



## **STUDENT CATALOG**

***EDUCATING TOMORROW'S HEALTHCARE PROFESSIONALS***

**ST. JOSEPH'S MEDICAL CAREER TRAINING SOLUTIONS IS APPROVED TO**

**OPERATE BY:**

**HIGHER EDUCATION LICENSURE COMMISSION  
AND  
THE DISTRICT OF COLUMBIA'S BOARD OF NURSING**



Campus Address

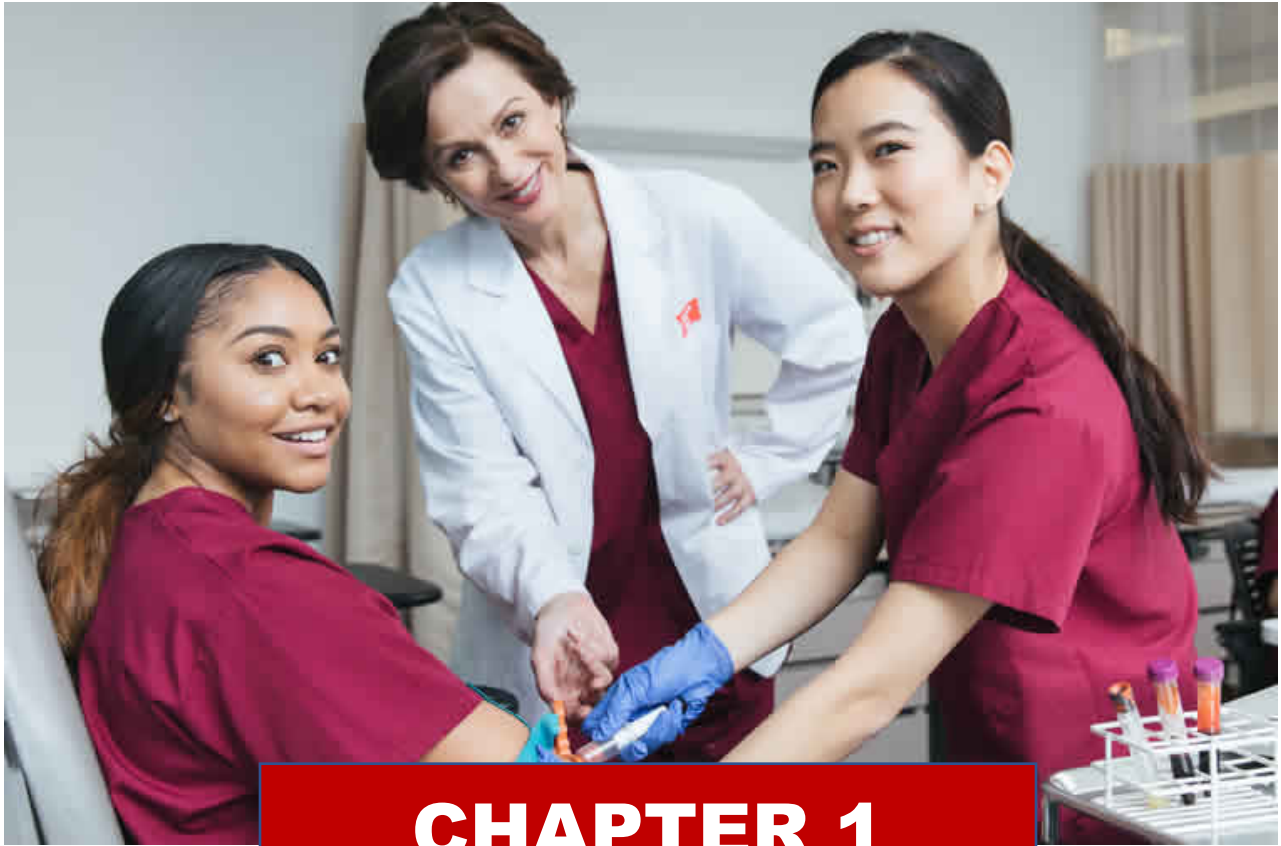


# ST. JOSEPH'S

Medical Career Training Solutions

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**CHAPTER 1**  
**INTRODUCTION**

## Vision Statement

In response to the ever-increasing need for skilled practitioners in the field of healthcare, St. Joseph's Medical Career Training Solution's (SJMCTS) vision is to offer, through career training, individuals who can safely and competently function in the present healthcare industry.

SJMCTS is committed to giving a secure, steady learning environment that advances excellence in learning and permits scholars to create, develop and enhance self-confidence, technical skills, critical thinking abilities, suitable work ethics, discipline, and leadership.

SJMCTS will become a premier provider of electronically delivered courses based on the school's core values, its strategic imperatives, and the guiding principles of any time – anywhere, student-focused, and learning-centered education.

## Mission Statement

The mission of St. Joseph's Medical Career Training Solutions (SJMCTS) is to train and prepare our scholars to exceed their personal best and contribute positively to the healthcare profession and community. We attain this by providing quality higher education with a "student-centered" focus that prepares them for careers in allied health and related fields.

We are passionate about responding to the ever-evolving needs of our students, communities, and healthcare through the process of ongoing assessment, evaluation, and quality improvement. SJMCTS is selective in candidates for admission. Candidates go through a rigorous screening process that poises them for success in their chosen field. The administration, faculty and staff treat each individual with respect and dignity in meeting the candidate's needs without sacrificing quality instruction and the integrity of the institution.

SJMCTS is a provider of hybrid (blended) learning courses based on the school's core values, its strategic imperatives, and the guiding principles of student focused, and learning-centered education. A hybrid approach to course delivery combines face-to-face classroom instruction with online activities. This approach reduces the amount of seat time in a traditional face-to-face course and moves more of the course delivery online.

Core Values:

- **Integrity-** We believe in doing what is right 100% of the time

- **Accountability-** We will always take personal responsibility in all that we do, and we expect the same of our scholars
- **Academic Excellence-** We hold in high regard the standard of academic excellence required to prepare them for successful careers
- **Teamwork-** We work together and collaborate with other healthcare professionals to assist our scholars in learning and achieving their goals
- **Student-centered-**Every instructor at SJMCTS sees its students as unique. This means recognizing that learners in any classroom learn at different rates with different styles, they have different abilities and talents, and their feelings of efficacy may vary.



## Message from the Director

Welcome to St. Joseph's Medical Career Training Solutions. We are excited that you are pursuing your educational and professional endeavors at SJMCTS , and we want to ensure you that we are here to serve you along the way. Your decision to begin and continue your post-secondary studies is an important one that will impact your life for years to come. Whether you are attending school for the first time or continuing your professional development, your experience will be an exhilarating chapter in your life. The Student Handbook is a helpful tool for your success. As you browse through this handbook, you'll find a wealth of knowledge that will be valuable in achieving your educational, professional, and personal goals. Use it to review services, policies, and procedures and school expectations. It contains the academic calendar and other key sources of information that will equip you to excel every step of the way. At SJMCTS, we believe in providing support and access to quality education, and lifelong learning opportunities. Our goal is to help you stay on track and accelerate your learning so that you save time and money. Take advantage of all we have to offer to ensure that you grow academically, learn from passionate faculty, and connect with other students as you participate in organizations. We are here to assist you in reaching your goals and look forward to partnering with you.

Best wishes,

**Savetria N. Bonaparte MSN-Ed, RN, CNE@cl**

Director



## Purpose

The increasing complexity of the health care needs of an aging population is the primary reason behind the demand for certified nurse assistants. Not only is 13 percent of the population currently at retirement age or older, but people live longer lives than even a generation ago. Determined to provide a unique opportunity for young adults, St. Joseph's Medical Career Training Solutions (SJMCTS) will provide the District of Columbia with the most trained, competent and enthusiastic Certified Nursing Assistants (CNA).

## EEO Statement

SJMCTS' programs are open to all and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression.

## History

**St. Joseph's Medical Career Training Solutions** was founded in 2018 by Savetria Nicole Bonaparte. Savetria Bonaparte, a nurse of 30 years, always had a zeal and passion for teaching nursing students. She began her quest for educating nursing students by starting a small tutoring business. As her clientele grew, she saw that she could make an even greater impact because of the dire need for certified nursing assistants in the District of Columbia. As of January 2020, SJMCTS has been approved by the District of Columbia's Board of Nursing.

## Facility Description

**St. Joseph's Medical Career Training Solutions** is a 3000 square foot educational training facility. SJMCTS consists of 3 classrooms, two administrative offices, one computer lab and

library combined, a breakroom, and two restrooms. Learning resources are readily available for students, some of which are, but not limited to:

Textbooks  
Posters  
State-of-the- art mannequins  
Hospital beds  
Wheelchairs  
Sphygmomanometers  
Thermometers  
Stethoscopes

### **SJMCTS Method(s) of Instruction**

**Traditional Course:** A course that meets entirely face-to-face.

**Hybrid/Blended Course:** A course that combines online and face-to-face (F2F) instruction utilizing *Thinkific* Learning Management System (LMS). Physical meetings for exams, laboratory, and clinicals are listed in the course outline.

**\*\*\*\*\*THE CERTIFIED NURSING ASSISTANT COURSE IS THE ONLY COURSE THAT IS OFFERED AS A HYBRID COURSE\*\*\*\*\*OTHER COURSES WILL BE TRANSITIONED TO HYBRID IN THE FUTURE**

## **Distant Learning**

The result of leveraging technology to its best capabilities will enhance the reputation of the school, increase intellectually stimulating opportunities for students, and improve retention and graduation rates.

Electronically delivered courses will be accessible by students through a personal learning environment with integrated and relevant support services. This environment will facilitate meaningful, consistent engagement with highly trained faculty leading to mastery of course and program learning outcomes while maintaining academic integrity.

By adopting nationally established best practices, the school will employ the appropriate learning technologies to offer alternatives. These varied formats will address differing student learning styles, needs, and preferences, thereby attracting and serving more contemporary learners.

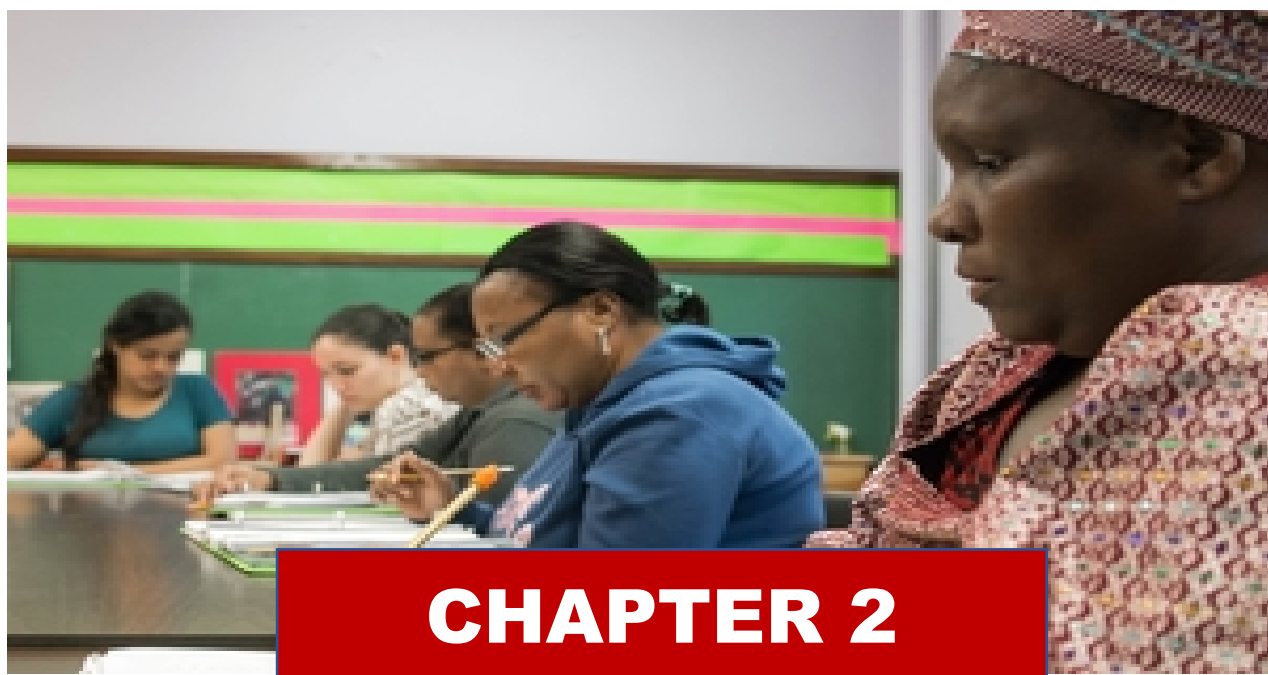
The school will provide access to electronic learning technologies and training on new pedagogies. Integration of these new instructional tools and techniques by faculty will improve the overall quality of teaching and learning and enhance student engagement and success at SJMCTS.

**Academic Calendar  
2021-2022**

**Certified Nursing Assistant**

**Traditional and Hybrid  
Evening/Weekend**

**Feb. 20th, 2020- Mar. 20th, 2020 Monday - Thursday 9:00 am -3:00 pm**  
**May 18th, 2020- Jun. 26th, 2020 Monday - Thursday 9:00 am -3:00 pm (Hybrid)**  
**Aug.10th, 2020- Sept.17th, 2020 Monday - Thursday 9:00 am -3:00 pm**  
**Oct. 26th, 2020- Nov. 24th, 2020 Monday - Thursday 9:00 am -3:00 pm**  
**Jan. 11th, 2021-Feb.18th, 2021 Monday-Thursday 5:30pm-9:30pm (Evening)**  
**Feb.1st 2021-Mar 4th, 2021 Monday - Thursday 9:00 am -3:00 pm**  
**Apr. 5th, 2021-May 5th ,2021 Monday - Thursday 9:00 am -3:00 pm**  
**Jun. 7th, 2021-July 7th, 2021 Monday - Thursday 9:00 am -3:00 pm**  
**Aug. 2nd, 2021-Sept.1st , 2021 Monday - Thursday 9:00 am -3:00 pm**  
**Oct. 4th, 2021-Nov.11th, 2021 Monday-Thursday 5:30pm-9:30pm (Evening)**  
**Clinical TBA**



**CHAPTER 2**  
**GENERAL**  
**INFORMATION**

## Admission to School

It is the policy of the board of trustees of St. Joseph's Medical Career Training Solutions that admission to the school (though not necessarily to a specific program or course) shall be open to:

**Persons 18 years or older\*\*\*\*\***

### Admission Procedures for Traditional and Hybrid Learning:

- Present two forms of identification (driver's license, state ID, Passport, Permanent Resident Card or Alien Registration Receipt Card (form 1-551), Employment Authorization Card, Voter's Registration Card, Military ID Card, Birth certificate, Social Security Card).
- High School Diploma or GED
- Wonderlic General Assessment of Instructional Needs (GAIN) entrance exam minimum score 20).
- Immunizations:
  - \*Titers Accepted*
    - Hepatitis B\*
    - Tdap\*
    - MMR\*
    - Varicella
    - Current PPD (TB Skin test Less than 1 Year old)
- Basic Life Support (BLS)
- Proof of Health Insurance
- Liability insurance
- Drug screen
- Background check/Fingerprinting (Criminal Background Check (CBC) Program)
- SJMCTS Application for Enrollment
- US Citizenship
- Current PPD (TB Skin test less than 1 year old)
- Interview with Director
- Attend Student Orientation

### **3-Day Cancellation Period Before Student Starts Class**

Students may cancel the **Enrollment Agreement** within 3 days (Saturdays, Sundays, legal holidays or days when the school is closed not included) of signing the agreement and obtain a full refund of all monies paid for tuition, as long as the student has not actually attended classes. However, once the student starts attending class, the agreement is enforced and cannot be voided by the student regardless of when the agreement was signed.

**Please note: The official termination date of enrollment shall be the student's last day in class.**

## **Student Code of Conduct**

### **Purpose**

The SCMCTS Student Code of Conduct provides a framework to guide the personal conduct of SJMCTS students, as members of the academic and school community. Students enrolled in SJMCTS assume an obligation to conduct themselves in a manner compatible with the school's function as an educational institution. SJMCTS has adopted the following policies and procedures as an expression of its expectations of student conduct.

### **Scope**

This policy applies to all SJMCTS students, including future and former students.

### **Policy**

SJMCTS students, as members of the academic community and school community, are expected to accept and adhere to the high standards of personal conduct set forth herein. Students shall:

- Treat all members of the community with courtesy, respect, and dignity.
- Comply with directions of school officials acting in the performance of their duties, including the school's student conduct procedures.
- Treat the campus itself (including buildings, grounds, and furnishings) with respect.
- Respect the rights and property of other members of the community.
- Fulfill their obligations through honest and independent effort and integrity in academic and personal conduct.
- Accept responsibility for, and the consequences of, their actions, and encourage responsible conduct in others.

- Respect the prohibition of possession, consumption, distribution, and provision of alcohol on campus, and the illegal possession, use, distribution, and provision of controlled substances.
- Abide by all published policies, including, but not limited to, those that appear in the SJMCTS Student Handbook and class syllabi.
- Refrain from soliciting, aiding, or inciting others to commit a violation of school conduct policies.
- Refrain from tampering with fire safety equipment in the building and on campus grounds.
- Have no firearms, weapons, or any other item designed to inflict harm or damage on campus. Sworn law enforcement and military officials possessing firearms while on duty may be exempt.
- Behave in a manner that does not intentionally or recklessly interfere with normal school-sponsored activities, including, but not limited to, studying, teaching, research, school administration or fire, police, or emergency services.
- Refrain from behavior that intentionally or recklessly endangers, threatens, or causes physical or emotional harm to any person, or that intentionally or recklessly causes reasonable apprehension of such harm.
- Refrain from conduct that is inconsistent with federal, state or local laws or that is otherwise inconsistent with the best interests of the school.

## **Student Responsibilities**

When enrolling at SJMCTS (“THE SCHOOL”), a student assumes responsibilities to fellow students, to the school, and to himself or herself. Students are responsible for conducting themselves in a lawful, civil, and responsible manner and for observing all school rules, regulations, and policies. This policy is intended to address concerns regarding the behavior of students who are members of the school community. These procedures are not intended to replace civil and/or criminal procedures. When necessary, the school will work with appropriate law enforcement officials to redress accusations of criminal activity.

For the purposes of the Student Code of Conduct, a student is defined as someone who has accepted an offer of admission to the school with a monetary deposit and is in the process of enrolling or is enrolled. Student status remains in effect during any time frame in which a person is or has been enrolled until a certificate is conferred.

If the school becomes aware that a student or applicant is a convicted felon, or is required to register as a sex offender, the school reserves the right to immediately dismiss that student and/or prohibit that applicant from enrolling in future classes, or limit the access of that student to specific campus facilities, based upon a review of the crime committed by the student/applicant.



The following actions are defined by the school as unacceptable forms of behavior and are subject to **automatic dismissal from the school**:

## **1. Dishonesty**

Acts of dishonesty, including but not limited to the following:

- i.** Cheating, plagiarism, or other forms of academic dishonesty
- ii.** Furnishing false information to any school official, faculty member, or office
- iii.** Forgery, alteration, or misuse of any school document, record, or instrument of identification
- iv.** Tampering with the election of any recognized school student organization
- v.** Misappropriation of student activity and/or school funds
- vi.** Falsification of work hours on a payroll timesheet
- vii.** Violating a student's right to privacy as outlined in the school's FERPA policy
- viii.** Providing false information on the admissions application and/or housing application

Academic dishonesty includes the following and any other forms of academic dishonesty:

- i.** Cheating—Using or attempting to use crib sheets, electronic sources, stolen exams, unauthorized study aids in an academic assignment, or copying or colluding with a fellow student in an effort to improve one's grade.
- ii.** Fabrication—Falsifying, inventing, or misstating any data, information, or citation in an academic assignment, field experience, academic credentials, job application or placement file.
- iii.** Plagiarism—Using the works (i.e. ideas, words, images, other materials) of another person as one's own academic property without proper citation in any academic assignment. This includes submission (in whole or in part) of any work purchased or downloaded from a website or an Internet paper clearinghouse as well as work submitted by the student for another course or assignment.
- iv.** Facilitating Academic Dishonesty—Assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.

## **2. Verbal Assault, Harassment, Intimidation, Bullying, Defamation, and Threatening or Abusive Behavior**

- i.** Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct that threatens or endangers the health or safety of any person (Sexual harassment and misconduct are governed by the Sexual Offense Policy described herein.)
- ii.** Threatening or causing physical harm to another person. Physical abuse includes, but is not limited to: personal injury, physical restraint against a person's will, and holding or transporting an individual against his will.

- iii. “Bullying” is defined as inappropriate, unwelcome behavior (through various means of communication or physical contact) which targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may also be the result of repeated behavior of an intimidating nature. Or, if direct, may also meet this definition and can occur through verbal, physical, electronic or other means.

Conduct constitutes prohibited “Bullying” when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or school opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:

- i. Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- ii. Verbal or physical conduct of a threatening, intimidating, or humiliating nature;
- iii. Sabotaging or undermining an individual or group’s work performance or education experience;
- iv. Inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person’s work area or property, and
- v. Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, social media, website, and/or online chat rooms in a threatening, intimidating, or humiliating manner.

“Defamation” is defined as the oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person’s reputation as to deter others from associating with her or him.

### **3. Disruption or Obstruction**

- i. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other school activities, including its public service functions on or off campus, or other authorized non- school activities, when the act occurs on school premises
- ii. Participation in campus demonstrations that disrupt the normal operations of the school and/or infringe on the rights of other members of the school community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;

intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus, whether inside or outside

#### **4. Theft, Damage, or Unauthorized Use**

Attempted or actual theft of, unauthorized use of, and/or damage to property of the school or property of a member of the school community or other personal or public property. This includes the intent to destroy or vandalize property.

#### **5. Unauthorized Entry or Use of school Premises**

Unauthorized possession, duplication, or use of keys and/or access codes to any school premises or unauthorized entry to or use of school premises. Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of school owned or leased facilities, their roofs, or the residential space of another without permission.

#### **6. Compliance**

Failure to comply with directions of school officials or law enforcement officers acting in performance of their duties and/or failure to provide proof of identity to these persons when requested to do so.

#### **7. Drugs, Alcohol, Firearms, Gambling**

Abuse of prescription and over-the-counter drugs.

Violation of any federal, state, or local law including but not limited to:

- i. Use, possession, or distribution of narcotics or other controlled substances, except as expressly permitted by law
- ii. Use, possession, or distribution of alcoholic beverages, except as expressly permitted by the law and school policies, or public intoxication.
- iii. Use or possession of drug-related paraphernalia in campus housing
- iv. Use or possession of firearms, fireworks, other explosives, other weapons, or dangerous chemicals on school premises not specifically authorized by the school
- v. Misuse of legal objects in a dangerous manner (e.g., laser pointing in someone's eyes)
- vi. Illegal gambling or wagering

#### **8. Disorderly, Indecent Conduct**

Conduct that is deemed disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on school premises or at functions sponsored by, or participated in by, the school.

## **9. Theft or Other Abuse of Computer Time**

Theft or other abuse of computing resources and network access, including but not limited to:

- i.** Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
- ii.** Unauthorized transfer of a file
- iii.** Unauthorized use of another individual's identification and password
- iv.** Use of computing facilities to interfere with the work of another student, faculty member, or school official
- v.** Use of computing facilities to send, display, or print obscene or abusive messages
- vi.** Use of computing facilities to interfere with normal operation of the school computing system
- vii.** Knowingly causing a computer virus to become installed in a computer system or file
- viii.** Knowingly using the campus computer network to disseminate "spam" messages (i.e., unsolicited bulk e-mail messages that are unrelated to the mission of the school).
- ix.** Knowingly using the campus network to send any threatening, or otherwise inappropriate message.
- x.** Illegal download of copyrighted software or other works (e.g., music files).

## **10. Improper Use of Cell Phone Cameras**

Misuse of mobile phone cameras, electronic capture devices, or unauthorized audio or video recording, in an area where the expectation of privacy exists, or to facilitate plagiarism, compromise academic work, including but not limited to tests, or otherwise improperly compromise the intellectual property rights of others.

## **11. Hazing**

Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

## **12. Abuse of Fire Safety Standards**

Any activity involving tampering with fire alarms or firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants, or hindering authorized emergency personnel.

### **13. Abuse of the Student Conduct System**

Abuse of the student conduct system, including but not limited to:

- i.** Failure to obey the summons of a student conduct body or school official
- ii.** Falsification, distortion, or misrepresentation of information before a student conduct body
- iii.** Disruption or interference with the orderly conduct of a student conduct body prior to, and/or during the course of, the student conduct proceeding
- iv.** Initiating a student conduct proceeding without justification
- v.** Attempting to discourage an individual's proper participation in, or use of, the student conduct system
- vi.** Attempting to influence the impartiality of a member of a student conduct body prior to, and/or during the course of, the student conduct proceeding
- vii.** Harassment (verbal or physical) and/or intimidation of a member of a student conduct body, participant, and/or witness prior to, during, and/or after a student conduct proceeding
- viii.** Failure to comply with the sanction(s) imposed under the Students' Rights and Responsibilities policy
- ix.** Influencing or attempting to influence another person to commit an abuse of the student conduct system

### **14. Other Offenses Against the school Community**

- i.** Violations of other published school policies, rules, or regulations. Such policies, rule, or regulations may include the Housing and Residential Life Handbook, specific departmental policies, and the contracts and leases for campus housing.
- ii.** Selling, or solicitation, on campus without the written authorization from the Dean of Students or his/her designee.
- iii.** Creating a fire, safety, or health hazard.

### **15. Criminal Conduct and/or Civil Offenses**

A violation of any local, state, or federal criminal law, or engaging in behavior that is a civil offense may be considered a violation of the school's Student Code of Conduct, even if the specific criminal conduct/civil offense is not specifically listed in this Student Responsibility section. The criminal conduct/civil offense may be considered as a violation of the Code of Conduct irrespective of whether the criminal violation/civil offense is prosecuted in a court of law. The school may inform law enforcement agencies of perceived criminal violations and may elect to defer internal student conduct action until prosecution of the criminal violation has been completed. Exoneration from criminal charges will not result in immunity from civil action or school proceedings.

## **Off-Campus Behavior**

Off-campus behavior that is detrimental to the school or its students, faculty, or staff in their roles as members of the campus community is governed by this code. SJMCTS reserves the right to take actions that address the violations through educational intervention or sanctions.

## **Social Media and Other Electronic Platforms**

Behavior conducted through social media and/or other electronic platforms that is detrimental to the school, its students, faculty, or staff in their roles as members of the campus community is governed by this code. SJMCTS reserves the right to take actions that address the policy violations through educational intervention or sanctions.

## **Admissions Applications**

SJMCTS reserves the right to deny admission based on non-academic reasons when it is believed to be in the best interests of the school.

## **Good Standing Criteria**

In order to obtain a “Certificate of Completion” students must be in good standing with the school. “Good standing” includes a requirement that all matters pending before the school have been fully and finally resolved (including, but not limited to, full satisfaction of any sanctions imposed). Students who are not in good standing will not be granted a certificate, will not have access to transcripts, and are not eligible to participate in graduation ceremonies.

SJMCTS “Good Standing” criteria are as follows:

- A. Student does not owe any debt to the school
- B. Student has maintained acceptable professional behavior
- C. Student is not being considered for dismissal

## Paying for School

Tuition is charged per program. The cost of tuition may be paid by cash, credit/debit card, or money order. Payment plans are available. To secure a payment plan, potential students must meet with the director to review obligations and sign a contract. Except as otherwise provided, students must pay tuition and all applicable fees one week before the start of class. If payment is not received by this date, the student's registration will be canceled. Also, students may utilize resources under the District of Columbia's Workforce Investment Council (WIC): Pathways for Young Adults (PYAP) or On-the-Job Training (OJT). Students interested in paying for tuition under these training and employment resources are encouraged to visit one of the DC American Job Centers (AJCs) and speak with a workforce specialist regarding your career goals:

- DC Workforce <http://does.dc.gov/node/159972>.
- My CAA- Military spouses are eligible for up to \$4,000 of tuition assistance. Visit <https://aiportal.acc.af.mil>

### Payment Plans

**SJMCTS understands the burden of paying out of pocket for school. To qualify for a payment plan student must be: 18 yrs. or older, be currently employed (proof necessary), have working home and work telephone numbers, and make a down payment of 25% of the total amount of the course. Call the office for more details.**

## Student Fees

**Lab Fee:**

The Lab Fee supports the additional costs associated with providing a laboratory setting for a class, including, but not limited to the cost of special furniture, special equipment, and special materials utilized in the laboratory.

**Application and Enrollment Fee:**

The Application and Enrollment Fee supports general operations of the registration process. The Registration Fee is non-refundable.

**Background Check and Finger Printing:**

The Criminal Background Check (CBC) Fee supports the costs for this service charged by the District of Columbia's program.

**Uniforms:** The costs of uniforms for the program is included in tuition.

**Textbooks:** The costs of textbooks are included in tuition. The costs will vary according to program.

**Drug Screen:** This fee covers the costs of a complete drug screen provided by the National Drug Screening, Inc.

**Liability Insurance:** This fee covers the costs of student liability insurance with our partner NSO.



## Student Rights

SJMCTS students are accorded the following rights to ensure positive educational results for everyone:

1. **Educational Environment:** Students have the right to an environment conducive to their educational pursuits. This environment should be free from harassment and discrimination and free from any other unreasonable interference with their educational experiences. SJMCTS offers protection from discrimination to students in their educational programs, activities, and employment on the basis of race, sex, sexual orientation, color, creed, age, ethnic or national origin, or no disqualifying handicap, as required by federal laws and legislation, including Title IX of the 1972 Educational Amendments.
2. **Assembly and Expression:** Students have the right to assemble and express themselves freely in a lawful and orderly manner. (This right may be subject to the “Rallies, Demonstrations, and Public Assemblies” policy described herein.)
3. **Privacy:** Students have the right to privacy as protected by the Family Educational Rights and Privacy Act of 1974 as amended (commonly referred to as the Buckley Amendment).
4. **Information:** Students have the right to information pertaining to academic standing, course requirements, and graduation requirements.
5. **Access to Disciplinary Procedures:** Students have the right to utilize disciplinary procedures, as set forth in school policies.
6. **Search and Seizure:** Students have the right to be secure from unreasonable search and seizure.
7. **Grievances:** Students have the right to make their concerns or grievances known through the appropriate administrative channels as prescribed under the policies of the school. The school’s director serves in an advisory capacity for students seeking information about processes governing alleged violations of students' rights by others or by the school itself.

## Admission Criteria

### Admission and Enrollment Requirements:

- 18 years or older
- Present two forms of identification (driver's license, state ID, Passport, Permanent Resident Card or Alien Registration Receipt Card (form 1-551), Employment Authorization Card, Voter's Registration Card, Military ID Card, Birth certificate, Social Security Card).
- High School Diploma or GED
- Wonderlic General Assessment of Instructional Needs (GAIN) entrance exam minimum score 20).
- Immunizations:
  - \*Titers Accepted*
    - Hepatitis B\*
    - Tdap
    - MMR\*
    - Varicella\*
    - Current PPD (TB Skin test less than 1 year old)
- Basic Life Support (BLS)
- Proof of Health Insurance
- Liability insurance
- Drug screen
- Background check/Fingerprinting (Criminal Background Check (CBC) Program)
- SJMCTS Application for Enrollment
- US Citizenship
- Current PPD (TB Skin test less than 1 year old)
- Interview with Director

**\*Upon successful completion of all admission requirements a student will be notified by mail and email of acceptance to the program applied for.**

**Annual Flu Vaccines are mandatory during flu season**

### **3-Day Cancellation Period Before Student Starts Class**

Students may cancel the **Enrollment Agreement** within 3 days (Saturdays, Sundays, legal holidays or days when the school is closed not included) of signing the agreement and obtain a full refund of all monies paid for tuition, as long as the student has not actually attended classes. However, once the student starts attending class, the agreement is enforced and cannot be voided by the student regardless of when the agreement was signed.

**Please note: The official termination date of enrollment shall be the student's last day in class.**

### **Credit for Previous Education and Training:**

- Credit for military service and other allied health certifications may be considered. A certified copy of a transcript (Joint Service Transcript for service members) must be submitted to the administrative office for review prior to enrollment. SJMCTS does not grant credit for work or life experiences.
- The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit is the discretion of the receiving institution

### **Demands of the Program**

SJMCTS' programs are physically, emotionally, and academically demanding. Students often work during the program but should be aware of working excessive hours (more than 20) since it may interfere with their ability to successfully complete the program due to the need for study and rest.

### **SJMCTS Attendance Policy**

Attendance is necessary to obtain the most benefit from any program.

- Attendance is recorded at the beginning of each class, clinical, and lab as directed by Nursing Faculty.
- Students are expected to ensure that their attendance is recorded.
- Students are responsible for all content and assignments, regardless of the reason for missing class, clinical, or lab.
- **Session:** A "session" is defined as a lecture, a lab or clinical.

- **Absence:** If the student is 10 minutes or more late for any class session OR if the student leaves 10 minutes or more before the scheduled end of any class session.
- **Tardiness:** If the student arrives less than 10 minutes to class or leaves early within 10 minutes from the scheduled end of the class.

After two absences and/or tardiness, the result is be terminated from the program

### **Clinical Sessions:**

Attendance is mandatory for all clinical sessions. Any tardiness in clinical will follow the above protocol.

### **Emergencies**

If, in case of an emergency, a student misses one of the clinical sessions, he/she will be placed on contract. The student must make up that missed clinical day in order to complete the class; this is only done if the student is in good standing and if there is an opening available. The make-up is on a first-come, first-serve basis.

If it is not possible to make up the clinical, the student may receive an incomplete (I grade) and at the end of the course must complete all required coursework in the time frame allowed by the school to receive a grade and certificate of completion.

Any additional absences or tardiness may result in termination or withdrawal from the course.

Note: If there is an emergency and the student will be absent or late, he/she must call and speak directly to the instructor rather than just leaving a message.

### **Enrollment:**

SJMCTS has a non-traditional rolling enrollment structure. Students must enroll two weeks prior to the start of any program. Students may not be enrolled “late” once the program cycle starts.

### **Course Work:**

Course work missed for any reason may be made up at the discretion of the instructor.

It is the responsibility of the student to consult with the instructor prior to any absences from class/lecture/lab or clinical experience. The instructor makes the final determination on whether the missed work can be done at a time other than during the regularly scheduled class period.

**Examination Policy**

Students are expected to take all exams on the day(s) they are scheduled. You may not make up a missed exam unless you have made prior arrangements with your instructor. Any exam without prior instructor approval will be given a grade of “0”.

**Substance Abuse Policy:**

Use of intoxicants:

- No person may bring onto the campus for ingestion any intoxicating beverage, dangerous drug, narcotic, marijuana, glue or thinner, etc.
- No person may appear on campus or in the clinical setting under the influence of any of the above substances.
- Students suspected of substance abuse may be dismissed from the classroom or clinical site at the discretion of the director.
- Students grieving such dismissal must bear the burden of proof otherwise.

**Jury Duty:**

Although a civic duty, jury duty cannot be accommodated within the course schedule. The Director may be consulted if supporting documentation is needed to seek a postponement.

**Weather:**

SJMCTS will follow the same inclement weather closures/and or late starts as the District of Columbia. This information is generally publicized on local TV news.

**Holidays:**

Students will have all federal holidays off. Religious Holiday observances will be granted. However, it is the student’s responsibility to obtain missed work.

**Accidental Exposure Incidents:**

A student who has exposure to blood or body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash needle stick and/or cuts with soap and water.
- Flush splashes to the nose, mouth, or skin with copious amounts of water.
- Irrigate eyes with clean water, or saline.

- Remove soiled personal protective equipment and/or clothing as soon as possible.

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the appropriate registered nurse at the clinical facility AND
- Notify clinical faculty who will then implement the process below.
- If there is a witness to the incident, several steps can be taken simultaneously.

#### **Clinical Facility and student must:**

- Complete an incident report at the clinical facility, if required; and be aware of and follow any reporting and follow-up requirements of the clinical facility.
- Be responsible for coordinating the procedures needed to get appropriate care for the student.

#### **Counseling Conference Policy:**

- A counseling conference provides an opportunity for the instructor and student to raise and discuss issues of concern.
- A counseling conference can be initiated or requested by a student, faculty member or Director.
- Students may be counseled regarding academic and/or clinical performance. Violations of any program standard or policy as stated in course syllabi or the program handbook are also reasons for which counseling is initiated.

#### **Academic Counseling Conference Procedure:**

- If a student's academic performance indicates potential for not completing the course, a conference may be held at the request of the student or instructor.
- The instructor will provide the student with grades in writing. Recommendations for corrective action to assist the student in improving performance can be made at this time.
- The instructor will put a copy of the conference documentation in the student's file.

#### **Clinical Performance Conference Procedure:**

- Instructors have the right and responsibility to ensure safe and satisfactory behaviors in the clinical setting. The instructor may impose any restriction upon the student deemed necessary in relation to the occurrence. This includes removal from the clinical setting immediately.
- The instructor will then document behaviors/occurrence objectively. All specific data, including date, time, and place of occurrence is to be included.

- When student clinical behaviors do not meet satisfactory standards, the instructor will initially inform the student verbally (verbal warning) and, a written summary (Official Reprimand) will follow.
- The verbal discussion should occur as close to the time of the occurrence as possible.
- The instructor will discuss with the student acceptable behavior/performance and establish a plan for remediation.
- A counseling conference will be held. The student may respond to the instructor's warning and recommendation on the Official Reprimand form or Written Summary of verbal warning.
- The student and instructor's signatures are required on the Official Reprimand form. The student's signature does not necessarily indicate agreement. The signature represents that the student has been apprised of the occurrence in writing and has read the information.
- Should a student refuse to sign the form, a note will be made on the form. Refusal to sign the form does not make the form invalid.
- An area for student comments is provided on the form.
- A plan of action will be written, given to the student and signed by both the student and the instructor

#### **Student Grievance Procedure:**

SJMCTS believes that each student or individual should have access to a forum to express dissatisfaction with the quality of education being provided by the program. SJMCTS affirms that each grievance will be handled accordingly and in a professional manner. **Students will not be subjected to adverse actions by any school officials because of initiating a complaint.**

Order of correction is as follows:

- Faculty (Instructor) -Student requests to meet with faculty to resolve an issue. If the issue is not resolved the faculty member will then notify the director.
- Director of SJMCTS-The director will meet with student and faculty member to try and resolve the issue.

When a satisfactory resolution of the problem is not obtained within the facility, students may contact:

#### **HIGHER LEARNING LICENSURE COMMISSIO**

1050 First Street, NE, Washington, DC 20002

Phone: (202) 727-6436

## **Right-to-Know and Campus Security Act**

In compliance with the Student Right-to-Know and Campus Security Act (the Act), 20 U.S.C. Sections 1092(a), (e), and (f), as amended, SJMCTS will collect specified information on school crime statistics, campus security policies, and institutional completion or graduation rates.

Pursuant to this federal law, alleged victims of violent crime are entitled to know the results of campus student disciplinary proceedings concerning the alleged perpetrators.

### **Civility:**

Students are expected and required to conduct themselves in a courteous and polite manner in all areas of the campus, clinical area and with all personnel at all times.

### **Change of Name, Address or Phone Numbers:**

Any change of name, address, or telephone number must be reported to the Admissions and Records Office as soon as the change takes effect. The school needs telephone access to all students in case of an emergency.

### **Children and Pets:**

Children and pets will not be allowed to attend classes, labs, clinical training, conferences or workshops.

### **Electronic Devices:**

All electronic devices including but not limited to cellular phones, pagers, and/or beepers are not acceptable in the classroom or clinical areas and must be turned off.

### **Food or Beverages:**

No food or beverage is allowed in any classroom. This applies to students and faculty (bottled clear water is the exception but must be capped).

### **Insurance:**

All students must show proof of medical insurance coverage prior to being released to enroll in the CNA Program. Students must also notify the Director of any changes in coverage.



**Taping (Audio or Video):**

The policy of SJMCTS is that no taping is allowed in classes or clinicals/clinical conferences without the expressed permission of the instructor/faculty. This permission must be obtained prior to any taping activity. There will be no taping during (post) test review in order to maintain test integrity and security; no exceptions will be allowed. Any student found taping in violation of this policy will be subject to discipline.

**Transportation:**

Students are responsible for their own transportation to and from school and clinical facilities. Some clinical facilities may require as much as 30 minutes traveling time from campus.

**Unsafe or Unsatisfactory Work:**

The instructor will assess and evaluate patterns and/or unsafe behaviors to determine degree of risk to the client. The student will be informed of instances of unsafe behavior.

**The following may be grounds for dismissal from any program:**

**Unacceptable clinical behavior:** Immediate dismissal from the course may occur at any time when client's safety is in jeopardy. The student may also be informed of unsafe clinical behavior, first by a verbal warning, then a written warning and dismissal from the program may follow.

**Excessive absences or tardiness:** Tardiness and/or absences can seriously interfere with a student's learning process. At the point when absences/tardiness become a concern, endangering a student's progress, a contractual agreement will be established between student and faculty, outlining specific behavior expected in order for the student to complete the course.

**Inability to successfully complete courses:** If a student is unable to successfully complete a course for any of the following reasons, they may be given a failing grade or withdraw from the course depending upon:

- The amount of content/clinical lab experience missed.
- Inability to proceed due to lack of successfully completing a prerequisite in the sequence listed.

Inability to adjust to stress adequately to perform duties safely with clients.

Inability to apply the necessary knowledge to perform the following duties with clients such as:

- Identify the client properly
- Provide care within acceptable standards of care for students

Inability to accept responsibility for consequences of one's own behavior.

Inability to demonstrate responsibility for client care by notifying the instructor and clinical faculty in the event of an absence or tardiness.

Inability to demonstrate acceptable working relationship:

- Answers call lights
- Relate appropriately with others (client, families, instructors, staff, peers, etc.)

Inability to demonstrate fairness and straight forwardness in conduct:

- Free from fraud or deception
- Report errors and unsafe conditions

Inability to consistently receive, interpret and carry out instructions.

### **Mechanical Lift Policy:**

To ensure the safety and well-being of all students and the clients they care for, when utilizing any type of mechanical lift on a client at any time, a minimum of two people MUST be in attendance and within view of the client while the client is attached and elevated from a surface. At no time is a student to move a client in a mechanical lift ALONE. Each instructor may, additionally, request the presence of a facility staff member and/or themselves to be present in the room for any transfer as well. Any student that fails to follow this policy/instructor direction will jeopardize their successful completion of the program.

### **Accommodations for Students During Testing:**

Americans with Disabilities Act (ADA): Qualified, self-identified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at SJMCTS. Students who have a documented disability must show proof to the director.

## **SJMCTS Uniform Policy**

Student nurses are ambassadors for their school. They work with the public – patients – and they work among many other types of medical and healthcare personnel. It's imperative that students are easily identified by both hospital staff as well as patients.

Therefore, SJMCTS must adhere to the uniform policy.

- **CNA Uniform:** Student badge, Navy Scrub Top with School Logo/ White Scrub Pants  
White leather shoes, white socks or stockings
- **Pharmacy Technician Uniform:** Student badge, Royal Blue Scrub Top with School Logo/White Scrub Pants, White leather shoes, white socks or stockings
- **Phlebotomy Uniform:** Student badge, Red Scrub Top with School Logo/Red Scrub Pants.  
White leather shoes, white socks or stockings
- **Medical Assistant Uniform:** Student badge, Green Scrub Top with School Logo/White Scrub Pants White leather shoes, white socks or stockings

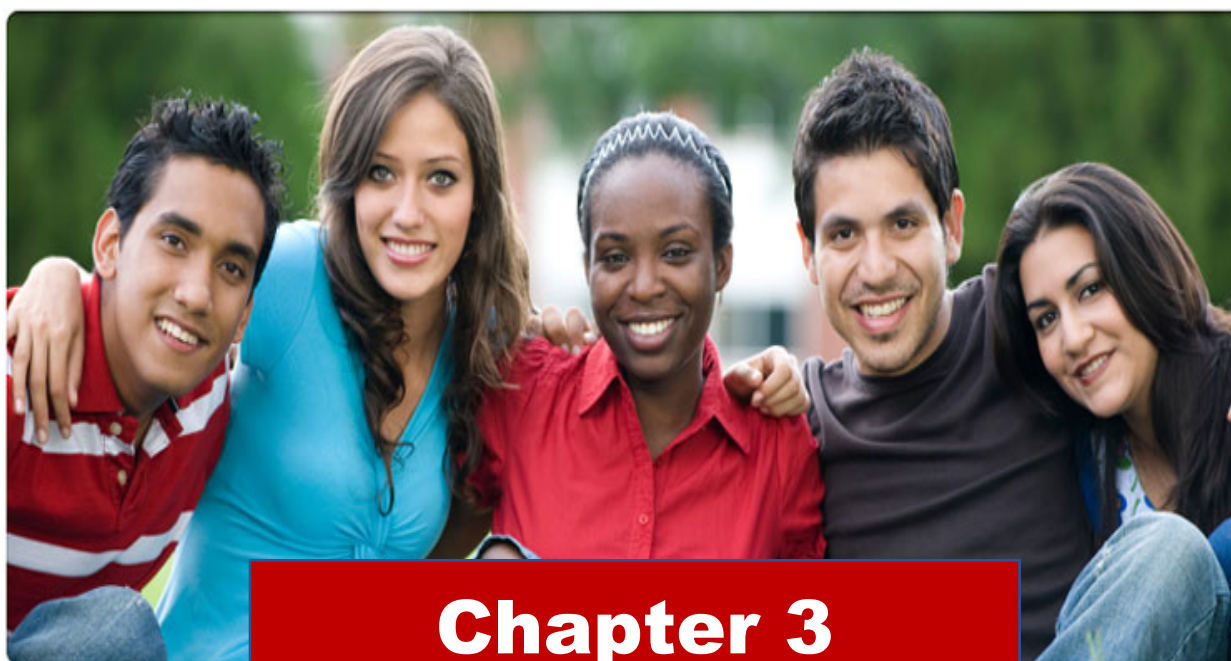
### **SJMCTS Dress Codes:**

Besides the actual uniform, nursing students usually have further dress code requirements to fulfill, particularly during class time and clinical rotations:

- **Shoes**– Shoes must be clean, closed-toe and closed back (entire foot must be covered), in good condition, and appropriate for the clinical setting. They must be made of solid material. Shoes cannot have mesh, fabric or be permeable to liquids or sharps. Soles should be non-skid. Shoes can be made for health care professionals or tennis shoes as long as they meet the above specifications.
- **Socks** – Socks must be white and cover the ankle.
- **Hair**– Hair is to be clean and worn up or back, clear of face in a professional manner. Ponytails are to be pulled up above the collar.
- **Fingernails**– Nails are to be clean, trimmed, less than ¼ inch in length and shall not wear artificial nails (including but not limited to hybrid gels) or nail extenders of any type; only regular nail polish in good condition (i.e., not peeling or chipping) is permitted.
- **Jewelry/Piercings**– Infection prevention and safety should be considered when wearing jewelry. Jewelry should be minimal in-patient care areas; no long, dangling earrings. Wedding rings are the only rings that are permitted. Watch with second hand
- No hats, scarves, or headgear (\*religion purposes are exempt)
- No gum chewing

- Perfume, Cologne and Make Up– Perfume and cologne are not to be worn to prevent possible allergic reactions and/or nausea that it may evoke in patients. Make up is limited in nature.

\*Failure to adhere the uniform policy will result in withdrawal from the program.



**Chapter 3**  
**Academic**  
**Information**

## Programs Offered

### Certified Nursing Assistant Course Description (Traditional)

This course will prepare the future CNA to provide holistic basic nursing care to residents in long-term care facilities. Students will provide total patient care and comfort measures at the level of a nursing assistant while incorporating basic principles of safety and infection for self and others. This course also provides knowledge and skills necessary to assist the professional nurse in direct patient care, undertaking those tasks which are supportive to the care of the patient in various health-care settings. Students are introduced to the roles and responsibilities of a Certified Nursing Assistant. This course includes 65 hours of classroom instruction, 20 hours of clinical laboratory practicums, and 40 hours of clinical nursing home practicums. Emphasis is placed on acquiring proficiency in direct and indirect care to patients, as defined by the District of Columbia's Board of Nursing's (DCBON) selected skills that students must perform. Students who successfully complete all course requirements receive a Certificate of Completion and are eligible register for the District of Columbia's CNA Exam for full CNA certification. **Clock Hours: 125**

### Certified Nursing Assistant Course Description (Hybrid)

SJMCTS offers a blended "hybrid" CNA course, which consists of both online instruction and in-class instruction. Students can expect 65-hours of online "theory" coursework along with 20 hours of on-campus, laboratory instruction. Additionally, five 8-hour (40-hours total) clinical rotations, at a SJMCTS-approved health care location, is also required. Students who successfully complete all course requirements receive a Certificate of Completion and are eligible register for the District of Columbia's CNA Exam for full CNA certification. **Clock Hours: 125**

### **Student Costs and Fees for CNA Program Costs**

- **Tuition: \$1200- Traditional /\$1210-Hybrid**
- **Lab Fee: \$50**
- **Application fee: \$25**
- **Non-refundable Enrollment fee: \$75**
- **Background Check: \$60**
- **Uniforms: \$50**
- **Textbook: \$80 Rental: \$40**
- **Drug Screen: \$60**
- **Liability Insurance: \$35**

- Entrance Exam: \$35 \_\_\_\_\_ Total: \$1630-Traditional  
Total: \$1640-Hybrid

State Competency Fees (Not included in tuition)

**NNAAP EXAM FEES**

**Written Examination & Skills Evaluation first time \$117\***

**English Oral Examination & Skills Evaluation first time \$127\***

**Spanish Oral Examination & Skills Evaluation (NNAAP only) first time \$127**

**\* The first-time test fee includes a (one-time) \$12 Registry placement fee.**

## **Degree Completion Criteria**

### **Graduation Requirements:**

- Students must have a cumulative grade of 80% (C), pass laboratory (P), and pass clinical rotation (P) to successfully pass the course and graduate.

### **Academic Probation:**

SJMCTS does not have an academic probation policy.

### **Academic Termination:**

If a student does not maintain an average of (80%) or has not made up missed class (eight (8) hours or less) or clinical time he/she will be withdrawn from the course

\* The student has a right to appeal the decision to the school's director. The appeal should be submitted in writing within one week of the decision. The director will make a final decision within 48 hours.

### **Progress Reports:**

Students will be given weekly formative progress reports by instructors. At the end of the program students will be given a summative progress report

### **Program Re-Entry-Student Re-entry after Dismissal:**

Students dismissed from the program due to misconduct or infraction of the academic integrity code cannot re-enter SJMCTS. The student will be dismissed with the status of not eligible for program re-entry.

Students dismissed due to poor attendance will be considered for re-entry into the program 90 days after the student was dismissed from the program. The student must meet with the director to obtain approval for re-entry first. Upon approval, the student can begin the admission process. Upon re-entry, the student will be required to re-pay all tuition and fees. Tuition and fees paid previously will not be applied to future classes.

### **Withdrawal Procedure:**

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending.



The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.

- C. All refunds must be submitted within 45 days of the determination of the withdrawal date.

If the student is dismissed from the program(s) due to academic integrity code violation a refund will not be given.

If the student is dismissed from the program(s) due to absences without notification and/or absences greater than four (4) class/lab hours or eight (8) clinical hours a refund will not be given.

If the student knowingly withholds information that will deem him/her in-eligible for enrollment/admission, the student forfeits all monies paid to SJMCTS.

### **Social Media Policy:**

To maintain SJMCTS' high standards and ethical stature, staff members must have professional boundaries. A staff member and a student's privacy are compromised when they become "social media" friendly. A student (and that student's friends) may learn things about their teacher that they otherwise wouldn't have access to, and vice versa. This could be detrimental in the class setting. Therefore, it is strictly forbidden for staff members to have any social media friendships. Failure to comply will result in automatic dismissal from the program.

## **Methods of Instructional Delivery**

### **Face-to-Face**

In the traditional, face-to-face class, students are required to come to campus one day per week. The first hour of class is theory-based instructions, led by an instructor, and the remainder of the class time is spent with hands-on instruction for obtaining blood samples. You will practice drawing blood on your classmates, and they will practice on you.

### **Hybrid**

In the hybrid course, the student is responsible for learning the theory-based material through the resources provided via the school's learning management system. Students are still required to come to campus exams and laboratory instruction. In addition, students are required to attend clinical rotations.

**\*PLEASE NOTE: Computer access is required for this class. Homework for the procedures in CNA class will be completed and submitted using a computer. Computers are available for use on campus in the library**

## **Student Records (FERPA)**

### Notification of Rights under FERPA for Post-Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords the following student rights with respect to education records:

1. The right to inspect and review the education records within 45 days of the day the school receives a request for access. The student must submit to the director of Admissions and Records a written request that identifies the record(s) they wish to inspect. The director will make arrangements for access and send notice of the time and place where the records may be inspected. If the records are not maintained by the administrator's office, the director will advise the student of the school official to whom the request should be addressed.
2. The right to request the amendment of education records believed to be inaccurate or misleading.
3. The student must write the school; official responsible for the record, clearly identify the part of the record in question and specify why it is inaccurate or misleading.
4. If the school decides not to amend the record as requested, the school will send notice of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.
5. The right to consent to disclosures of nondirectory, personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information is information that may be released to a third party without written consent of the student. Directory information includes, but is not limited to, name, address, telephone number, e-mail address, dates of attendance, degrees earned, and previous schools attended. While the school does not routinely release such information to everyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. Students may refuse to permit such disclosure without written consent by notifying the director of Admissions and Records in writing of their wish to be excluded from such a release of information.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.
7. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

### **Retention of Records**

1. The office administrator and school director shall oversee the establishment of a records management program.
2. The office administrator and school director are responsible for the development, coordination, implementation, and management of the records management program
3. All student records are the property of the SJMCTS regardless of their physical location, even when they are in the possession of individuals, and, as such, may not be permanently removed from the school nor destroyed except in accordance with this policy.
4. Student records shall be maintained in a secured medium owned or controlled by the school.
5. Student records shall be categorized and grouped according to the functional purpose they serve.
6. School records will be kept on file for a period of five (5) years after a student is no longer enrolled. Student transcripts are kept on file permanently.
7. When the prescribed retention period for a school record has passed, the school record shall be destroyed in a secured manner.

### **Obtaining Student Records:**

An official transcript is a copy of a student's permanent academic record at SJMCTS including all courses taken, all grades received, and all certificates conferred to a student. SJMCTS students may request transcripts of coursework or transcripts of courses. Students must complete a request for records/transcripts from the office administrator. A \$5 fee is required. An official copy of the student records/transcripts will be given or mailed in a sealed envelope. Once the seal is broken, the transcript is no longer *official*.

## Student Refund Policy

**Purpose:** To ensure consistency in refunding students who withdraw or are dismissed from courses.

**Policy:** Students will or will not receive refunds based on the following guidelines

- A 50% refund (minus application and background check fees) will be given if the student officially withdraws prior to the first day of class as noted on the school calendar. Also, the student is eligible for a 100% refund (minus application and background check fees) if the class in which the student is officially registered is cancelled due to insufficient enrollment.
- If the student is dismissed from the program(s) due to academic integrity code violation a refund will not be given.
- If the student is dismissed from the program(s) due to absences without notification and/or absences greater than four (4) class/lab hours or eight (8) clinical hours a refund will not be given.
- If the student knowingly withholds information that will deem him/her in-eligible for enrollment/admission, the student forfeits all monies paid to SJMCTS
- All refunds due will be paid within 30 days of the student's last day of class

### Refund Policy

<i>Proportion of Total Program Taught by Withdrawal Date</i>	<i>Tuition Refund</i>
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

**Clinical Information and Expectations:**

**STUDENT MUST NOT ENTER THE FACILITY WITHOUT AN INSTRUCTOR**

**Student Expectations:**

1. Clinical begins promptly as scheduled. You may wait in your car or in the dining room.
2. Be in uniform. Students must have name badges in clear view during clinical hours.
3. Be prepared – have secondhand watch, note pad, pen, and folder.
4. Do not perform any “hands on” resident care without the RN/LPN instructor’s permission. Always ask permission before providing care to a resident that has not been assigned to you.
5. Always follow standard/universal precautions. Wash your hands upon entering the building and when leaving the building.
6. Always use good body mechanics. Never hesitate to ask for assistance.
7. Treat facility staff members, RN instructors, residents, visitors, fellow students with respect.
8. Do not leave the building without permission.
9. Direct questions or concerns to the RN instructor – not facility staff members.

**Student Nurse Clinical Etiquette:**

1. Do not wear gloves in the hallway.
2. Clean and dirty linen are transported in the hallway in plastic bags.
3. Eating and drinking are only permitted during breaks and lunch. Designated areas include the TV room, break room, or in the parking lot.
4. Cellphones are not allowed in clinical areas. **NO EXCEPTIONS.** You may leave your cellphones in your backpacks and check them during your lunch break.

## School Calendar

- The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters.
- The weather will play a major role in the actual class schedule. Classes cancelled due to weather are made up at the end of the program.
- The following holidays are observed. No classes are held.
  1. New Year's Day
  2. President's Day
  3. Martin Luther King Jr. Day
  4. Memorial Day
  5. Independence Day
  6. Labor Day
  7. Columbus Day
  8. Thanksgiving Day
  9. Christmas Day
  10. Veteran's Day
- The school reserves the right to amend the calendar.
- The hours per week vary depending on if the class is theory, lab, or clinical. Please refer to the program's detailed schedule.

## **Student Organizations/Activities**

The mission of SJMCTS is to cultivate a learning environment that enhances the leadership skills of all students. Extracurricular activities provide a setting to become involved and to interact with other students, thus leading to increased learning and optimal development. Students who are in “Good Standing” may participate in student activities.

### **SJMCTS’ School Activities**

- A. SJMCTS Student Association:** serves as your voice and focuses on initiatives to help make your experience the best it can be.
- B. SJMCTS Honor Society:** students will receive accolades for outstanding academic achievements. A GPA of 3.5 or higher is needed to join.
- C. SJMCTS VOLUNTEERS:** serves as the school’s assisting body. Helps with orientation, organizes celebrations etc.

### **Medical Marijuana**

Students may not use, possess, or cultivate marijuana for medical or recreational purposes. Students will be required to undergo drug testing according to the SJMCTS Program Drug Screening Policy. Any student testing positive for marijuana or derivatives will not be allowed continued enrollment in ANY PROGRAM.

### **Tobacco Free Policy Health and Safety: Use of Tobacco Products**

SJMCTS is committed to providing a healthful environment for students and the clients they care for in the clinical setting. A clinical setting is defined as any community site, place, health care facility in which a SJMCTS student is present to meet the requirements of a clinical rotation. It is important for SJMCTS students to project examples of healthy lifestyles. 1. Smoking is defined as carrying or using any lighted tobacco product including cigars, cigarettes and pipes. 2. Students may not smoke or use any smokeless tobacco during the hours of assigned clinical times and while representing SJMCTS while on SJMCTS campuses.

## Syllabus

### Cycle:

Instructor(s): Savetria N. Bonaparte, MSN Ed., RN

Date/Time: DAY- Mon.-FRI. 9:00AM-3:30PM (Classroom) CLINICAL: 7:00 AM-3:30 PM

### Course Description:

This course will prepare the future CNA to provide holistic basic nursing care to residents in long-term care facilities. Students will provide total patient care and comfort measures at the level of a nursing assistant while incorporating basic principles of safety and infection for self and others. This course also provides knowledge and skills necessary to assist the professional nurse in direct patient care, undertaking those tasks which are supportive to the care of the patient in various health-care settings. Students are introduced to the roles and responsibilities of a Certified Nursing Assistant. This course includes 65 hours of classroom instruction, 20 hours of clinical laboratory practicums, and 40 hours of clinical nursing home practicums. Emphasis is placed on acquiring proficiency in direct and indirect care to patients, as defined by the District of Columbia's Board of Nursing's (DCBON) selected skills that students must perform. After satisfactory completion of this course, students are eligible to take the State exam and after passing that exam can become Certified Nursing Assistants. **Clock Hours: 125**

### Text:

Carter, P. J. (2016). *Lippincott Textbook for nursing assistants: A humanistic approach to caregiving*, (4<sup>th</sup> ed.). Philadelphia, PA: Wolters Kluwer.

*Textbooks are issued the first day of class. Students have the choice to rent or buy the text. Rental fee is included in tuition cost; however, the book must be returned in good condition by the last day of course (graduation) or certificate of completion will be held until the book is returned or the cost of book (\$40) is paid.*

### Course Requirements:

Students are required to do 65 hours of classroom material, 20 hours of laboratory, and 40 hours of clinical. There will be content homework, 3-chapter exams, and final exam at the end of course. Failure of student to complete the course requirements will result in student not passing the course.

### Course Objectives

Upon completion of the course the student should be able to:



- Demonstrate proper procedure for all basic care skills required by the C.N.A.
- Accurately document observations and care given
- Demonstrate reliability and responsibility in the C.N.A. role
- Use medical terminology
- List resident rights in the long-term care facility
- Record and report resident behavior that reflects unmet human needs
- Demonstrate effective communication skills
- Demonstrate medical asepsis in caring for a resident
- Practice safe body mechanics according to the principles
- State the CNA's role in restorative care
- Work with and under the direction of the LPN/RN in a structured health-care setting
- Qualify to take the NNAAP exam to become a nurse assistant.

**Grading Policies:**

The grading scale in the Nursing Assistant Program:

100---93% A

92---86% B

85---78% C

Below 78% F

An average of **78% (C)** or better is required on **all** coursework in order to pass the classroom part of the course. Students must also receive "**Satisfactory**" for the clinical rotation to pass the course. If you do not pass the classroom part of the course, you will be notified that you will receive a final course grade of "F" if you do not go to the Director and request to be withdrawn from the course. You will not be allowed to continue by attending the clinical portion of the course as you will not have an adequate theory knowledge base to be a safe and competent care provider.

The final grade will be determined as follows:

	Homework	10%
	Tests (3)	60%
	Final Exam	20%
	Class Project	10%
Clinical	Pass/Fail	
Skills Assessment	Pass/Fail	

## Syllabus-Hybrid

### Cycle:

Instructor(s): Savetria N. Bonaparte, MSN Ed., RN

Date/Time: DAY- Mon.-FRI. 9:00AM-3:30PM (Classroom) CLINICAL: 7:00 AM-3:30 PM

### Course Description:

This hybrid course will prepare the future CNA to provide holistic basic nursing care to residents in long-term care facilities. Students will provide total patient care and comfort measures at the level of a nursing assistant while incorporating basic principles of safety and infection for self and others. This course also provides knowledge and skills necessary to assist the professional nurse in direct patient care, undertaking those tasks which are supportive to the care of the patient in various health-care settings. Students are introduced to the roles and responsibilities of a Certified Nursing Assistant. This course includes 65 hours of classroom instruction, 20 hours of clinical laboratory practicums, and 40 hours of clinical nursing home practicums. Emphasis is placed on acquiring proficiency in direct and indirect care to patients, as defined by the District of Columbia's Board of Nursing's (DCBON) selected skills that students must perform. After satisfactory completion of this course, students are eligible to take the State exam and after passing that exam can become Certified Nursing Assistants. **Clock Hours: 125**

### Text:

Carter, P. J. (2016). *Lippincott Textbook for nursing assistants: A humanistic approach to caregiving*, (4<sup>th</sup> ed.). Philadelphia, PA: Wolters Kluwer.

*Textbooks are issued the first day of class. Students have the choice to rent or buy the text. Rental fee is included in tuition cost; however, the book must be returned in good condition by the last day of course (graduation) or certificate of completion will be held until the book is returned or the cost of book (\$40) is paid.*

### Course Requirements:

Students are required to do 65 hours of online material, 20 hours of laboratory, and 40 hours of clinical. There will be content homework, 3-chapter exams, and final exam at the end of course. Failure of student to complete the course requirements will result in student not passing the course.

**Computer Access:** (for Hybrid Courses) although you are not required to have a computer, having one may be an advantage and allow you to keep up with the course work. There is a minimum of 65 hours of online work in the hybrid course, mostly in the first five weeks of the course. You should plan on a minimum of 15 hours per week online.

**Hybrid Attendance** – Orientation to the course and all F2F meetings (skills lab, clinical, and testing) are mandatory in the hybrid course. Students enrolled in the hybrid nursing assistant course meet Face to Face (F2F) and also use online activities to replace the hours traditionally spent in a classroom lecture environment. Completion of these activities is required to meet the minimum number of training hours to successfully complete the nursing assistant program. Failure to complete the participation assignments will result in failure of the course--regardless of what your grade point average is. Failure to complete the required assignments is the equivalent of missing class hours.

PROMPT ATTENDANCE IS MANDATORY. There will be mandatory virtual classroom discussions. Students must attend any scheduled virtual classroom discussions. Students are required to attend classroom orientation, skills laboratory, and clinical assignments. If a student misses ANY class, including virtual discussions, the student is responsible for contacting the instructor to determine if the student may continue the course.

### **Course Objectives**

Upon completion of the course the student should be able to:

- Demonstrate proper procedure for all basic care skills required by the C.N.A.
- Accurately document observations and care given
- Demonstrate reliability and responsibility in the C.N.A. role
- Use medical terminology
- List resident rights in the long-term care facility
- Record and report resident behavior that reflects unmet human needs
- Demonstrate effective communication skills
- Demonstrate medical asepsis in caring for a resident
- Practice safe body mechanics according to the principles
- State the CNA's role in restorative care
- Work with and under the direction of the LPN/RN in a structured health-care setting
- Qualify to take the NNAAP exam to become a nurse assistant.

**Grading Policies:**

The grading scale in the Nursing Assistant Program:

100---93% A

92---86% B

85---78% C

Below 78% Fail

An average of **78% (C)** or better is required on **all** coursework in order to pass the classroom part of the course. Students must also receive “**Satisfactory**” for the clinical rotation to pass the course. If you do not pass the classroom part of the course, you will be notified that you will receive a final course grade of “F” if you do not go to the Director and request to be withdrawn from the course. You will not be allowed to continue by attending the clinical portion of the course as you will not have an adequate theory knowledge base to be a safe and competent care provider.

The final grade will be determined as follows:

	Homework	5%
	Virtual Discussions	5%
	Tests (3)	60%
	Final Exam	20%
	Class Project	10%
Clinical	Pass/Fail	
Skills Assessment	Pass/Fail	



**Traditional DAY Course Schedule:**

**WEEK ONE/UNIT 1**

<b>Day</b>	<b>Chapter(s)/Content</b>	<b>Assignment(s)</b>	<b>Class/Lab Hours</b>
<b>Monday</b>	I, II, IX, XI		Class 9:00AM- 3:30 PM (D)
	1. Introduction to Healthcare		
	2. The Nursing Assistant		
	3. Safety		
<b>Tuesday</b>	4. Blood borne and Airborne Pathogens		Class 9:00AM- 3:30 PM (D)
	XII, XIII, XIV, XV		
	1. Workplace Safety		
	2. Patient Safety and Restraint Alternatives		
<b>Wednesday</b>	3. Positioning, Lifting, and Transferring Patients and Residents		Class 9:00AM- 3:30 PM
	4. Basic First Aid and Emergency Care		
	XIX, XXVII, XXIX, XXX, XXXI		
	1. Vital Signs, Height, and Weight		
	2. Basic Body Structure and Function		
<b>Thursday</b>	3. The Musculoskeletal System		Class 9:00 am- 3:30pm
	4. The Respiratory System		
	5. The Cardiovascular System		
	• <b>Skills</b>	Skills Lab	
	• Bed-bath		
	• Shower with shower chair		
	• Assist to Ambulate		
• Assist with ambulation to bathroom			
• Bedpan			
• Vital Signs			

- Weight Measurements
- Handwashing
- Bed-making:  
occupied/unoccupied
- Use of lifts: chair, pad

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**Skills**

- Turning and Positioning  
bed/chair
- Donning and Doffing Gloves
- Vital Signs
- Mouth Care
- Transfers: bed to WC
- Oral Care
- Dressing Client with affected  
side
- Assistance with Bedside  
Commode
- Use of PPE

**Friday**

Skills Lab

Class 9:00 AM-3:30 pm

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**WEEK TWO/UNIT 2**

Day	Chapter(s)/Content	Assignment(s)	Class/Lab Hours
	IV, V, XVIII, XX		
<b>Monday</b>	<ol style="list-style-type: none"> <li>1. Communication Skills</li> <li>2. Bedmaking</li> <li>3. Comfort and Rest</li> </ol>		Class 9:00AM- 3:30PM
	<b>Exam One (HW Due)</b>		
	Review All Skills Covered in Week 1		
<b>Tuesday</b>	XXI, XXII, XXIII, XXIV		
	<ol style="list-style-type: none"> <li>1. Cleanliness and Hygiene</li> <li>2. Grooming</li> <li>3. Basic Nutrition</li> <li>4. Assisting with Elimination</li> </ol>		Class 9:00AM-3:30pm
<b>Wednesday</b>	XXVIII, XXXIV, XXXIV, AND XXXVI		Class 9:00AM-3:30pm



1. The Integumentary System
2. The Endocrine System
3. The Digestive System
4. The Urinary System

### Skills

- Assistance with Peri-Care
- Cath-Care
- Urinary Output
- Intake and Output
- Assistance with bedpan
- Foot Care
- Shampoo/Styling Hair
- Shaving

<b>Thursday</b>	Review	Review	Class 9:00AM-3:30PM
<b>Friday</b>	<b>Clinical</b>		7am-3:30PM

## WEEK THREE/UNIT 3

Day	Chapter(s)/Content	Assignment(s)	Class/Lab Hours
	VI, VII, VIII		
<b>Monday</b>	<ol style="list-style-type: none"> <li>1. Those We Care For</li> <li>2. Long-Term Care</li> <li>3. The Long-Term Care Resident</li> </ol>		Class 9:00AM- 3:30PM
	<b>Exam Two</b>		
	<u>Skills</u>		
	<ul style="list-style-type: none"> <li>• ROM to Shoulder</li> <li>• ROM to ankle</li> <li>• Care of restraints*</li> </ul>		
<b>Tuesday</b>	IX, XVII,		Class 9:00AM- 3:30PM
	<ol style="list-style-type: none"> <li>1. Caring for People with Dementia</li> </ol>		

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2. Admissions, Transfers and Discharges

**Skills**

- Foot-Care
  - Elastic Stocking
  - Emptying, Measuring, and replacing ostomy bag
  - Skin and Nail Care
  - Care of dentures, hearing aid, and glasses
  - Feeding of client using assistive devices
  - Feeding client with swallowing difficulties
  - Removal of dry dressing
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XXXII, XXXIII, XXXVII

<b>Wednesday</b>	1. The Nervous System	Skills	Class 9:00AM- 3:30PM (D)
	2. The Sensory System		
	3. The Reproductive System		
	Skills		
	Review		
	PROJECT DUE		

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<b>Thursday</b>	<b>Clinical</b>	<b>Clinical</b>	7:00am-3:30pm
<b>Friday</b>	<b>Clinical</b>	<b>Clinical</b>	7:30am-3:30pm

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**WEEK FOUR**

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<b>Day</b>	<b>Chapter(s)/Content</b>	<b>Assignment(s)</b>	<b>Class/Lab Hours</b>
<b>Monday</b>	XVI, XXV, XXVI		Class 9:00AM- 3:30PM (D)
	1. The Resident and the Environment		
	2. Caring for People Who are Terminally ill		

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3. Caring for People Who are Dying

**Exam 3 (HW Due)**

Skills

- Correct use of canes
- Techniques in bladder training
- Techniques in bowel training
- Application and care of prosthesis/orthotic devices
- Privacy adherence
- Demonstrate care to the dying patient
- Demonstrate post-mortem care

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<b>Tuesday</b>	<b>Clinical</b>	<b>Clinical</b>	7:00AM- 3:30PM
<b>Wednesday</b>	Practice Skills Review		Class 9:00am-3:30pm
<b>Thursday</b>	<b>Clinical</b>	<b>Clinical</b>	7:00am – 3:30pm
<b>Friday</b>	<b>Skills Assessment Day</b>		Class 9:00am-3:30pm

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**WEEK FIVE**

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<b>DAY</b>	<b>Chapter(s)/Content</b>	<b>Assignment(s)</b>	<b>Class/Lab Hours</b>
<b>Monday</b>	XXXVIII, XXXIX, XL 1. Caring for People with Rehabilitation Needs 2. Caring for People with Developmental Disabilities Caring for People with Mental Illness		
<b>Tuesday</b>	XLI, XLII, XLIII 1. Caring for People with Mental Illness		

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2. Caring for People with  
Cancer  
Caring for Surgical Patients

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**Wednesday**

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<b>Thursday</b>	Final Exam Practice Skills Certification Application and fee for certification Due <b>Interview Day</b>	Dress in interview attire
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<b>Friday</b>	Congratulations! You have Completed the Program! It is Graduation Day!	Congrats!	Hooray!
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I have read SJMCTS' handbook. I fully understand and will adhere to the policies thereof. I understand that if I do not comply with said policies I will be terminated from the program.

**Student's printed name:** \_\_\_\_\_

**Students' signature:** \_\_\_\_\_

**Faculty's printed name:** \_\_\_\_\_

**Faculty's signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**St. Joseph's Medical Career Training Solutions  
Governing Advisory Board**

<b>Chair</b>	Marcia Flagg MSN RN
<b>Vice-Chair</b>	Kathy Arvantes MSN RN
<b>Secretary</b>	Stephanie Clark BSN RN
<b>Financial Consultant</b>	Marcus Russell BA
<b>Sales and Marketing</b>	Anita A. Mitchell MPH, BS
<b>Operations Consultant</b>	SFC Vincent R. Wilson

**Faculty**