

CompassCare Institute of Caregiving, LLC

1799 Summer Street

Stamford, CT 06905

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Certified Nurse's Assistant (C.N.A.) School Catalog

2021 - 2022

School Staff

Position Held	Name of Employee
School Director	Sally Darrow, MBA
Campus Director	Mary Judge, MBA, BS, CRM, RN
Instructors	Mary Judge, MBA, BS, CRM, RN Chanda Brodnax-Nino, RRT, EMT-P Deandria Stewart, LPN Adriana Molina Carlene Williams, BA, CNA

Program Identification

Total Contact Hours	150
Classroom Hours, onsite or virtual	79
Clinical Hours	71
CompassCare Works Hours	24 (included in Classroom Hours)

Program Description

CompassCare Institute of Caregiving (CCIC) will instruct its students on the care of the elderly and the individual requiring assistance in the activities of daily living. This Certified Nurse's Assistant program will consist of 6 weeks of combined classroom instruction, and clinical instruction. This program has been designed to provide the student with the fundamental knowledge and skills necessary to function safely and competently in the role of Nurse's Assistant under the supervision of a Registered Nurse.

Program Objectives

Upon successful completion of this program, the student will be able to:

1. Provide compassionate and professional care in any environment
2. Understand and use medical terminology appropriately and accurately
3. Identify and maintain ethical and legal responsibilities in the provision of resident/patient care
4. Describe the organization of healthcare facilities and the roles of the interdisciplinary healthcare team
5. Demonstrated the principles of infection control while caring for residents/patients
6. Observe, recognize, and report any changes in resident behavior and/or condition
7. Practice safe body mechanics
8. Perform essential nursing assistant clinical skills under the supervision of a RN
9. Use accurate and appropriate communication with members of the healthcare team
10. Accurately document observations and care given following the policies and procedures of the facility
11. Demonstrate effective communication skills with clients, family, and other healthcare workers

Facility

One large classroom with an open floor concept, 800 square feet. Virtual instruction will also be available.

Admission Requirements and Procedures

Students must have a high school diploma or GED, be over 18 years of age, and have completed an essay and application requirements. Medical clearance with an immunization record and PPD is required. Criminal background check is also required. CCIC will endeavor to assist graduates in obtaining gainful employment. Completion of the program does not guarantee employment. A criminal background may be a barrier to employment.

School Calendar

Classroom lectures and clinical labs will be held from 6:00-9:00 pm virtually, or at 1799 Summer Street, Stamford, CT. Clinicals will be held at designated clinical facilities offsite from 8:00 am-3:30 pm with a 45-minute lunch break.

Refer to Appendix A for current class schedule.

2021 Holidays Observed:

1/1 New Year's Day

1/18 Martin Luther King Jr. Day

2/15 Presidents' Day

5/31 Memorial Day

7/4 Independence Day (closed on 7/5)

10/11 Columbus Day

11/11 Veterans' Day

11/25 Thanksgiving Day

11/26 Day After Thanksgiving

12/25 Christmas (closed on 12/24)

Employment Placement Information

CCIC cannot guarantee placement for employment. CCIC does not provide housing or counseling services.

Attendance Policy

Class attendance is crucial for a student's success with the program objectives. It is mandatory for students to be in attendance for *all* clinical hours. No more than 2 classroom absences will be tolerated. If a student must miss a lecture, they are responsible for learning the material learned for that day on their own. Continual lateness will not be tolerated in the classroom or at the clinical site. If a student arrives more than 10 minutes late to either lecture or clinical 3 times or more, the lateness will result in an absence and dismissal from the program.

Conduct Policy

Academic Honesty

Our expectation is that every student will produce their own original and independent material. Plagiarism of another student's work is unacceptable and will be addressed by the faculty. Cheating is also an unacceptable offense. Students found copying another student's work or allowing another student to copy their work is considered cheating. If academic dishonesty is found, the student will be dismissed from the program immediately.

Student Behavior

It is the expectation that all students enrolled in the CNA program will act in a respectful manner towards other people, patients, and residents at all clinical sites and at the school. Inappropriate behavior will not be tolerated. Students also should maintain privacy policies at all times in regard to staff members, residents/patients, and other students.

Situations that warrant immediate expulsion from the program include, but are not limited to:

1. Participating in disorderly conduct or creating a disturbance in classroom or clinical sites
2. Theft of supplies or possessions from clinical sites, patients, residents, the school, or other students or employees
3. Possession, distribution, or use of alcoholic beverages or controlled substances while in the classroom or at clinical sites
4. Proven violation of the breach of the confidentiality agreement of the Health Information Portability Accountability Act (HIPAA) policies and procedures in all clinical agencies related to copying and/or disclosure of patient/resident information
5. Physical and/or verbal abuse of an individual in the classroom or at the clinical site
6. Use of or possession of guns, knives, explosives, or other weapons on campus or at the clinical site
7. Falsifying documentation at clinical sites or on campus
8. Harassment of an individual based on race, gender, age, national origin, religion, or physical or mental disability at a clinical site or school
9. Any refusal or intentional failure to follow direct instructions from campus faculty or a person in authority at a clinical site
10. Bullying of another individual

Grading Policy

The student must achieve a minimum of 70% on all quizzes, midterm, and final examination. If the minimum grade is not achieved, students will be allowed one retake. Failure to achieve at least a 70% after two tries will result in failure of the class. Clinical grading will be on a Pass/Fail basis.

Graduation Requirements

Students must pass all quizzes, midterm, and final examinations. Students must abide by all policies. Student must have paid tuition in full prior to graduation. Upon completion of all requirements, students will receive a certificate of completion.

Cost and Payment

Non-Refundable Application Fee (\$100), Registration Fee (\$150) plus tuition (\$1650) for total cost of \$1900. Registration fee must be completed and paid at least one (1) week before the first class. Fifty percent of tuition must be paid by the start of classes. An additional twenty-five percent of tuition must be received before the start of the second week of classes. The remaining twenty-five percent of tuition must be received before the start of the third week of classes. Tuition includes textbooks and one set of scrubs. The program also includes CPR certification.

Cancellation of Contract

If you have not started training, you may cancel this contract by submitting notice of such cancellation to the school at its address as shown on the contract, which notice shall be submitted not later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract, or the notice may be personally or otherwise delivered to the school within that time. In the event of dispute over timely notice, the burden to prove service rests on the sender.

Refund Policy

1. Application fee of \$100 is non-refundable.
2. The school must refund all tuition fees paid if the applicant cancels before the start of classes and within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, if the applicant has not begun training.
3. The school may retain the registration fee if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A registration fee is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under (2) of this subsection, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	25%
More than one week or 10%, whichever is less, but also less than 25%	50%
More than 25%	100%

5. When calculating refunds, the official date of the student's termination is based on the last date of verifiable attendance.
 - a. When the school receives notice of the student's intention to discontinue the training program; or,
 - b. When the student is terminated for violation of a published school policy which provides for termination; or,
 - c. When a student, without notice, fails to attend classes for two consecutive sessions.
6. All refunds must be paid within thirty calendar days of the student's official termination date.

Termination by School:

A student may be dismissed/terminated from the program for any of the following reasons:

- Unable to maintain a 70% average on all tests and quizzes.

- Attendance. Student may not miss more than one classroom session. Subject matter missed due to absence must be made up on the student's own time. 100% attendance is required for Clinical sessions and cannot be made up.
- Violation of School policies. See Student Handbook.
- Non-payment.

Program Description

See Class Syllabus – Appendix A

Payment Methods

Payment can be made by check or credit card. Payment plans are not offered at this time, but will be considered in the future.

Grievance Procedure

Policy: Grievances will be addressed in a fair and equal manner for all students through the proper chain of command.

Purpose: To maintain and preserve a good working environment and to resolve any issues in the best interest of all parties involved.

Procedure: To maintain student morale and efficiency, CCIC has established the following grievance procedure:

1. The aggrieved student should discuss the problem with their instructor, who should then give the student an answer within five (5) business days. Any grievance not raised within a five (5) day period is considered waived.
2. If the aggrieved is not satisfied with the decision reached by the instructor, the student may contact the Executive Director of the Office of Higher Education, 450 Columbus Blvd., Suite 510, Hartford, CT 06103, 860-947-1816.

Appendix A – Class Syllabus

School Calendar

Classroom lectures and clinical labs will be held from 6:00-9:00 pm virtually, or at 1799 Summer Street, Stamford, CT. Clinicals will be held at designated clinical facilities offsite from 8:00 am-3:30 pm with a 45-minute lunch break.

Week 1: May 17, 18, 19, 20

Week 2: May 24, 25, 26, 27

Week 3: June 1, 2, 3, 4 [Monday, May 31st: closed for Memorial Day]

Week 4: June 7, 8, 9, 10

Week 5: June 14, 15, 16, 17

Week 6: June 21, 22, 23, 24

Week 7: June 28, 29, 30, July 1

Week 8 [Clinicals begin, class times will be from 8 am to 3:30 pm]: July 6, 7, 8, 9 [Monday, July 5th: closed for Independence Day]

Week 9 [Completion of clinicals, class times will be from 8 am to 3:30 pm]: July 12, 13, 14, 15

Week 10: July 19, 20, 21, 22

Week	Content	Skills Lab
1	Introduction to the Certified Nurse's Assistant program Discussion and collection of all required documents Discussion Chapters (Mosby): 1-4, 16 Compass CareWorks Modules: Person-Centered Care **Skills lab	Handwashing (16) Indirect Care (2)
2	Discussion Chapters: 5-10, 14 Compass CareWorks Module: Cooperative Communication **Skills Lab Quiz	Applying transfer belt and ambulating with transfer belt (14)
3	Discussion Chapters: 12, 13, 15, 17, 29 **Skills Lab Test 1: Chapters 1-10, 12-17, 29	Measure and record vital signs: radial pulse, respiration, blood pressure
4	Discussion Chapters: 18, 19, 22, 23 **Skills Lab	Transferring to a wheelchair using a gait belt (19) Provide mouth care w/dentures (22) Provide mouth care w/teeth (22) Dress resident w/weak arm (23) Provide foot care in chair (23)

		Provide hand and nail care (23) Change a resident's position to a supported side-lying position (18)
5	Discussion Chapters: 11, 20, 26 Compass CareWorks Module: Customer Service **Skills Lab Quiz	Review skills Practice demonstrating skills

Week	Content	Skills Lab
6	<p>Test 2: Chapters 11, 18-20, 22, 23, 26</p> <p>Discussion Chapters: 21, 24, 25</p> <p>Compass CareWorks Module: Aging and Health Detecting/Reporting Changes in Health Status</p> <p>**Skills Lab Quiz</p>	<p>Change bed linen while resident remains in bed (21)</p> <p>Assist resident using a bedpan (24)</p> <p>Provide catheter to female who has indwelling urinary catheter (25)</p> <p>Provide perineal care to incontinent female resident (25)</p>
7	<p>Discussion Chapters: 27, 28, 30-34, 49</p> <p>**Skills Lab</p>	<p>Feeding resident sitting in chair (27)</p> <p>Empty contents of urinary drainage bag, measure output (34)</p> <p>Provide resident with passive ROM exercises – elbow & wrist (30)</p> <p>Provide resident with passive ROM exercises – shoulder (30)</p> <p>Provide resident with passive ROM exercises – knee, hip, ankle (30)</p>
8	<p>Discussion Chapters: 28, 30, 49</p> <p>Compass CareWorks Module: Dementia: Overview, Communication, Behavior Management</p> <p>Quiz</p>	<p>Practice on all learned skills</p>
9	<p>Test 3: Chapters 21, 24, 25, 27, 28, 30, 32, 33, 49</p> <p>Discussion Chapters: 35-40, 47, 48</p>	<p>Practice on all learned skills</p>
10	<p>Final Examination Presentations Skills Evaluations</p>	<p>Final skill competency validations</p>