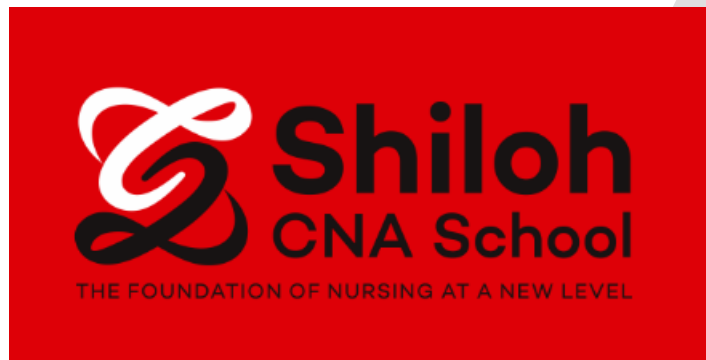




SHILOH CNA SCHOOL

Certified Nursing Assistant Training Program

5980 S Durango Dr, Suite 121 | Las Vegas, Nevada 89113
Phone: 725-223-3040 | Fax: 702-954-3558
administrator@wearesimplyhealth.com

OFFICIAL COURSE CATALOG **School Year 2026**

Effective: June 30, 2026 – December 31, 2026
Volume 2026-1

Confidential

CONTENTS

ABOUT US	5
Mission Statement	5
Vision Statement	5
Moto	6
Values	6
APPROVALS	6
DESCRIPTION OF AVAILABLE SPACE, FACILITIES AND EQUIPMENT	7
ADMINISTRATION	7
PROGRAM DIRECTOR AND INSTRUCTORS	7
FEES, TUITIONS AND/OR SPECIAL CHARGES	7
HOLIDAYS TO BE OBSERVED & ANNUAL BREAKS	11
ENROLLMENT PERIODS	11
BEGINNING AND ENDING DATES OF TERMS	11
SCHOOL OFFICE HOURS OF OPERATION	12
CLASS SCHEDULES	12
EMERGENCIES AND INCLEMENT WEATHER	13
ADMISSION/ENROLLMENT POLICIES	13
CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE	13
CANCELLATION AND REFUND POLICIES	14
STUDENT REFUND POLICY (NRS 394.449)	14
COURSE OUTLINE	16
COURSE HOURS	16
REQUIRED TEXTBOOKS	16
INSTRUCTIONAL MATERIALS	17
STUDENT TO INSTRUCTOR RATIO	17
GRADING POLICY	19
CERTIFICATE AWARDED	19
A SYNOPSIS OF EACH SUBJECT OFFERED	20
SATISFACTORY PROGRESS	22
ACADEMIC PROBATION/ TERMINATION	22
INCOMPLETES	23
WITHDRAWAL	23

REMEDIAL WORK AND REPEAT COURSES	24
ATTENDANCE POLICY	24
MAKE-UP WORK	24
STUDENT CONDUCT POLICY NAC 394.381 (6) (g)	25
Sexual Harassment Defined	26
DRESS CODE	27
REQUIREMENTS FOR GRADUATION	27
TRANSCRIPT	27
TRANSFER OF CREDIT HOURS	28
READMISSION POLICY	28
CAREER/PLACEMENT SERVICES NAC 394.381 (6)(k)	28
PROCEDURES TO RESOLVE STUDENT GRIEVANCES/COMPLAINTS	28
GRIEVANCES AND COMPLAINTS	29
ACCOUNT FOR STUDENT INDEMNIFICATION	29

Join Shiloh CNA School and let's bring a positive difference in the healthcare department by becoming highly proficient in your nursing career.
Committed to Training Students to Become highly Skilled Professionals

ABOUT US

Shiloh Certified Nursing Assistant school is one of its kind, a healthcare-approved nursing assistant training facility in the state of Nevada. We strive to inspire and train nursing students to become proficient in their nursing careers. Our vast experience in the medical training field motivated us to set up our own training institute to establish a high educational and practical skill standard in the healthcare industry. We are highly committed and devoted to Training our students to become successful Nursing Professionals. Shiloh CNA School strives to manifest not only the nursing students but also the healthcare department by taking Nursing to a Whole New Level. Our team of experienced trainers has designed and developed a suite of medical and nursing courses to positively meet the requirements of all students, professionals, and organizations in the healthcare industry. Moreover, we offer quality education in the state of Nevada so that the student has opportunity take the Nevada State Board Exam. Our set of featured courses will generate value for every nursing professional, helping them to unveil contemporary procedures and practices in the current healthcare department.

Mission Statement

To offer high-quality education and training on novel practices and procedures to nursing assistants for them to become highly proficient, knowledgeable, experienced, skilled, and competent in providing services in long-term and acute care environments.

Vision Statement

To foster a positive impact on the healthcare department by training highly competent nursing assistants who are willing to accommodate and serve the rapidly changing health care needs and practices.

Moto

To take nursing assistant training to a professional new level

Values

Integrity:

We conduct with integrity in an honest and ethical manner to everyone at all times.

Quality Education:

We are totally dedicated to providing high-quality education and training to all our students.

Professionalism:

We are dedicated to working professionally in all terms. We work to learn and do hard work to maintain our standards. We strive to teach and train our students with the same professional ethics.

Self Esteem:

Our genuine, warm, and sensitive providers demonstrate empathy, and respect for themselves and their colleagues, and maintain a high level of self-esteem. Each member of our team uses excellent communication skills that elicit personal growth on the part of our colleagues.

APPROVALS (NRS. 394.441)

Shiloh CNA School is licensed by the Nevada Board of Nursing and the Nevada Commission on Postsecondary Education to operate.

DESCRIPTION OF AVAILABLE SPACE, FACILITIES AND EQUIPMENT (NAC 394.381(6)(i))

Shiloh CNA School is located in an office building at 5980 S Durango Dr, Ste #121 Las Vegas, Nevada, 89113. The office space occupied by the school includes one large room (approximately 1667 square feet) which will be utilized for classroom and lab training. It will be equipped with adequate learning stations that are conducive for learning, equipped with computers, portable sinks for handwashing and rinsing supplies and TVs to allow for video and web-based learning. The skills lab is set up to resemble a long-term care facility resident's room with a bed with a call light, privacy curtain, bedside table, and bedside stand to help simulate real life experience for student learning. Manikins will also be provided for students' skills practice. All equipment needed to complete activities of daily living, obtain and measure vital signs, and provide assistance with ambulation/transfers with a gait belt. Other items for learning include but are not limited to bath basins, washcloths, bath blankets and towels, dentures, toothbrushes, walkers, emesis basins, bedside commode, trays for meals with cup for fluids, and linens for changing the occupied bed.

Once all classroom and lab learning is complete, the clinical learning experience will take place at Harmon Hospital, 2170 E Harmon Ave, Las Vegas, NV 89119. There students will practically apply the skills learned with the residents.

ADMINISTRATION (NAC 394.381 (6)(b))

Paula Dixon RN Administrator
5980 S Durango Dr, Ste #121
Las Vegas, Nevada, 89113
Main Number 725-223-3040
Fax 702-954-3558

PROGRAM DIRECTOR AND INSTRUCTORS (NAC 394.381 (6)(b))

Nevada Program Director / Primary Instructor: Paula Dixon
Email: paula.dixon@wearesimplyhealth.com
Number: 725-223-3040
Office Hours: By appointment

Substitute Instructor: [Jackalyn Copeland](#)
Email: instructor@wearesimplyhealth.com
Number: 725-223-3040
Office Hours: By appointment

FEES, TUITIONS AND/OR SPECIAL CHARGES (NRS 394.441(1))

Total Program Tuition Total Tuition: \$2,675.00

The total program tuition is \$2,675.00. This tuition fully includes, at no additional charge to the student, the following items. No other institutional fees are mandatory beyond what is disclosed in this catalog:

Included in Tuition	Cost
Application Fee	Included
Textbook and Workbook	Included
One (1) Student Uniform (Scrubs)	Included
Laboratory Supplies	Included
Blood Pressure Cuff	Included
Stethoscope	Included
Classroom and Laboratory Instruction	Included
Clinical Instruction	Included
Skills Practice and Review	Included

Enrollment Requirements (Not Included in Tuition)

The following items are required for enrollment or participation in clinical training. These costs are not included in tuition, are not paid to Shiloh CNA School, and are the responsibility of the student. Amounts shown are good-faith estimates only; actual costs are set and billed directly by the third-party providers listed and may vary based on the provider chosen, insurance coverage, and prior vaccination or testing history.

Health and Clinical Requirements

Requirement	Estimated Cost
CPR/BLS Certification (if not currently certified)	~\$60.00
Required Immunizations (if needed)	\$85 -\$100
Physical Examination (if required)	\$50-\$85

Breakdown of Common Immunizations (Estimated Costs)

Immunization Type	Estimated Cost Range
Hepatitis B Series (3 doses)	\$60.00–\$150.00
MMR (Measles, Mumps, Rubella)	\$75.00–\$120.00
Varicella (Chickenpox)	\$90.00–\$150.00
Tdap (Tetanus, Diphtheria, Pertussis)	\$45.00–\$85.00
Influenza (Seasonal Flu Shot)	\$25.00–\$60.00
TB Skin Test or Blood Test	\$25.00–\$75.00

Actual immunization costs vary based on provider, insurance coverage, and prior vaccination history.

Third-Party Licensing and Testing Fees (Not Included in Tuition)

The following fees are paid directly to external agencies and are not included in tuition.

Licensing/Testing Fee	Estimated Cost
State Competency Examination	\$175.00
Background Check	\$60.00
Fingerprinting	\$68.00
State Skills and Written Examination Processing Fee	\$1.00
Written Examination Retake	\$100.00
Clinical Skills Examination Retake	\$50.00

These fees are set by third-party agencies and are subject to change without notice.

Replacement Costs

Students are responsible for replacing any lost, damaged, or unreturned program-issued materials. These are not tuition charges; they apply only if replacement items are needed. Replacement costs are based on current institutional pricing and are itemized below.

Itemized Replacement Fees:

<u>Item</u>	<u>Replacement Cost (Estimated)</u>
Textbook and Workbook	\$65-\$100
Student Uniform (Scrubs)	\$25.00-\$45.00
Blood Pressure Cuff	\$25.00-\$40.00
Stethoscope	\$10.00-\$20.00
Student Identification Badge	\$10.00-\$20.00

Replacement items must be paid in full prior to reissuance.

Additional cost to the students for licensing

State Competency Examination \$175

Background Check \$60

Fingerprinting \$68

Retake written \$100

Retake clinical \$75

Shiloh CNA School does not offer scholarships or financial aid assistance.

Payment Schedule:

Payment in Full:

Students may pay for the enrolled course in full prior to the start of the course. This is the preferred method. Payments will only be accepted in the following forms: cash, money order, certified funds check, credit card, debit card or Affirm. No personal checks will be accepted.

Payment Plan:

Students may be given the option to engage in a payment plan prior to the start of class. All students engaged in a payment plan must sign the payments arrangement agreement. Below is a revised and simplified tuition payment chart based on a total tuition of \$2,675.00. It includes the three payment options and the 3% credit/debit card processing fee if paying by card.

Payment Option	Cash/ACH Amount	Credit/Debit Card Amount (3% Fee)
Option 1 – Pay in Full	\$2,675.00	\$2,755.25
Option 2 – Two Equal Payments	2 payments of \$1,337.50	\$1,377.63 and \$1,377.62 (Total: \$2,755.25)
Option 3 – Three Equal Payments	3 payments of \$891.67*	\$918.42, \$918.42, and \$918.41* (Total: \$2,755.25)

*The final payment may be adjusted by one cent to equal the total tuition. The 3% credit/debit card amount reflects a separate card-processing fee charged by the payment processor; it is not additional tuition, and the underlying tuition payment plan itself never exceeds \$2,675.00.

Payment Schedule

Option	Registration	1st Payment	2nd Payment	3rd Payment
Option 1 – Pay in Full	Full tuition of \$2,675.00 (by cash or credit/debit card) due at registration.	N/A	N/A	N/A

Option	Registration	1st Payment	2nd Payment	3rd Payment
Option 2 – Two Payments	First payment of \$1,337.50 is due at registration to reserve a seat in the desired class (\$1377.63 credit/debit card).	Second payment due Monday of Week 2: \$1,337.50 (\$1377.62 by credit/debit card).	N/A	N/A
Option 3 – Three Payments	First payment to hold a seat for the desired class \$891.67 cash (\$918.42 credit/debit card).	Second payment due Monday of Week 2: \$891.67 (\$918.42 by credit/debit card).	Final payment due Monday of Week 3: \$891.66 (or \$918.41 by credit/debit card, adjusted by one cent if necessary).	N/A

Payment Policy

- Tuition for the Nursing Assistant Training Program is \$2,675.00.
- Students may choose one of the three payment options above.
- A 3% processing fee is added to all payments made by credit or debit card.
- Payments made by cash, cashier's check, money order, or ACH are not subject to the processing fee.
- All scheduled payments must be received by their due dates to remain in good financial standing with the program.

HOLIDAYS TO BE OBSERVED & ANNUAL BREAKS (NAC 394.381(6)(c))

New Year's Eve
 New Year's
 Martin Luther King Day
 Presidents' Day
 Good Friday
 Memorial Day
 Juneteenth
 Independence Day
 Labor Day
 Veteran's Day
 Thanksgiving Day
 Black Friday
 Christmas Eve
 Christmas

Annual Winter Break will be observed from December 23-January 4th annually

ENROLLMENT PERIODS (NAC 394.381(6)(c))

Enrollment periods are 5 calendar days prior to the first day of classes for each program.

BEGINNING AND ENDING DATES OF TERMS (NAC 394.381(6)(c))

Class	Schedule	First Day of Class	Midterm (Day 7)	Last Day of Class (Day 13)
Class 1	Monday, Wednesday, Friday	July 6, 2026	July 20, 2026	August 3, 2026
Class 2	Tuesday, Thursday	August 11, 2026	September 1, 2026	September 22, 2026
Class 3	Monday, Wednesday, Friday	September 14, 2026	September 28, 2026	October 12, 2026
Class 4	Tuesday, Thursday	November 3, 2026	November 24, 2026	December 15, 2026

Sat, Sun Day Classes

First Day of Class / Midterm / Last Day of Class dates]				

*Extended due to observance of holiday/annual winter break

SCHOOL OFFICE HOURS OF OPERATION (NAC 394.381(6)(c))

Monday, Wednesday, Friday from 8:00AM-4:30PM; Tuesdays & Thursdays from 8:00AM-3:30PM; and by special appointment.

CLASS SCHEDULES

This is a 92-hour course in which 16 hours are clinical and 76 are devoted to classroom instruction/ lab instruction.

Classroom Course Options

Shiloh offers 2 weekday day time options and 1 weekend day time option for the Nursing Assistant program.

<i>Option 1</i>
5 Week Day Course
Day classes are offered Monday, Wednesday, Friday from 8AM – 3:30PM for weeks 1-3
Clinical Monday, Wednesday, Friday from 6:00AM – 2:00PM for Week 5
<i>Option 2</i>
6 Week Day Course
Day Classes are offered Tuesday and Thursdays from 8:00AM-3:30PM for Weeks 1-5
Clinical Monday-Friday from 6:00AM-2PM Week 6
<i>Option 3</i>
6 Week Day Course
Day Classes are offered Saturday and Sunday from 7:00AM-2:30PM Weeks 1-5
Clinical Monday-Friday from 6:00AM-2:00PM Week 6

EMERGENCIES AND INCLEMENT WEATHER

In the event of an emergency, the school will notify students of any class delay or cancellation via the reminder app. In the event of inclement weather, such as ice, sleet, flooding or any other natural weather or local disaster, school will close when Clark County schools are closed or delayed. Evening classes' students will be contacted directly by phone.

When class/clinical is delayed, the time must be made up prior to the completion of course per federal regulations. Course make up dates are predesignated on the course calendar. Please see the course calendar above. However, in the event of multiple emergencies or inclement weather issues every effort will be made to arrange with students for a common make up day. This may result in the student finishing class with the next scheduled class.

ADMISSION/ENROLLMENT POLICIES (NAC 381(6)(d) & NAC 394.607)

Individuals applying for this course are required to:

1. Must be at least 16 years of age
2. Complete and pass a criminal background check
3. Negative PPD skin test & up to date immunizations
4. Have a High School Diploma or the equivalent
5. Must have proof of vaccination for COVID-19 or agree to clinical facility COVID testing requirements.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE (NAC 394.381(6)(j))

There are no credit transfer agreements with any other institution for this program. Please note that any other experience or education doesn't transfer or count as hour credits to the Nursing Assistant program.

Students will not be able to transfer hours completed at Shiloh CNA School. Transfer students from another state Nursing Assistant program will have to contact their states Nursing Assistant regulatory body to inquire about the ability to practice as a Nursing Assistant in Nevada. If it is decided that person must retake the Nursing Assistant program, no credit will be given for previous knowledge or certification for the Nursing Assistant program.

CANCELLATION

A student may cancel the Enrollment Agreement within **72 hours** (until midnight of the third calendar day), **excluding Saturdays, Sundays, and legal holidays**, after signing the Enrollment Agreement and receive a **refund of all monies paid**.

Requests for cancellation must be submitted to the school in writing. The effective date of cancellation is the date the written notice is received by the school.

STUDENT REFUND POLICY (NRS 394.449)

SHILOH CNA SCHOOL is bound by Section 449 of the Nevada Revised Statute, Chapter 394 governing Private Educational Institutions and Establishments which states:

A student who cancels enrollment **within the first three (3) scheduled class days** is entitled to a refund of tuition and fees paid, **less a non-refundable administrative fee of up to \$100**, and the cost of any books, supplies, uniforms, or other materials that have been received by the student or used during the portion of the program attended, provided those charges are separately identified in the Enrollment Agreement.

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:

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

(b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.

(c) That 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 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) That 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 any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, 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.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:

(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.

5. As used in this section, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:

(a) Offering the student, a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the

possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or

(b) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

(Added to NRS by 1985, 989; A 1989, 1460; 1995, 325; 2005, 635; 2015, 341; 2021, 517)

Program Refund Process

Any applicant who chooses to terminate their agreement with SHILOH CNA SCHOOL must submit notice of withdrawal from class in writing via email to administrator@wearesimplyhealth.com or submitted to the program coordinator. Refunds will be sent to the address on file via US mail within 15 days of submission.

COURSE OUTLINE (NRS 394.441(1))

Title of Course: Nursing Assistant Program

Objective/ Purpose of Course:

The Nursing Assistant program is a comprehensive course designed to teach students the fundamental skills need to provide basic care to those in need. Patient care areas range from nursing home, hospice, hospitals, home care and more. The Nursing Assistant Program includes a combination of classroom learning, laboratory practice, and supervised hands-on clinical training in a Long-Term Care facility. Graduates of this program will be able to communicate with patients effectively, recognize medical emergencies, provide hands on daily care needs while respecting and observing resident rights. Students will learn how to perform basic first aid, CPR, vital signs, observing/ reporting, and follow infection prevention measures. Graduates of this program may find entry-level employment as a certified Nursing Assistant after passing of the state exam to become certified. Employment opportunities include working in hospitals, nursing homes, home health, hospice facilities and more.

COURSE HOURS

92 Clock hours with 16 hours in clinical and 76 hours of classroom/lab practice

Performance Objectives:

- Understand the types of long-term care facilities and healthcare settings
- Understand the chain of command and identify the different members of the interdisciplinary team.
- Identify and understand the responsibilities of the Registered Nurse, License Vocational Nurse, and Certified Nursing Assistant in various settings.
- Understand and explain the Nursing Assistant scope of practice.
- Describe legal and ethical behavior and explain resident rights.
- Engage in proper infection control procedures.
- Demonstrate basic care skills and patient care procedures.

- Identify medical emergencies and how to respond effectively.

REQUIRED TEXTBOOKS

Textbook- Hartman's Nursing Assistant Care: The Basics, 6th Ed 2018 (Jetta Fuzy, RN, MS)
ISBN: 978-1-60425-141-8

Workbook- Hartman's Nursing Assistant Care: The Basics 6th Ed 2018 (Jetta Fuzy, RN, MS)
ISBN: 978-1604251012

INSTRUCTIONAL MATERIALS

Instruction for this course will include lectures, PowerPoint presentations, case studies, videos, clinical skills, instructor demonstration, return demonstration, interactive games, and role play.

STUDENT TO INSTRUCTOR RATIO

Classroom: 15:1

Clinical: 15:1

Nursing Assistant Training Program Curriculum

<u>Module #</u>	<u>Module Title</u>	<u>Classroom Hours</u>	<u>Lab Hours</u>	<u>Clinical Hours</u>	<u>Total Contact Hours</u>	<u>Prerequisite</u>
<u>NA-1</u>	<u>The Role and Responsibilities of the Nursing Assistant</u>	<u>4.5</u>	<u>0.0</u>	<u>0.0</u>	<u>4.5</u>	<u>Enrollment Requirements</u>
<u>NA-2</u>	<u>Communication and Interpersonal Skills</u>	<u>8.0</u>	<u>0.0</u>	<u>0.0</u>	<u>8.0</u>	<u>Enrollment Requirements</u>
<u>NA-3</u>	<u>Safety and Infection Control</u>	<u>9.0</u>	<u>6.0</u>	<u>0.0</u>	<u>15.0</u>	<u>Enrollment Requirements</u>
<u>NA-4</u>	<u>Personal Care Procedures</u>	<u>2.0</u>	<u>4.5</u>	<u>0.0</u>	<u>6.5</u>	<u>Safety and Infection Control</u>
<u>NA-5</u>	<u>Vital Signs</u>	<u>1.5</u>	<u>6.0</u>	<u>0.0</u>	<u>7.5</u>	<u>Safety and Infection Control</u>
<u>NA-6</u>	<u>Nutritional Requirements and Techniques</u>	<u>2.0</u>	<u>1.0</u>	<u>0.0</u>	<u>3.0</u>	<u>Safety and Infection Control</u>
<u>NA-7</u>	<u>Admission and Discharge Procedures</u>	<u>0.5</u>	<u>2.0</u>	<u>0.0</u>	<u>2.5</u>	<u>Safety and Infection Control</u>
<u>NA-8</u>	<u>Exercise and Activity</u>	<u>1.5</u>	<u>4.0</u>	<u>0.0</u>	<u>5.5</u>	<u>Safety and Infection Control</u>
<u>NA-9</u>	<u>Elimination Procedures</u>	<u>0.5</u>	<u>0.5</u>	<u>0.0</u>	<u>1.0</u>	<u>Safety and Infection Control</u>
<u>NA-10</u>	<u>Unsterile Warm and Cold Applications</u>	<u>0.0</u>	<u>0.5</u>	<u>0.0</u>	<u>0.5</u>	<u>Safety and Infection Control</u>
<u>NA-11</u>	<u>Clients with Special Needs</u>	<u>4.5</u>	<u>2.0</u>	<u>0.0</u>	<u>6.5</u>	<u>Safety and Infection Control</u>

<u>Module #</u>	<u>Module Title</u>	<u>Classroom Hours</u>	<u>Lab Hours</u>	<u>Clinical Hours</u>	<u>Total Contact Hours</u>	<u>Prerequisite</u>
<u>NA-12</u>	<u>Clinical Experience</u>	<u>0.0</u>	<u>0.0</u>	<u>16.0</u>	<u>16.0</u>	<u>Successful Completion of All Previous Modules</u>
<u>NA-13</u>	<u>Clinical Laboratory Review and State Skills Preparation</u>	<u>0.0</u>	<u>15.5</u>	<u>0.0</u>	<u>15.5</u>	<u>Completion of Classroom Instruction</u>

Program Contact Hours Summary

<u>Instructional Component</u>	<u>Hours</u>
<u>Classroom Instruction</u>	<u>34.0</u>
<u>Laboratory Instruction</u>	<u>42.0</u>
<u>Clinical Experience</u>	<u>16.0</u>
<u>Total Program Contact Hours</u>	<u>92.0</u>

GRADING POLICY (NAC 394.381(6)(e)(1))

Grades evaluation will be separate for classroom, lab and clinicals. Classroom evaluation will consist of 8li tests and a final exam. The class grade will be the average of all tests and the final exam. Lab practice and clinical will be a Pass/Fail system based on performance observation by the instructor. Students must receive an overall course grade of 80% in order to pass the course and receive a certificate of completion to take the state exam to become a Nursing Assistant.

<u>Numerical Grade</u>	<u>Letter Grade</u>	<u>Grade Point</u>
100-90	A	4.0
89-80	B	3.0
Below 80	F	2.0
Incomplete	I	0.0
Withdraw	W	0.0

CERTIFICATE AWARDED

Students graduating from this course with an 80% or higher and pass in both lab and clinicals will receive a certificate of completion which allows them to sit for the state exam to become a certified Nursing Assistant

A SYNOPSIS OF EACH SUBJECT OFFERED

NA-1- The Role and Responsibility of the Nursing Assistant

Students will learn about the Nursing Assistant role, the different care settings, and the responsibility of the Nursing Assistant in those settings. Students will learn about the interdisciplinary team and the chain of command.

NA-2- Communication and Interpersonal Relationships

Students will learn communication techniques and the difference between verbal and non-verbal communication. Students will learn the purpose of a student care plan. Students will learn resident rights as defined by the OBRA Act of 1987. Students will be able to describe the responsibility of the Nursing Assistant in reporting suspected abuse, neglect or misappropriation of resident property. Students will learn to report and record incidents. Students will learn about professionalism and prepare a resume for use post-graduation. Students will also learn about cultural and spiritual needs of residents and how to respect residents needs and rights. Discussion and activities centered around how to react in uncomfortable situations are addressed.

NA-3 – Safety and Infection Control

Students will learn proper infection control protocols. Students will learn how to respond to call lights. Students will learn proper techniques for restraint use. Students will learn basic life support skills and CPR. Students will learn about body mechanics. Care of the resident's belongings, environment and safety are also addressed.

NA-4- Personal Care Procedures

Students will learn about the activities of daily life and how they can assist residents with them. Students will learn proper skin care measures, how to perform basic hygiene needs for residents such as bathing and grooming.

NA-5- Vital Signs

Students will learn and demonstrate how to properly obtain and record vital signs, height, and weight. Students will be able to recognize, document, and report abnormal changes in body functioning.

NA-6-Nutritional Requirements and Techniques

Students will also learn how to ensure residents maintain proper oral intake and nutrition. Students will measure and record intake and output correctly, prepare patients for meals, and feed patients. Students will be able to serve meal trays. Students will understand the purpose of the different types of resident diets.

NA-7-Admissions and Discharge Procedures

At the end of this unit students will be able to explain the Nursing Assistant's role and responsibility during resident admission and discharge. Students will be able to measure and properly record height and weight.

NA-8-Exercise and Activity

Students will learn the precautions and rules for Passive Range of Motion exercises. Students will learn and demonstrate how to properly turn and position a resident in a bed and chair. Students will be able to list the steps to transport a patient by both wheelchair and gurney. Students will be able to describe the steps to care for a resident who has fallen. Students will be able to define the different positions that can be used to provide comfort to residents.

NA-9-Elimination Procedures

Students will learn the different types of elimination procedures and how to assist residents with them. Students will learn the skills associated with urinary bladder elimination, bowel elimination, and specimen collection. Students will be able to describe the role and responsibility of the Nursing Assistant in bowel and bladder retraining. Students will be taught how to collect urine, stool, and sputum specimens while following the current CDC standard precautions.

NA-10-Unsterile Warm and Cold Applications

Students will learn the steps of dry K-pads application, moist K-pad application, and icepack application.

NA-11-Clients with Special Needs

Students will learn psychosocial needs of residents, developmental tasks of older adults, the effects of losses/changes associated with aging with aging. Developmental disabilities will also be addressed. Students will be able to identify how to care for residents with Alzheimer's, dementia, confusion and difficult behaviors. Students will be able to identify different traits associated with different resident disease processes and how to address or report them. Students will learn and be able to demonstrate how to utilize assistive devices in transfers, ambulation, eating, and dressing. Students will be able to list safety precautions that must be taken when providing oxygen therapy. Students will learn how to perform postmortem care.

NA-12- Clinical Experience

Students will commute off campus to the assigned nursing home to engage in their clinical rotation. Students will utilize everything they have learned in classroom/lab and use it in providing direct care to residents in the clinical setting.

NA-13 – Clinical Skills Application and State Exam Preparation

Students will perform nursing assistant skills in the classroom and skills laboratory under the supervision of the instructor. Instruction will focus on reinforcing competency-based skills, proper technique, and safe patient care practices. Students will also participate in structured review and practice activities designed to prepare them for the state certification examination, including written and skills components.

SATISFACTORY PROGRESS (NAC 394.381(6)(c)(2))

To remain in good standing and receive a certificate of completion, students must maintain at least a minimum grade point average of 2.00 with no more than one subject class grade below 80. Students will receive written notification of their progress at the midpoint (after 50 hours of instruction) and at the end of the course (the second to last day of the course).

Written numeric grade report will be given to the student for the classroom portion of the course and progress in lab/ clinical will be provided separately. A student who is not making satisfactory progress at the midpoint will be placed on academic probation for the remainder of the progress evaluation period. The school program director will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file. If the student does not achieve the probationary standards set forth; the student will not be able to pass the course.

Students who fail the course will be able to re-enroll one additional time in an attempt to take the course or any other course offerings. If a student enrolls twice and fails both times, the student will not be able to re-enroll into **Shiloh CNA School**. A student whose enrollment was terminated for unsatisfactory progress may re-enroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

ACADEMIC PROBATION/ TERMINATION (NAC 394.381(6)(e)(3))

A student who is not making satisfactory progress as defined above at the completion of a subject class will be placed on academic probation for the next subject class. If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more subject class. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject classes will be terminated. Students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file. After one six-week term has elapsed, a student whose enrollment was terminated for unsatisfactory progress may reenroll in a subsequent term in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy.

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

INCOMPLETES

An "I" for incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.

WITHDRAWAL

A student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student receiving a grade of incomplete to reenroll in the program during the 12-month period following the date the student withdraws and completes those incomplete subjects without payment of additional tuition.

A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study and will be issued a refund in accordance with the refund policy below.

REMEDIAL WORK AND REPEAT COURSES

Shiloh CNA School does not offer remedial work. Students who miss class must attend a make-up session and must complete the work they missed from the missed class. Students who must repeat the course due to termination or withdraw must repeat the course in its entirety. Students who fail the Nursing Assistant program only have two attempts to re-take the course. After the second attempt and if the student fails, they are unable to re-enter the course again.

ORIENTATION:

The course orientation will occur the week before class starts and is one hour long. Orientation must be onsite and requires review of school policies and procedures and well as facilities and equipment review. Students will be advised of the orientation date and time at the time of enrollment. **Orientation is mandatory and must be attended by students prior to the first day of class.**

ATTENDANCE POLICY (NAC 394.381(6)(f))

Students are **expected to attend all lectures, labs, and clinical** as the nature of the Nursing Assistant program is very fast paced. Instructors will maintain a daily record of attendance for each class offered at the beginning of class and after each break. **A tardy is defined as arriving in the classroom 5 minutes after the start of class.** Students are considered **late from breaks when returning more than 5 minutes late** from the start of class. **Any student that has been marked tardy 2 times** may be able to attend a make-up session at the discretion of the instructor and no additional make up day will be arranged. **Students who did not attend the predesignated make-up day will be terminated from the course.**

Tardies and absences will not be allowed during clinical sessions. Students whose enrollments are terminated for violation of the attendance policy may not reenter before the start of the next grading period.

If a student misses a day of class (**absence**), the student must attend the pre-designated make-up date as seen in the course schedule above. If the student has 2 or more days of lecture missed or exceeds two tardy occurrences of lecture the student will be terminated from the course as they will be unable to meet the state required hours from graduation and to sit form the exam.

Leave of absence will not be granted to students. Students must withdraw and re-enroll in the Nursing Assistant program when ready to attend the course.

MAKE-UP WORK

No more than 5% of the total course time hours for a course may be made up. Make-up work shall:

- (1) be supervised by an instructor approved for the class being made up;
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- (3) be completed within two weeks of the end of the grading period during which the absence occurred;
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- (5) be signed and dated by the student to acknowledge the make-up session.

Note: **Students are required not miss any clinical days**. In case of an emergency, a Make-up session of missed clinical hours must be arranged with the Program Director. Make-up time for absences during the clinical is limited to 8 hours. **This time may be further limited due to supervised make-up work earlier in the term.**

Please note: In case of an emergency, the student must do the following:

1. **Notify the instructor. Do Not leave a voice mail or email.**
2. **Follow up with the instructor regarding the absence and schedule the makeup. Make-up time for a missed session may be required and is at the discretion of the instructor and academic director. More than two absences, for any reason, will withdraw the student from the program. Refund policy applies.**

STUDENT CONDUCT POLICY (NAC 394.381 (6) (g))

Students will be terminated for violation of any of the following rules and regulations, with automatic forfeiture of paid tuition. All students are expected to act maturely and are required to respect other students and faculty members.

- Any student caught cheating on exams or assignments will be terminated from the program.
- Disruptive, abusive, or unprofessional behavior.
- Any student under the influence or in possession of alcohol, marijuana, or any controlled substances on the school's premises.
- Any student having possession of firearms or weapons of any nature on the school premises.
- Disrespecting of another's cultural diversity through inappropriate attire, speech
- Theft of supplies from the school, or clinical site whether it be from the school, a resident or another student. Theft of any kind will NOT be tolerated. or possessions from clinical sites, patients/residents, the school, other students or employees of the school or clinical agencies.
- Destruction of school property, clinical property, resident property or another student's property.
- Engaging in disruptive behavior, including foul language, horse play or creating a disturbance in class, campus or clinical sites.
- Falsifying any documents related to enrollment, educational documents or resident records.
- Engaging in unsafe care related to patient safety or the safety of other students will not be tolerated.
- Posting inappropriate content, graphics and verbiage to social media while in the program that undermines the rights/ beliefs of patients or that is considered undesirable/ inappropriate in general.
- Engaging in patient abuse or neglect.
- The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus or at clinical.
- Student refusal or failure to follow direct instructions from course instructors, clinical instructors or nurses at the clinical will not be tolerated.
- Possession of weapons such as of guns, knives, explosives or other weapons on campus or at clinical site.

- Plagiarism or academic dishonesty.
- Students engaging in HIPAA Health Insurance Portability Accountability Act (HIPAA) violations.
- Students engaging in harassment be it sexual, racial or cultural will not be tolerated on campus or at clinical.

Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Reenrollment after dismissal/ termination for any violation of student conduct is not allowed.

DRESS CODE

Students must wear red scrub top, white lab jacket and black scrub pants to clinical and lab settings. A school issued ID badge must be worn daily throughout the duration of the program in the classroom, lab and clinical setting.

REQUIREMENTS FOR GRADUATION (NRS 394.441(1))

Students will receive a certificate of completion once all 92 hours of instruction and clinical are completed with a grade of passing for the Nursing Assistant program. A grade of 80% in the didactic/class, a grade of pass in lab and a grade of pass in clinical must be achieved in order for a student to successfully graduate from the course.

According to federal regulation and the Nevada Department of Health and Human Services, student in the Nursing Assistant program must receive the first 16 hour of instruction in the following subjects prior to having resident interaction:

- Communication and interpersonal skills
- Infection control

- Safety and emergency procedures, including the Heimlich maneuver.
- Promoting residents' independence; and respecting residents' rights.
- Personal care skills
- Basic nursing skills
- Mental health and social service needs
- Care of cognitively impaired residents
- Basic restorative services; and residents' rights

Graduates of the Nursing Assistant program are eligible to sit for the state exam to become a certified nurse assistant.

TRANSCRIPT

Upon graduation from the program, students will receive a copy of their transcript free of charge. Students who would like an additional transcript must submit a written request to the Program Director along with a fee of \$7 to receive an official copy of their program transcript.

TRANSFER OF CREDIT HOURS

Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor or counselor. **Shiloh CNA School** does not have a transfer agreement with any school or institution. Students who wish to transfer should know hours from the Nursing Assistant program may not transfer to other institutions.

READMISSION POLICY

Readmissions to SHILOH CNA SCHOOL are only granted to students who formally withdraw and have an incomplete on their transcript. Students may reapply to the program during the next class offering. If a student is not successful in completion of a course offered by SHILOH CNA SCHOOL after the second attempt, the student is not eligible for another re-admittance to that program, and any other program offered by SHILOH CNA SCHOOL will be at the founder's discretion. Students must formally enroll during readmittance and are required to pay for all student tuition despite any fees paid during the last course enrollment. Students who do NOT formally withdraw or have been terminated from the program are not eligible to readmittance.

CAREER/JOB PLACEMENT SERVICES (NAC 394.381 (6)(k))

SHILOH CNA SCHOOL offers employment assistance to graduates, consisting of maintaining a list of successful graduates who have authorized the SHILOH CNA SCHOOL to endorse graduates to potential employers who inquire about the availability of the program graduate. This In no way is a guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll.

Students will be educated on job preparedness, interviewing techniques and resume writing. This is a service provided to all graduates of our program. SHILOH CNA SCHOOL will provide a list of current open job opportunities to students upon graduation to assist in the job search process. SHILOH CNA SCHOOL will also maintain a list of employers on a job board located at the school for students to review job opportunities. This board will be updated on the first of each month.

PROCEDURES TO RESOLVE STUDENT GRIEVANCES/COMPLAINTS

Student complaints are defined as any student concern regarding the school programs, services or staff. A student who has a concern about a school-related issue is encouraged to submit a grievance form to the program director for resolution as soon as possible. The program coordinator will schedule a meeting with all involved parties within 48 business hours of student filing. If needed an investigation will be conducted by the administrator and program director with final finding to be delivered to the student within 5 business days of the student initial complaint filing.

GRIEVANCES AND COMPLAINTS

If a student is unable to settle any complaints with SHILOH CNA SCHOOL, the student may file a complaint about this institution with the Nevada Commission on Postsecondary Education by submitting a written request and mailing to:
Commission on Postsecondary Education
2800 E. St. Louis Avenue
Las Vegas, NV 89104

Students enrolled in a licensed private postsecondary educational institution have the right to register a legitimate complaint with CPE. Prior to filing a complaint, the student must attempt to resolve the issue with school officials according to the policies of the school.

If a student is unable to reach a resolution with the institution, the student can contact CPE and we will attempt to resolve the issue. Until 1 year after the last date of attendance or date on which the damage occurred, whichever is later, a person claiming damage as a result of any act by a postsecondary educational institution or its agents that is a violation of NRS 394.383 to 394.560 inclusive or regulations adopted pursuant thereto.

The complaint must set forth the alleged violation and contain other information as required by regulation of the Commission. Formal complaints are investigated by staff with a decision by the Administrator. If either party does not agree with that decision, an appeal to the full Commission may be requested within 10 days of the Administrator decision.

Students must provide CPE with a copy of the student enrollment agreement, receipt of monies paid, all support documentation related to the allegation and a written statement. Failure to provide support documentation can impact the length of time to complete an investigation or

impact the final outcome. CPE will not communicate with a student concerning the investigation until the investigation is concluded unless the agency requires additional information from the student. Investigations may take several months to complete based the complexity of issues, staff resources and documentation review. CPE complaint form will be available at cpe.nv.gov/student/.

ACCOUNT FOR STUDENT INDEMNIFICATION (NRS 394.553 & NRS 394.441)

In an event of a school's discontinued operation or a violation by the institution per 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: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.