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**NURSING ASSISTANT TRAINING**

**2024 COURSE CATALOG**

**EFFECTIVE 1/1/2025**

Licensed to operate by the Commission on Postsecondary Education and approved by the Nevada State Board of Nursing

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# INTRODUCTION

Sonder CNA Training offers Nursing Assistant Training. Nursing Assistants are a crucial and invaluable member of any healthcare team and we are proud to offer this important program to the Carson Valley and surrounding areas.

Sonder CNA Training and this course are licensed by the **Nevada State Board of Nursing** and approved by the **Commission on Postsecondary Education**

**Sonder CNA Training**

**2480 Precision Dr, Ste A**

**Minden, NV 89423**

**(775) 443-7955**

**Email: cazgalbraith@sondercna.com**

The Owner/Program Director is responsible for the day-to-day direction and operation of the Training Program.

* Owner/Program Director: Caz Galbraith RN
* Instructor: Caz Galbraith RN

Our instructor has years of experience in the healthcare field and is well known as a Nursing Assistant Instructor and an experienced Test Observer.

**Business Hours:**

Monday – Friday 8am-4.30pm

**OUR FACILITY**

Our conveniently located training and classroom facility is located at 2480 Precision Dr, Ste A, Minden, NV 89423, in the Carson Valley, just 15 minutes south of Carson City and 15 minutes north of Minden/Gardnerville. This clean and bright building is 2 story, 1800 sq feet, and will comfortably and safely accommodate our class size of 12 - 15 students in a classroom style setting. The classroom is equipped with a projector and screen and Wi-Fi/ internet access. The lab/skills room has three ‘patient rooms, large bathroom, a practice manikin and all equipment required by NSBN as well as much more. There is also a rest area with access to a microwave, coffee maker and refrigerator.

# MISSION STATEMENT

We pledge to meet the needs of students and employers by offering exceptional training and providing learning opportunities in an environment that promotes academic excellence.

**COURSE DESCRIPTION**

Nursing Assistants are trained according to the 1987 OBRA regulations and compliant with the Nevada State Board of Nursing requirements.

This course will introduce the student to the health care field of nursing assistants, provide the student with experiences in the classroom and clinical area to develop the basic competencies required of a nursing assistant. It provides the student with competencies that are prerequisites to specific areas

and job entry and the training required by State and Federal laws for employment as a nursing assistant.

Following program completion the graduate will have met a pre-requisite for the nursing program at any Nevada nursing school and after taking and passing the State Board exam, may work as a CNA (Certified Nursing Assistant) in a hospital setting, long term care, skilled nursing facility, rehabilitation facility or home health care in Nevada.

**COURSE OUTLINE**

* 54 classroom/theory hours
* 42 lab/skills hours
* 24 clinical Hours
* **Total 120 hours**

Number of classroom/lab hours prior to resident contact is 80 hours

Length of program is **3** weeks

Number of classes to be conducted in 12 months will be a minimum of 6

Number of students who may enroll per program offering will be15, the maximum requirement per Instructor for clinical instruction as per the Nevada State Board of Nursing.

Lectures will highlight topics from each chapter. Powerpoint slides, handouts and guest speakers provide enhanced learning, as well as retention of lecture material that is pertinent to course objectives.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Day* | *Unit* |  | *Classroom Hours* | *Lab hours* | *Total Hours* |
| 1 | A | American Heart Association CPR/BLS | 4 |  | 8 |
|  |  | Skills lab |  | 4 |
| 2 | B | The Nursing Assistant in Long Term Care | 6 |  | 8 |
|  |  | Skills lab |  | 2 |
| 3 | C | Foundations of Nursing Care | 4 |  | 8 |
|  |  | Skills lab |  | 4 |
| 4 | D | Understanding Residents | 4 |  | 8 |
|  |  | Skills lab |  | 4 |
| 5 | E | Personal Care Skills | 4 |  | 8 |
|  |  | Skills lab |  | 4 |
| 6 | F | Guest speaker, NSBN Portal, Fingerprinting | 4 |  | 8 |
|  |  | Skills lab |  | 4 |
| 7 | G | Basic Nursing Skills; Nutrition and Hydration | 4 |  | 8 |
|  |  | Skills lab |  | 4 |
| 8 | H | Body Systems and Related Conditions | 6 |  | 8 |
|  |  | Skills lab |  | 2 |
| 9 |  | Confusion and Dementia | 6 |  | 8 |
|  |  | Skills lab |  | 2 |
| 10 | I | Rehabilitation and Restorative Care; Caring for Yourself | 4 |  | 8 |
|  |  | Skills lab |  | 4 |
| 11-13 | J | Clinicals |  | | 24 |
| 14 | K | Knowledge Final Exam and Review | 6 |  | 8 |
|  |  | Skills lab |  | 2 |
| 15 | L | Skills Final Exam , Observation and Review; Graduation | 2 | 6 | 8 |
|  |  | **Totals** | **54** | **42** | **120** |

**ENROLLMENT/ENTRANCE REQUIREMENTS**

Students wanting to enroll in our Nursing Assistant Training Program must complete the enrollment agreement and interview with the school’s director.

The Director will ensure each prospective student can complete the program, benefit from the learning objectives and outcomes and understands and complies with the admission requirements.

These include:

* Minimum age 17
* Able to fluently read and write English
* Valid driver’s license or government issued picture ID
* Personal or group health insurance card
* Current Covid-19 vaccine or waiver (medical/religious) per NAC 441A.755
* Documentation of immunizations to include Hepatitis B, MMR and Varicella (Chicken Pox)
* TB screening per NRS 441B - QuantiFERON Gold blood test

Students are required to maintain all prerequisite requirements throughout the duration of the course. Any requirements must be renewed or updated as necessary before or on the expiration or renewal date. Failure to do so may result in the removal of the student from the course until proof of renewal or updated information has been submitted.

Students may be required to sign an “Authorization to Release Information Form” which grants Sonder CNA Training to submit the required health, CPR certification and Immunization/TB screening information to the appropriate health care organizations. Students will then be granted the privilege of learning experiences at those health organizations.

**RE-ADMISSION**

A previously withdrawn student may apply for re-admission in some circumstances. If they:

1. Left the program in good standing - the student may register for the next available course, all previous hours are forfeited, and all fees and tuition apply
2. Dismissed from the program - the student may write a letter of appeal to the Program Administrator. Readmission is reviewed on a case by case basis by the Program Administrator

**PROGRAM COSTS** (subject to change)

Tuition - $2800

Includes:

* Textbook & workbook
* Handbook
* BP cuff and stethoscope
* CPR/BLS certification
* Fingerprinting fee
* Payment for Nursing Assistant Application with NSBN
* Payment for first attempt State Board Certification Knowledge and Skills Exams
* Loan of Sonder CNA Training scrub tops

Potential additional costs to student not included in tuition:

\* approximate/cost may vary

* 1-2 pairs scrub pants $ 12 - 25 \*
* Immunizations $ 20 - 40 \*
* Deposit of $400 to secure placement in class - payable at time of enrollment (included in total tuition)
* Remainder of tuition payment is due in full no later than the last day of the 2nd week to avoid withdrawal from class

**COURSE CALENDAR 2025** (subject to change)

**Start Date End Date (Orientation)**

* Jan 27 Feb 14 (Jan 24)
* Mar 10 Mar 28 (Mar 7)
* Apr 28 May 16 (Apr 25)
* Jun 16 Jul 7 (Jun 13)
* Aug 4 Aug 22 (Aug 1)
* Sep 22 Oct 10 (Sep 19)
* Nov 3 Nov 21 (Oct 31)
* **Orientation** is the Friday before the start date from 1030 am -12 noon
* Each course is **3** weeks long, Monday through Friday (830 am – 400 pm)
* Clinicals are the 3rd week of class, Monday through Wednesday from 7am - 3 pm

Registration/enrollment is always open and closes when classes are full and/or 7 days before the start (not orientation date) day of class. All prerequisites **must** be turned in no later than 7 days prior to start date.

* Observed holidays are:

Independence Day

Labor Day

Thanksgiving and day after

Christmas Eve, Christmas Day and Boxing Day

**CANCELLATIONS**

Students have the right to cancel this enrollment agreement for 3 days from the date of signing the agreement for any reason.

Process for Cancellation: Students can request an Enrollment Cancellation Form via email or in person. This form can then be submitted to the Academic Director by email at [cazgalbraith@sondercna.com](mailto:cazgalbraith@sondercna.com) or in person. Sonder CNA Training will return any monies paid by the student within 15 days of the request to cancel. Any funds paid by a third party on behalf of the student will be returned to the payee. Students who cancel after the 3-day cancellation period are subject to the institutions refund policy.

**CREDIT FOR PREVIOUS TRAINING**

Due to the short term of the program and the nature of the training offered by Sonder CNA Training, prior credit will not be given.

**REFUND POLICY** (NRS 394.449)

a) If the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student/sponsor all the money the student has paid.

b) If a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student/sponsor all the money the student/sponsor has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150, whichever is less.

c) If a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student/sponsor a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150, whichever is less.

d) If a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student/sponsor any money and may charge the student/sponsor the entire cost of the tuition agreed upon in the enrollment agreement.

If a refund is owed the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

a) Date of cancellation by a student of his or her enrollment;

b) Date of termination by the institution of the enrollment of a student;

c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

d) Last day of attendance of a student, whichever is applicable.

Books, educational supplies or equipment for individual use are not included in the policy for refund.

Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

For the purposes of this policy:

a) The period of a student’s attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student’s last day of actual attendance, regardless of absences.

b) The period of time for a training program is the period set forth in the enrollment agreement.

c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

**ATTENDANCE**

Students will be advised of the requirements to adequately complete and graduate the CNA program. The requirements will include:

All students must be in the classroom ready 15 minutes before the start time of morning and afternoon sessions.

Students who are tardy (more than 10 minutes late) will be counseled after the first 2 instances. Tardiness will be considered a partial absence and will be counted as such. 4 tardy instances will be considered a 1 day absence.

Attendance to all class hours is required for all portions of this program in order to be successful. Students who have an emergency or who are ill must contact the instructor in person in regard to the reason they may be absent. Failure to inform the instructor of an unplanned absence may result in withdrawal from the program. Documentation of illness or emergent event will be requested.

Make up time for missed theory, lab and/or clinical, as the schedule allows, will be required and is at the discretion of the instructor. More than 8 hours missed, for any reason, will withdraw the student from the program. Refund policy applies.

Mandatory Attendance days (no make - up days) include:

Orientation day Clinical days Finals day

**PROFESSIONAL EXPECTATIONS**

for religious Students are required to read, sign acknowledgement of and abide by all professional expectations. These expectations will be discussed in class to ensure compete understanding. A copy will be given to the student and a copy will be placed in the student record.

The expectations of the students regarding **dress code and appearance** are:

* Clean scrub style uniforms are required to be worn for all class, lab and clinical settings. Sonder CNA uniforms are program issued green scrub tops. Gray scrub pants are required.
* Shoes are to be white or black, clean and plain. Open back, open toe, platform or boot are not permitted.
* Sonder CNA Training issued nametag is to be visually displayed at chest level and is required to be worn at all times. The name tag will be provided to the student on 1st day of class.
* Hair is to be clean, appropriately arranged, away from the face and off the collar and is to be a natural color. Beards and/or mustaches, if worn, must be neatly trimmed and clean.
* Hats or hair coverings are not permitted except for religious beliefs/reasons.
* The skin is to be clean and free of any communicable disease and offensive odors. All students must be bathed and odor free. Students with body odors that are offensive to patients and others (incl. cigarette odor) will be dismissed and counted as absent for the day.
* The use of perfumes and colognes is prohibited.
* Fingernails are to be clean and not extend beyond the end of the fingertips. Artificial (acrylic) nails and gel polish are prohibited. Nail polish, if worn, must be clear/natural and free of chips.
* Body piercing other than small, simple ear and nose rings must not be visible.
* Small unoffensive tattoos are permitted if not on face
* Jewelry must be limited to one plain ring that is free of stones, plain, small post earrings (dangling, clip on, hoop earrings and gauges are prohibited)

The expectations of the students regarding **class etiquette and behavior** are:

* Students may not engage in any activity that the instructor deems disruptive or counterproductive to the goals of the class. Instructors have the right to remove offending students from the classroom.
* Cheating will not be tolerated and will be subject to immediate withdrawal from the program
* Cell phones or other electronic devices (including apple watches, laptop computers, Ipads etc) are strictly prohibited and must be turned off and stored away. There will be zero tolerance for violation of this rule. There will be a warning for the first violation. If a second violation occurs the student will be withdrawn from the course.
* Show respect for staff, peers, and instructors
* Demonstrate responsibility and accountability for all decisions and actions, including seeking guidance and assistance upon recognition of personal limitations
* Apply knowledge of legal and ethical aspects in the provision of patient care, including recognition of a patients’ rights to privacy, confidentiality and dignity.
* Respond appropriately to constructive criticism
* Consistently demonstrate punctuality in attendance at class, lab and clinical sessions and preparedness for class and clinical assignments
* Comply with instructions from instructor and clinical contact personnel
* Complete all written assignments and examinations independently and submit own work unless otherwise instructed to work collaboratively
* Remain in clinical area during the assigned time interval and notify the instructor and appropriate staff when leaving the clinical area for any reason
* Adhere to and respect the procedures and protocols of clinical facilities

The following behaviors/conduct are considered unprofessional and may result in dismissal from the program and/or a disciplinary sanction:

* Inaccurately recording, falsifying or altering patient care records and/or written assignments
* Photocopying or printing copies of patient medical records and/or removing printed or electronic copies of patient records from the health care setting
* Reporting to the clinical setting without proper preparation
* Performance impairment due to lack of sleep, illness, influence of mind-altering substances, drugs and/or alcohol while in the classroom, lab or clinical setting
* Administering treatments in a negligent manner or without permission of the faculty or clinical contact person or without a valid medical order
* Disclosing confidential information or knowledge concerning patients to individuals not involved with care
* Practicing discrimination of any kind
* Using profanity and/or using physical or verbal behavior that could be interpreted as abuse
* Repeated violation of dress code
* Falsification of any information provided to the Sonder CNA Training Program
* Intentionally damaging, stealing or removing materials from Sonder CNA Training or any clinical facility
* Leaving the clinical area during assignment without instructor permission
* Cheating, plagiarizing, lying or participating in any other form of academic dishonesty

Violations may result in the following, at the discretion of the Instructor and according to the severity of the violation:

1. First occurrence will be a verbal warning
2. Second occurrence will result in being asked to leave the class and will show as a deducted grade and absence for that day
3. Third occurrence will result in being dropped from the course/program

**DISCIPLINARY ACTION**

There will be a standardized process for misconduct and correction of deficiencies in performance, behaviors or violations of conduct standards.

The CNA Instructor reserves the right to apply disciplinary action up to and including immediate dismissal from the program without prior action or notice.

Disciplinary action may include the following actions:

* Corrective counseling to remind the student to correct identified deficiencies.
* A verbal warning including discussing deficiencies and solutions and documentation of same.
* A written warning will include previous warning, actions taken and may specify a disciplinary probation period during which the student must demonstrate satisfactory corrective actions.
* A follow-up meeting after probationary period to assess if further discipline is necessary, or if dismissal is warranted.
* NA students may be asked to participate in an exit interview on or before the last day of class.

**STUDENT LEARNING OUTCOMES**

The student will obtain knowledge and proficiency in skills of an entry-level nursing assistant, with an elder care focus as well as passing the Nevada State exams for certification as a Certified Nursing Assistant. In the classroom environment theory content is presented for the purpose of assisting student in acquiring knowledge of the role of the Nursing Assistant, the scope of practice of the Nursing Assistant and skills that are within that scope of practice.

During the laboratory component of the course, the student will learn and practice patient care clinical skills as set forth by the NSBN. All required clinical skills must be passed at 100%.

Clinical rotations allow students to work with CNA’s and nursing personnel to provide hands on patient care. Students will participate in providing nursing care to patients according to the Nevada Scope of Practice for Nursing Assistants and under the direction of the instructor and a licensed nurse.

Upon completion of the Sonder CNA Training program, the student will be able to:

* Define the role of a nursing assistant.
* Describe the responsibilities of a nursing assistant.
* Perform specified skills required to function as a member of the health care team.
* Demonstrate safe, competent care within the practice guidelines of a nursing assistant.
* Provide care in accordance with the rights of every patient
* Assist the licensed nurse in the delivery of direct patient care in a variety of health care settings
* Demonstrate knowledge of, and appreciation for, the physical, social, emotional and psychological aspects of the healthcare consumer
* Demonstrate effective verbal and non-verbal communication skills during interactions with healthcare consumers and members of the healthcare team
* Apply to the Nevada State Board of Nursing to take the written and practical skills exams to achieve certification as a nursing assistant

**GRADING**

Grading will be done consistently and fairly in an organized manner. Grades will be kept on each student on a log, in the students record and will be kept confidential.

All tests and exams must be passed at an 80% minimum. One retake is allowed per test/exam

Students will be evaluated on the theory (classroom), lab and clinical portion of the course.

As governed by the Nevada State Board of Nursing (NSBN) there is a requirement to pass all written tests/quizzes and exams at a minimum of 80% in order to achieve a passing grade and take the course final exams.

The course final additionally has a requirement to be passed at 80% for written and 90% for skills in order to be eligible to take the NSBN certification exam.

**Grading Scale** is as follows:

|  |  |  |
| --- | --- | --- |
| **Grade** | **Standing** | **Percentage** |
| A+ | Outstanding | 97 -100 |
| A | Excellent | 93 - 96 |
| B+ | Very good | 87 - 92 |
| B | Good | 84 – 86 |
| C | Fair | 80 – 83 |
| F | Failed | 0-79 |
| I | Incomplete | N/A |
| W | Voluntarily withdrawn | N/A |
| T | Terminated | N/A |

Exams/Tests:

10 tests/quizzes that account for 15 % of the final grade

6 chapter exams that account for 30 % of the final grade

Vital signs will be completed and logged and accounts for 5 % of the final grade

A skills final exam that accounts for 20 % of the final grade

A written final exam that accounts for 30 % of the final grade

**JOB PLACEMENT**

Sonder CNA Training does not guarantee employment, however a list of facilities offering employment to CNA’s can be provided upon request. We encourage companies wishing to provide employment opportunities to call for appointments to provide information for students.

**APPEALS PROCESS**

Appeals must be submitted in writing to the facility’s administrator and will be reviewed on a case by case basis.

**DRUG FREE ENVIRONMENT**

It is our desire to maintain and promote a safe and healthy learning and working environment and to deliver services to the public in a safe and conscientious manner. Any use, misuse or abuse of drugs and alcohol is strictly prohibited. Possession, distribution, use, or sale of alcohol or any unlawful drug while on the facility premises, or reporting to scheduled classes, labs, and clinical shifts under the influence of such substances is strictly prohibited.

Students who violate this policy are subject to corrective or disciplinary action up to and including discharge from the program.

**TOBACCO FREE ENVIRONMENT**

Sonder CNA training is continuing efforts to support a healthy and safe environment for all students and staff. We are officially a tobacco free campus. The use of tobacco, tobacco like products and vapor products are prohibited on, in or around the Sonder CNA Training facility.

Tobaccoand smoke free includes ALL tobacco products. Smoking means inhaling, exhaling, burning or carrying any liquid or heated cigar, cigarette or pipe or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of any electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

Support and commitment from our students allows us to continue our efforts for a healthy environment. For assistance with tobacco cessation contact:

The Nevada Tobacco Quitline: 1-800-quitnow

or

[www.nevadatobaccoquitline.com](http://www.nevadatobaccoquitline.com)

**PREGNANCY AND/OR PHYSICAL LIMITATIONS**

The training program will make every effort to safely accommodate those with physical limitations or who are, or have become pregnant

Students who have physical limitations, are pregnant or who become pregnant during the nursing assistant course are require to present a written statement from a licensed physician, advanced practice nurse or certified nurse midwife that the student is capable of handling the physical activity required in the lab and clinical areas.

The communication must list any physical restrictions imposed and determine and document if the activities required to complete the course can be safely completed.

The written statement must be submitted to Sonder CNA Training by the end of the third month of pregnancy.

It is the responsibility of the student to inform faculty regarding any limitations that prohibit them from safely meeting the course objectives and required hours.

**ELECTRONIC DEVICES**

All electronic devices including but not limited to cell phones, smart watches, I pads, blue tooth ear pods, cameras and laptop computers are strictly prohibited and must be turned off. All devices are allowed to be used during appropriate break times only.

**STUDENT INDEMNIFICATION**

In the event of a postsecondary educational institution, licensed in this state, discontinuing operation or violating NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a current student or enrollee who has suffered damage as a result of the any provision in NRS 394.383 to NAC 394.560