

ROSEBUD TRAINING ACADEMY

Course Catalog 2022



Mission

The mission of Rosebud Training Academy is to graduate competent, compassionate, caring healthcare providers who strive to serve each person with compassion, humility, and dignity; while meeting their mental, emotional, and physical needs through healthcare and service.

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Admission Requirements

The following requirements will be met prior to admission:

1. Age

- Applicants must be 16 years of age to enroll.

2. Criminal Background check:

A. Must be either:

- 1. Right to Review** (student requests directly from the LSP)
- 2. Authorized agency** (school requests from approved authorized agency)

B. Admission will be denied:

- 1. If convicted or found guilty of abuse, neglect, or mistreatment of elderly or infirm as defined by LA R.S. 40:2009.20;**
- 2. If convicted or found guilty of misappropriation of a resident's property.**

C. Admission **will not be denied for convictions not related to above convictions.**

- 1. If background check reveals any convictions for non-hirable offenses, as listed per LA R.S. 1203.3, student will be ineligible to participate in clinical training and student will be notified.**
- 2. If student wishes to continue enrollment process, student will verify **in writing** acknowledgement that he/she:**
 - a. Will not be eligible to participate in clinical training at the clinical site;**
 - b. Will not be eligible to successfully complete the nurse aide training program;**

- c. Will not meet requirements to take the nurse aide competency exam; and
- d. Will not be certified to the LA Nurse Aide Registry.

3. LA Nurse Aide Registry

- Admission will be denied if individual has a finding on the LA Nurse Aide Registry <https://tlc.dhh.la.gov/>

4. Direct Service Worker (DSW) Registry

- Admission will be denied if individual has a finding on the DSW Registry <https://adverseactions.ldh.la.gov/SelSearch>

5. National Sex Offender Registry (nsopw.gov)

- Admission will be denied if individual is included on the National Sex Offender Registry <https://www.nsopw.gov/>

6. Other admission requirements (if applicable)

- All students should have documentation showing a current negative tb skin test within 12 months.
- Physical Exam with statement of good standing
- All students must be fully vaccinated with the required number of doses for a COVID-19 vaccination, or have filed for a medical or religious exemption prior to providing any care or other services for patients.
- All students are required to produce a negative Covid test 48 hours prior to the first day of class (weekly Covid test will be required while in the program).
- Completion of CPR certification (Basic Life Support)

1. Curriculum

The program shall use a state approved curriculum [LAC 10015 (A)].

- Textbook: Nursing Assisting: A Foundation in Caregiving
- Edition: 5th edition
- Author: Diana Dugan
- Publisher: Hartman Publishing
-

**Curriculum with allotment of instruction time is submitted separately using the state format that corresponds with the textbook.*

2. Instruction Time

- A. The curriculum shall include a minimum of 40 classroom hours, with at least 16 hours of supervised clinical training (laboratory/skills training).
- B. A Skills Performance Record (skills checkoff) will be maintained for each trainee to verify proficiency of duties/skills taught.
 1. The Skills Performance Record will be complete prior to clinical instruction, to ensure trainees do not perform any services for which they have not trained and been found proficient.
 2. The Skills Performance Record will include name of skill; satisfactory or unsatisfactory performance; date of performance; and name of instructor that verified performance (LAC 10021 (G)).

**The Skills Performance Record is submitted separately using the state format that corresponds with the textbook.*

Clinical Instruction

- A. The clinical instruction shall be a minimum of 40 hours in an eligible nursing home or skilled nursing facility (SNF) [CFR 483.151 (b); LAC 10011 (E); LAC 10015(A)].
- B. All classroom and laboratory training will be complete prior to clinical instruction [CFR 483.152 (a)].
- C. Trainees will not perform any care and services for which they have not trained and been deemed proficient [CFR 483.152 (a); LAC 10019 (F)].
- D. Trainees will be under the general supervision of the program’s RN Coordinator or Instructor [CFR 483.152 (a); LAC 10019 (F)].
- E. Orientation to each clinical training site of at least 4 hours will be provided, and is not included in the minimum core curriculum. Orientation includes at a minimum [LAC 10019 (D)]:
 - 1. Explanation of facility’s organizational structure;
 - 2. Facility’s policies and procedures;
 - 3. Facility’s philosophy of care;
 - 4. Description of resident’s population; and
 - 5. Definitions of abuse, neglect, and misappropriation of property, including consequences if found guilty of such.

Name of facility(s)	Contract dates (start and expiration)
Zachary Manor	3/10/2022-3/10/2023

****The LDH Clinical Site Status Form and Clinical Contract are submitted separately for EACH clinical site.***

Training Schedule and Attendance Policy

1. Program Length and Schedule

The curriculum shall be a minimum of 80 hours in length, including 40 hours of classroom/lab training, and 40 hours of clinical training.

Orientation of at least 4 hours to each clinical site is **not included** in the minimum 80 hours [LAC 10015 (A), LAC 10019 (D)].

The program instruction times, minus breaks, are:

Total program hours	80 hours
Theory	24 hours
Lab/Skills	16 hours
Clinical orientation	4 hours
Clinical Instruction	40 hours

The instruction schedule for the program is:

Instruction schedule	Instruction days <i>(ex. Monday thru Friday)</i>	Total # of days	Times of Instruction <i>(ex: 8AM to 4PM, 1 hour break)</i>	Total Instruction Time <i>(in hours; do not include breaks)</i>
<i>Classroom/lab</i>	Monday-Friday	5	8am-5pm, 30 min lunch and 2-15 min breaks	40 hours
<i>Clinical orientation</i>	Saturday	1	8a-noon	4 hours
<i>Clinical Instruction</i>	Monday-Friday	5	7a-4pm, 30 min lunch and 2-15 min breaks	40 hours
<i>Totals</i>	n/a	11 (including orientation)	n/a	<i>(do not include orientation)</i> 80 hours

Additional class time, if applicable:

Instruction schedule	Instruction days <i>(ex. Monday thru Friday)</i>	Total # of days	Times of Instruction <i>(ex: 8AM to 4PM, 1 hour break)</i>	Total Instruction Time <i>(in hours; do not include breaks)</i>
<i>Classroom/lab</i>	Monday-Friday	10	6pm-1030pm, 2-15 min breaks	40 hours
<i>Clinical orientation</i>	Saturday	1	1pm-5pm	4 hours
<i>Clinical Instruction</i>	Monday-Friday	10	7pm-1130pm, 2-15min breaks	40 hours
<i>Totals</i>	n/a	11 days (including orientation)	n/a	<i>(do not include orientation)</i> 80 hours

Additional class time, if applicable:

Instruction schedule	Instruction days <i>(ex. Monday thru Friday)</i>	Total # of days	Times of Instruction <i>(ex: 8AM to 4PM, 1 hour break)</i>	Total Instruction Time <i>(in hours; do not include breaks)</i>
<i>Classroom/lab</i>				
<i>Clinical orientation</i>				
<i>Clinical Instruction</i>				
<i>Totals</i>	n/a		n/a	<i>(do not include orientation)</i>

***The schedule correlates with the Application and Curriculum submitted and approved by the LDH-HSS.**

2. Attendance

- A. Trainees must successfully complete the nurse aide training program to be eligible for the competency examination for nurse aide certification. Successful completion requires the following minimum hours to be completed:
- Classroom: 24 hours
 - Lab/skills: 16 hours
 - Clinical orientation: 4 hours
 - Clinical training: 40 hours
- B. This program reserves the right to approve or deny makeup instruction for absences. If determined that makeup will be allowed, the **maximum amount** of time that may be made up, and the timeframe in which it must be completed, is defined as:

<i>Total possible hours</i>	<i>Maximum time that can be made up</i>	<i>Timeframe to complete required makeup</i>
Classroom: 8 hours	8 hours	5 business days (*must complete prior to clinical)
Lab/skills: 8 hours	8 hours	5 business days (*must complete prior to clinical)
Clinical orientation: 0 hours	0 hours	n/a (*must complete prior to clinical)
Clinical training: 0 hours	0 hours	n/a

- C. In addition to completion of training time, additional makeup work may be required for absences, and may include bookwork, reports, etc. Makeup work **will not** be substituted for actual training hours.
- D. *If trainee misses more than the maximum time that can be made up, the trainee will be dismissed from the program.* (See table in Section B above.) If dismissed, student

must retake class *from the beginning* if they wish to resume the nurse aide training program.

*Classroom work must be completed prior to starting clinicals. This may in some cases, require a student to begin their clinicals after their class has started their clinicals.

3. Other program specifications (if applicable)

Excused absences are allowed for death in the immediate family (which includes mother, father, sibling and children of the student only). No other reasons for absences will be excused.

Competency Evaluation (Certification Exam)

Successful completion of the nurse aide training program **does not** certify trainee to the LA Nurse Aide Registry. Successful completion of the nurse aide training does qualify the trainee to take the nurse aide competency evaluation (exam). Once student successfully completes the competency exam, the trainee will be certified to the LA Nurse Aide Registry.

A. Successful completion of the nurse aide training program requires trainee to meet the following:

1. Verified proficiency in required skills
2. Completion of instruction hours
 - Classroom: 24 hours
 - Lab/skills: 16 hours
 - Orientation: 4 hours
 - Clinical: 40 hours
3. Other completion requirements: n/a

B. The nurse aide competency evaluation is administered by the national testing company Prometric.

1. The competency evaluation consists of two (2) portions:
 - a. Knowledge/theory (written or oral), and
 - b. Skills performance.
2. Trainees have 3 opportunities within 12 months to pass both portions of the competency exam.
3. If unsuccessful (does not pass), trainee is only required to retake the portion that was failed.
4. The cost of the competency exam is:
 - a. Knowledge (written): \$40;
 - b. skills: \$85.
5. The fees for the initial competency exam is \$125 and is included in the tuition.
6. Retest fees (if necessary) is not included in the tuition.
7. Competency exam scheduling requires submission of the application and test fees.

a. The school will be responsible for submitting the required information to Prometric.

**If school is responsible, application and fees will be submitted within 10 days of completion of program.*

b. School is not approved as an in-facility test (IFT) site.

If school is **not an IFT, students shall be notified that test date is based upon availability of the preferred regional site.*

8. If trainee is unsuccessful after three (3) attempts, the student must retrain.

C. The school will provide the “Training Verification Form” to students within 10 days of successful completion of the training program.

D. The school will not offer remedial training to students that are unsuccessful on their initial test.

Additional Information

Admission

Students must complete an admission application with \$50 deposit prior to admission, each application is evaluated by the Program Director to determine if the student meets the admission requirements and to assess the student's suitability for the course.

Full tuition of \$1200 for the program must be paid in full no less than 1 week prior to start of classes. A deposit of \$600 is needed to reserve a seat in a scheduled session. This fee is for both day and night classes. The day program is 2 weeks long and the night program is 4 weeks long.

Deposits are applied to the total cost of the program. Full tuition can also be paid to enter the program. Payment arrangements are available. Full tuition payment must be made prior to the start of classes.

Refunds

After the three-business day cancellation period but before commencement of classes, not more than \$25.00 shall be retained by Rosebud Training Academy. Refunds will be made within 30 days.

Percentage of Course Completed	Percentage of Refund
Less than 15% completion	80% refund
Less than 25% completion	70% refund
25% or more, but less than 50% completion	45% refund

Student Complaint Procedure

Complaints related to actions of school officials may be made and must be in writing, addressed to the Louisiana Board of Regents, Proprietary Schools Section, and P.O. Box 3677, Baton Rouge, LA 70821-3677, (225) 342-4253. Such complaints may be made only after the student has unsuccessfully attempted to resolve the matter with the school by having first filed a written and signed complaint with the school's officials. Any student who wishes to review the student complaint procedures may make a request for a copy of the procedure, in writing, addressed to the Louisiana Board of Regents, Proprietary Schools Section, and P.O. Box 3677, Baton Rouge, LA 70821-3677 (225) 342-4253.

Clinical Policies

1. The clinical rotation is a learning opportunity where the student is expected to utilize all resources to extend the learning experience.
2. As opportunity permits, clinical instructors to facilitate student responsibility for learning, encouraging or requiring such activities as student participation in the selection of learning experiences, sharing of personal learning goals, keeping a record of skills and evaluation of one's own clinical performance.
3. Individual instructors, prior to each clinical rotation, give specific instructions regarding preparation for scheduled clinical sessions.
4. The clinical experience may begin with a pre-conference. During the pre-conference, general instructions will be given and the student is assisted to plan or meet individual resident needs.
5. Clinical sessions may conclude with a post-conference, during which time is usually spent sharing learning experiences. Such sharing is part of developing professional communication skills.
6. Students are expected to perform safely in all areas of resident care. Any performance which endangers a resident's well-being may result in the student's removal from the clinical rotation.
7. Students will be expected to function according to the clinical site policies in relation to parking, use of the cafeteria, nursing assistant scope of practice, uniform requirements and routines established for the nursing unit.
8. Students are evaluated weekly during the clinical rotation. Clinical checklists are utilized to ensure that skills can be demonstrated and then practiced several times. If performance is unsatisfactory, comments will be noted and the student will be counseled. It is the student's responsibility to aware of the clinical objectives and behaviors to be evaluated. Students are encouraged to schedule appointments with their instructors, as needed, to discuss their progress in the program.
9. At the discretion of the instructor, any student who does not perform CNA duties safely, may excluded from the clinical area. A student permanently excluded from the clinical site because of unsafe behavior shall fail the course, or may be dismissed from the program.
10. In case of an emergency, it is the student's responsibility to know what the appropriate policies and regulations are regarding each clinical site for handling of accidents, emergency situations, and fire regulations during the period of rotation at each site.

Uniform Protocol:

All students will report to classroom and clinical rotations in uniforms which include charcoal gray tops and bottom scrubs. Each student will also wear an approved face covering (mask) to the classroom and clinical site. Footwear should include black closed toe nursing shoes or black athletic shoes. All students should also have a watch with a second hand. All visible tattoos on the arms must be covered by wearing a thin long black or gray undershirt underneath.

Jewelry

Acceptable jewelry includes stud earrings only and wedding rings/bands. No visible body piercings.

Nails

Nails should be short and groomed (no acrylic nails).

About the founder

Vikki Wilbon has a thriving career in nursing and medical education. She earned her Associate of Nursing from Our Lady of the Lake School of Nursing in 2007. For the past twelve years, Vikki has served as a Registered Nurse in various departments such as Medical/Surgical, Cardiology, and Mental and Behavioral Health.

For 14 years Vikki has been a certified CPR and Crisis Prevention instructor. She is also a Childcare Health Consultant. Vikki has been teaching Medication Administration for seven years where she caters to adult learners and their success in learning. She has also consults PCA and residential facilities for the past seven years and is very proud to be fluent with regulations for healthcare facilities and what is needed to pass state surveys.

Vikki's vision for Rosebud Healthcare and Training is to provide training at a higher caliber and advocate healthcare wholistically...mind, body, and spirit.

Vikki is a native of Baton Rouge, LA and a passionate mother of two sons and a daughter. When she is not working, Vikki enjoys attending sporting events and spending time with her family.