patient Care Skills	3	7	10
CHC 117	Death and Dying	1	1	2
HHA 201	The Health Aide in the Home Setting	3	1	4
HHA 202	Maintenance Tasks of Home Care	2	2	4
HHA 203	Dietary Duties for Home Care	2	2	4
HHA 204	Safety Factors in Home Care	2	2	4
HHA 205	Assistance with Self-Administration of Medications	2	2	4
TOTAL:		45	30	75

Home Health Aide Program Outcome Competencies:

- ✓ Demonstrate knowledge of the health care delivery system and health occupations.
- ✓ Demonstrate the ability to communicate and use interpersonal skills effectively.
- ✓ Demonstrate knowledge of the Home Health Aide's legal and ethical responsibility including HIPAA.
- ✓ Demonstrate an understanding of and apply wellness and disease concepts.
- ✓ Recognize and practice safety and security procedures.
- ✓ Recognize and respond to emergency situations including BLS-CPR.
- ✓ Recognize and practice infection control procedures.
- ✓ Demonstrate basic computer skills.
- ✓ Demonstrate employability skills.
- ✓ Demonstrate knowledge of blood borne diseases, including AIDS.
- ✓ Demonstrate knowledge of the legal and ethical responsibilities of the Home Health Aide including identifying signs of domestic violence.
- ✓ Perform personal patient care procedures.
- ✓ Apply principles of nutrition.
- ✓ Provide care for geriatric patients including active or passive range of motion.
- ✓ Apply the principles of infection control OSHA.
- ✓ Provide bio-psycho-social support.
- ✓ Perform supervised management functions, following the patient's plan of care.
- ✓ Assist with rehabilitative activities.
- ✓ Perform home health services.

Course Descriptions

CHC 101: Introduction to the Healthcare Industry & Caregivers Clock Hours: 6

Prerequisite: None

During this module, the student learns of the role and responsibility of being a caregiver in the healthcare field. An overview of the various aspects of healthcare and how modern technology has gained importance to the execution of job duties. The student will also learn techniques on how to be fiscally responsible. Discussion of employment and self-employment opportunities will be covered as well. Upon completion of this course, the student will have created a resume based on their positive attributes as well as the tools needed to interview well with potential employers.

CHC 102: Patient Rights Clock Hours: 2

Prerequisite: CHC 101

The student is instructed in patient rights as specified in Florida Code of Regulations and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The

student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting.

CHC 103: Interpersonal Skills

Clock Hours: 1

Prerequisite: CHC 101/CHC 102

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care and family interaction.

CHC 104: HIV/AIDS

Clock Hours: 4

Prerequisite: None

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

CHC 105: Body Mechanics

Clock Hours: 2

Prerequisite: CHC 101/CHC 102/CHC 103

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

CHC 106: Medical & Surgical Asepsis

Clock Hours: 4

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105

The student will learn of Micro-organisms, the universal precautions used for infection control including methods to handle patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and health care workers.

CHC 107: Weights and Measures

Clock Hours: 3

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106

During this module, the student learns to measure accurately intake and output fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measure resident's height and weight on the bed or upright scale. The student will learn to understand the Metric system, by weight,

length and liquid volume. The student will also learn military time i.e. a twenty-four (24) hour clock.

CHC 108: Vital Signs

Clock Hours: 3

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107

During this module, the student learns the vital signs, measuring the temperature, measuring the pulse, measuring respiration, measuring blood pressure and different parameters of vital sign and nursing care management, reporting and proper documentation.

CHC 109: Observation and Charting

Clock Hours: 2

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108

The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting. There is also an introduction to medical terminologies.

CHC 110: Medical Errors

Clock Hours: 2

Prerequisite: None

The purpose of this course is to educate healthcare professionals about the performance improvement process, the influence of human factors in errors, how to identify situations where errors commonly occur, and how to apply strategies for prevention.

CHC 111: Domestic Violence

Clock Hours: 2

Prerequisite: None

This course is designed to assist the healthcare worker in understanding domestic violence and the mandates about domestic violence that involve healthcare workers. It concludes with strategies for healthcare workers to use in identifying and managing victims of domestic violence. Aspects of recognizing signs of substance abuse will also be discussed.

CHC 112: Nutrition

Clock Hours: 3

Prerequisite: 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109

The student learns the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie

Needs, Assessing Nutrition, Good vs Poor, Regular and Special (Therapeutic) Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion of Foods or Nutrients, Therapeutic Diet that are Served in 4 Particular Form, Supplemental Food and Fluids, and Principles of Fluid Balance.

CHC 113: Emergency Procedures

Clock Hours: 4

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, medical emergency signs and symptoms the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking resident.

CHC 114: Changes in Health

Clock Hours: 2

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113

The purpose of this course is for the student to utilize their observational sense to detect any changes in the emotional, physical, and psychological health of the patient and how to handle those situations.

CHC 115: Rehabilitation

Clock Hours: 3

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113/CHC 114

During this module, the students learn importance of rehabilitation for residents with limited mobility or compromised residents preventing serious complications. Learn range of motion exercises, assistive devices to assist the resident to assist with their activities of daily living.

CHC 116: Patient Care Skills

Clock Hours: 10

Prerequisite: CHC 101/ CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113/CHC 114/CHC 115

During this module, the student learns the proper procedure for bathing patients and medicinal baths, oral hygiene with their own teeth, dentures or to unconscious residents, shaving, hair care combing and shampooing, dressing and undressing, nail care, skin care including back rub to

supervise, assist total care to dependent residents. The student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing to include but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning or changing the tubes). Student also learns the meaning of intake and output, bed making, cleansing enemas and laxative suppositories, bandages and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces.

CHC 117: Death & Dying

Clock Hours: 2

Prerequisite: All CHC courses

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post-mortem care.

HHA 201: The Health Aide in the Home Setting

Clock Hours: 4

Prerequisite: None

The student will learn an orientation to home health care, understanding and working with various client populations, practical knowledge and skills in home management. This course teaches verbal and written communication skills applicable to the home health aide practice. The student will learn the legal and ethical responsibilities of the home health aide. It teaches the home health aide how to perform home health care services while providing a safe and comfortable environment for the patient.

HHA 202: Maintenance Tasks of Home Care

Clock Hours: 4

Prerequisite: HHA 101

This course is designed to prepare the student on how to properly maintain the patient's home and belongings. Topics covered include how to properly clean the living areas including the kitchen, how to do laundry. Students will also learn the importance of watching for various objects in the home that may currently or at some time in the future become a safety hazard.

HHA 203: Dietary Duties for Home Care**Clock Hours: 4****Prerequisite: HHA 201/HHA 202**

In this course, the factors related to food in the client's home are addressed. The student will learn what factors to take into consideration when food shopping, how to properly store food and fluids, and preparing and serving food trays in the home. An emphasis will be placed on how to prevent the potential of food poisoning, balancing a proper diet with fluids, and checking for expired items regularly.

HHA 204: Safety Factors in Home Care**Clock Hours: 4****Prerequisite: HHA 201/HHA 202/HHA 203**

In this course, the student will learn when it is proper to report any safety concerns to the family and/or employer. The student will learn how to set-up the resident's home to ensure the highest level of safety possible. An emphasis will be placed on preventing falls by making sure all walkways are free of any obstructions. The proper care of the resident's bathroom will also be a focus including use of shower chairs, rubber mats both inside and outside the bathtub/shower and other specialized equipment used in the bathroom that could pose a threat of injury including potential slip and fall emergencies.

HHA 205: Assistance with Self-Administration of Medications**Clock Hours: 4****Prerequisite: HHA 201/HHA 202/HHA 203/HHA 204**

This course covers all the aspects of assisting residents with self-administration of medication as outlined by the Florida Department of Elder Affairs. The student will learn how to set-up a medication storage system that prevents medication errors. The various routes of medication intake will be stressed as well as how to read prescription bottles in the event that the resident needs assistance. The student will also learn the documenting requirements involved with this process.

NURSING ASSISTANT

Program Description

This program provides theoretical and clinical experiences necessary for the student to acquire the entry level competencies required of a Nursing Assistant. Learning experiences, related to specific performance objectives, include formal classroom lectures, discussion, written and oral reports, simulated laboratory periods. It provides the student with job related competencies, employability skills and knowledge of the function, interrelatedness and needs of human body systems. Patient care activities of daily living, health and hygiene are provided for all ages in the health span, with an emphasis on gerontology.

Course Outline

Course#	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Hours
CHC 101	Introduction to the Healthcare Industry & Caregivers	4	2		6
CHC 102	Patients' Rights	2			2
CHC 103	Interpersonal Skills	1			1
CHC 104	HIV/AIDS	4			4
CHC 105	Body Mechanics	1	1		2
CHC 106	Medical and Surgical Asepsis	2	2		4
CHC 107	Weights and Measures	1.5	1.5		3
CHC 108	Vital Signs	1.5	1.5		3
CHC 109	Observation and Charting	1	1		2
CHC 110	Medical Errors	2			2
CHC 111	Domestic Violence	2			2
CHC 112	Nutrition	2	1		3
CHC 113	Emergency Procedures	2	2		4
CHC 114	Changes in Health	2			2
CHC 115	Rehabilitative Nursing	2	1		3
CHC 116	Patient Care Skills	3	7		10
CHC 117	Death and Dying	1	1		2
NA 201	Nursing Assistants in the LTC Facility	3			3
NA 202	Laws and Rules Specific for Nurse Aide	2			2
NA 203	Admissions and Discharge Procedures	1	1		2
NA 204	Basics of Anatomy and Physiology	4			4
NA 205	Long-Term Care Residents	2	2		4
NA 206	Specialized Care for Nursing Home Residents	2	3		5
NA 301	Hands-On Care in the Clinical Setting	2	3	40	45

TOTAL:		50	30	40	120
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**Please note: All students must attend at least 40 hours of clinical instruction, 20 hours of which must be in a licensed nursing home or a licensed long-term care facility.

** **All**

Nursing Assistant Program Outcomes

This program will prepare the student to become an effective care giver under the direction of an RN. The student will be well prepared to take the Certified Nursing Assistant exam.

- ✓ Demonstrate knowledge of the health care delivery system and health occupations.
- ✓ Demonstrate the ability to communicate and use interpersonal skills effectively.
- ✓ Demonstrate knowledge of the nursing assistant's legal and ethical responsibility HIPAA.
- ✓ Demonstrate an understanding of and apply wellness and disease concepts.
- ✓ Recognize and practice safety and security procedures BLS-CPR.
- ✓ Recognize and respond to emergency situations including domestic violence.
- ✓ Recognize and practice infection control procedures OSHA.
- ✓ Demonstrate knowledge of blood borne diseases, including AIDS.
- ✓ Demonstrate application of basic math and science skills.
- ✓ Use verbal and written communication effectively.
- ✓ Demonstrate legal responsibilities within the role of the nursing assistant.
- ✓ Provide emergency care.
- ✓ Describe the basic structure and function of body systems and the relationship in providing patient care.
- ✓ Recognize abnormal signs and symptoms of common diseases.
- ✓ Perform physical comfort and safety measures.
- ✓ Perform a given list of personal patient care procedures satisfactorily.
- ✓ Apply principles of nutrition in maintenance of food and fluid balance.
- ✓ Provide care for geriatric patients with special considerations for appropriate needs.
- ✓ Demonstrate application of infection control principles in caring for patients.
- ✓ Provide biological, psychological, and social support in meeting the basic need of patients.
- ✓ Perform organizational skills in following the patient's plan of care in completing patient care assignments.
- ✓ Assist in the restorative care for patients with specific needs to reach their optimal level of independence.

[Course Descriptions](#)

CHC 101: Introduction to the Healthcare Industry & Caregivers **Clock Hours: 6**

Prerequisite: None

During this module, the student learns of the role and responsibility of being a caregiver in the healthcare field. An overview of the various aspects of healthcare and how modern technology has gained importance to the execution of job duties. The student will also learn techniques on how to be fiscally responsible. Discussion of employment and self-employment opportunities will be covered as well. Upon completion of this course, the student will have created a resume based on their positive attributes as well as the tools needed to interview well with potential employers.

CHC 102: Patient Rights

Clock Hours: 2

Prerequisite: CHC 101

The student is instructed in patient rights as specified in Florida Law. The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting.

CHC 103: Interpersonal Skills

Clock Hours: 1

Prerequisite: CHC 101/CHC 102

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care and family interaction.

CHC 104: HIV/AIDS

Clock Hours: 4

Prerequisite: None

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

CHC 105: Body Mechanics

Clock Hours: 2

Prerequisite: CHC 101/CHC 102/CHC 103

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

CHC 106: Medical & Surgical Asepsis

Clock Hours: 4

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105

The student will learn of Micro-organisms, the universal precautions used for infection control including methods to handle patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and health care workers.

CHC 107: Weights and Measures

Clock Hours: 3

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106

During this module, the student learns to measure accurately intake and output fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measure resident's height and weight on the bed or upright scale. The student will learn to understand the Metric system, by weight, length and liquid volume. The student will also learn military time i.e. a twenty-four (24) hour clock.

CHC 108: Vital Signs

Clock Hours: 3

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107

During this module, the student learns the vital signs, measuring the temperature, measuring the pulse, measuring respiration, measuring blood pressure and different parameters of vital sign and nursing care management, reporting and proper documentation.

CHC 109: Observation and Charting

Clock Hours: 2

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108

The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting. There is also an introduction to medical terminologies.

CHC 110: Medical Errors**Clock Hours: 2****Prerequisite: None**

The purpose of this course is to educate healthcare professionals about the performance improvement process, the influence of human factors in errors, how to identify situations where errors commonly occur, and how to apply strategies for prevention.

CHC 111: Domestic Violence**Clock Hours: 2****Prerequisite: None**

This course is designed to assist the healthcare worker in understanding domestic violence and the mandates about domestic violence that involve healthcare workers. It concludes with strategies for healthcare workers to use in identifying and managing victims of domestic violence. Aspects of recognizing signs of substance abuse will also be discussed.

CHC 112: Nutrition**Clock Hours: 3****Prerequisite: 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109**

The student learns the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs Poor, Regular and Special (Therapeutic) Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion of Foods or Nutrients, Therapeutic Diet that are Served in 4 Particular Form, Supplemental Food and Fluids, and Principles of Fluid Balance.

CHC 113: Emergency Procedures**Clock Hours: 4****Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112**

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, medical emergency signs and symptoms the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking resident.

CHC 114: Changes in Health**Clock Hours: 2****Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113**

The purpose of this course is for the student to utilize their observational sense to detect any changes in the emotional, physical, and psychological health of the patient and how to handle those situations.

CHC 115: Rehabilitation

Clock Hours: 3

Prerequisite: CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113/CHC 114

During this module, the students learn importance of rehabilitation for residents with limited mobility or compromised residents preventing serious complications. Learn range of motion exercises, assistive devices to assist the resident to assist with their activities of daily living.

CHC 116: Patient Care Skills

Clock Hours: 10

Prerequisite: CHC 101/ CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113/CHC 114/CHC 115

During this module, the student learns the proper procedure for bathing patients and medicinal baths, oral hygiene with their own teeth, dentures or to unconscious residents, shaving, hair care combing and shampooing, dressing and undressing, nail care, skin care including back rub to supervise, assist total care to dependent residents. The student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing to include but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning or changing the tubes). Student also learns the meaning of intake and output, bed making, cleansing enemas and laxative suppositories, bandages and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces.

CHC 117: Death & Dying

Clock Hours: 2

Prerequisite: All CHC courses

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post-mortem care.

NA 201: Nursing Assistants in the Long-Term Care Facility

Clock Hours: 3

Prerequisite: None

This course covers the set-up of a nursing home. The topics covered include how a nursing assistant fits into the Health Team and defines the responsibilities of all the members of the Healthcare Team. The chain-of-command is also discussed. The students will learn how the Nursing facility is regulated by AHCA and what steps to take in reporting abuse to the proper authorities. The student will learn how to set up and emergency action plan for assisting residents during evacuation.

NA 202: Laws and Rules Specific for the Nurse Aide

Clock Hours: 2

Prerequisite: NA 101

This course will cover the authorized duties of a Nurse Aide in Florida. The student will learn the qualifications needed to be licensed by the State of Florida and how to apply. The 2010 background screening law will be covered requiring licensed nurse aides to be fingerprinted every 5 years and to report any criminal arrests within 30 days. Students will also learn the qualifications for renewing their state license.

NA 203: Admissions and Discharge Procedures

Clock Hours: 2

Prerequisite: NA 101/NA 102

This course covers the procedure for admitting a new resident into the facility as well as when a resident might be transferring to another facility or discharged.

NA 204: Basics of Anatomy and Physiology

Clock Hours: 4

Prerequisite: NA 101/NA 102/NA 103

This module will cover the basic structure and function of the body systems and how they relate to providing the resident with care.

NA 205: Long -Term Care Residents

Clock Hours: 4

Prerequisite: NA 101/NA 102/NA 103/NA 104

During this module, students learn normal aging process regarding neurological, dermatological, cardiac, pulmonary, circulatory, urological, muscular and skeletal changes.

NA 206: Specialized Care for Nursing Home Residents**Clock Hours: 5****Prerequisite: All NA Courses**

This course will discuss how to perform care for residents that have become incontinent. Learning the correct procedure for both catheter and perineal care for both the male and female will be addressed. Also discussed in this course is the resident placed in special units for mental incapacity and the potential use of restraints and the various safety aspects that relate to their use.

NA 301: Hands-On Care in the Clinical Setting**Clock Hours: 45****Prerequisite: All NA Courses**

This course will discuss how to perform care for residents and gives students a hands-on clinical internship that allows them to experience direct patient contact. Students rotate among different clinical departments in a health care setting while working alongside health care professionals as members of a team.

GRADUATION REQUIREMENTS

Upon satisfactory completion of any program graduates will receive a certificate of completion from TLC Medical Training, Inc. when they:

- ✓ Complete each required course / meet each course's minimum standards in addition to obtaining an overall CGPA of 70% or higher and satisfy all financial obligations.
- ✓ At this time, special recognition awards will be issued to students in recognition of outstanding performance.

SCHOOL HOLIDAYS

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Winter Holidays (2 weeks in December)

HOURS OF OPERATIONS

Evening Classes Monday - Thursday 5:00 pm - 9.00 pm
Administrative Offices Monday – Friday 8:00 am - 9:00 pm

ACADEMIC CALENDAR 2024

Home Health Aide Schedule	
Start date	Schedule End Date
1/8/2024	1/26/2024
2/12/2024	3/4/2024
3/18/2024	4/12/2024
5/6/2024	5/31/2024

6/10/2024	7/8/2024
2/28/2024	3/25/2024
7/15/2024	8/9/2024
8/19/2024	9/13/2024
09/23/2024	10/18/2024
10/21/2024	11/15/2024
12/2/2024	12/28/2024

Nursing Assistant Schedule	
Start date	Schedule Date
2/5/2024	03/1/2024
3/18/2024	4/4/19/2024
5/13/2024	6/7/2024
6/17/2024	7/7/12/2024
7/22/2024	8/16/2024
8/26/2024	9/20/2024
10/07/2024	11/1/2024
11/25/2024	12/20/2024

CATALOG RECEIPT

I,certify that I have received the most recent copy of

TLC MEDICAL TRAINING, INC.’S catalog.

By signing below, I also certify that I have reviewed the policies contained herein and understand that I am required to follow the policies, school rules and information in this catalog.

I also certify that I have been informed about the program payment Policy, academic, lab, and assignment responsibilities.

I understand that failure to comply with my scheduled payments, assignments, weekly assigned hours and academic responsibilities may cause my student status to be withdrawn from this program.

Student Signature

Date

Admission Representative

Date