



Genevieve Training Center

STUDENT CATALOG

CATALOG & CURRICULUM

NURSING ASSISTANT PROGRAM

Effective date February 6, 2023

Licensed to operate by the Commission on Postsecondary Education

Approved by the Nevada Board of Nursing

GENEVIEVE TRAINING CENTER NURSING ASSISTANT PROGRAM

Genevieve Training Center is a LLC, that offers a nursing assistant program in Nevada whose mission is to uphold a positive attitude when teaching students. Instilling knowledge and skills that is required to maintain highly qualified students to care for person in residence living, post-acute, and long-term care communities. Our vision is to maintain a respectable and caring culture, as well as compassion, that would be exemplified in the teaching and learning approach. Allowing this to be a milestone to a higher-level education and or entry level employment, as professional healthcare members.

Non-discrimination Statement

Genevieve Training Center does not discriminate based on sex, age, race, color, religion, physical or mental disability, creed, national origin, veteran status, sexual orientation, genetic information, gender identity, gender expression, or other protected classes under the law (including Title IX of the Education Amendments of 1972).

Faculty Members Owner: Jackalyn Copeland (owner) of Genevieve Training Center/LLC

Staff: Jackalyn Copeland RN, ICNA Director/Instructor, **Staff:** Hanna Donaire Administrator, **Staff:** Antolyn Thomas RN, ICNA Academic Director/Substitute Instructor, Clinical Instructor, **Academic Administrator:** Clark County School District

Classroom Training Facility

Classroom and Laboratory education to be held at: Genevieve Training Center
3601 W. Sahara Avenue, Suite 103/104 Las Vegas, NV 89102

Telephone: 725-202-2647 **Fax:** 725-202-0899 **website:** www.gtcenter.net **Business hours:** Monday-Thursday 8am to 4pm, on Fridays 9am to 12noon. Close Saturday and Sunday. **Class hours:** Monday-Thursday 8:30am-2:00pm. Clinicals: TBA.

The facility includes two classrooms (2140 sq. ft.) total. A SIMs laboratory with three manikins and beds. The classroom holds up to 30 people and is equipped with wireless access, flat screen TV, projector, and video equipment.

Clinical education will be held in the fifth week of the six-week course at the following location.

The Heights of Summerlin
10550 West Park Run Drive Las Vegas, NV 89144

Students are placed in clinical settings to practice skills learned in the classroom lecture and lab and to provide the best patient care possible. Students will work with a preceptor and the instructor. To ensure patients receive high quality and safe care, students must ensure collaborative relationships with facility staff and instructors.

Entrance Requirements:

Persons wishing to enroll in Genevieve Training Center, Nursing Assistance Program, must be of good moral character, in good physical and mental health, able to pass a physical examination, proof of high school diploma or equivalent, and a qualifying background check. All enrollment requirements are due at the beginning of the program but must be complete and submitted no later than 48 hours prior to scheduling clinical rotations. Failure to do so may result in dismissal from the program (***refund policy applies***). **The Enrollment Agreement form, Cancellation form, and the Student Catalog are all available on the website under the “forms” tab.**

Requirements:

1. Must be 18 years of age or older.
2. Background Check: (***included in tuition***)
Nursing Assistant Program background checks are to be discussed during orientation held at Genevieve Training Center, date a, time TBA.
3. Drug Screen (***included in tuition***)
Nursing Assistant Program drug screens are to be discussed during orientation held at Genevieve Training Center, date TBA.
4. Each student must have a Physical. (***included in tuition***)
 - a. CPR Card: A valid Healthcare Provider CPR card sponsored by the **American Heart Association** only. (If you **do not** have a CPR card, Genevieve Training

Center will be offering CPR classes to enrolled students at scheduled times during class. (***Fee is included in tuition***). **No reimbursement if already have CPR.**

b. Immunizations: You will need to provide documentation of current immunization status.

- Tetanus, Diphtheria Pertussis immunity: DPT or DTAP or TDAP within 10 years.
- Current COVID 19 vaccines, as define by the CDC.
- Hepatitis B (3 doses, or Titters, or Declination Form).
- Measles, Mumps, and Rubella (MMR) 2 doses or Titters
- Varicella (Chicken Pox) 2 doses, or Titters
- Influenza vaccine in flu season
- Negative 2-step Tuberculin Skin Test (TST) of QuantiFERON within 1 year. Negative Chest X-Ray is only accepted when taken within the last 2 years and as a follow-up to a documented positive TST.

5. Must have a Valid State Identification.

6. High School Diploma/Equivalent to Enter Nursing Assistant Program.

PROGRAM COSTS \$2,680

The Course include the following:

- Textbooks
- Scrub Top & bottom (2 set)
- Lab fees
- CPR card
- Stethoscope
- Blood pressure Kit
- Gait Belt
- Badge
- Fingerprinting/Background check/Physical
- Secondhand Watch

- Skills assessment exam \$90.00
- Oral and or /written test \$50.00

Holiday's school will be closed.

- New Year's Eve and New Year's Day January 1st
- Martin Luther King Jr Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Family Day (the day after Thanksgiving)
- Christmas Eve and Christmas Day

Course Dates

Start Date	End Date		Start Date	End Date
//////////	//////////		Sep 25, 2023	Nov 2, 2023
//////////	//////////		Nov 6, 2023	Dec 14, 2023
June 5, 2023	July 13, 2023		Jan 8, 2024	Feb 15, 2024
Aug 7, 2023	Sept 14, 2023		//////////	//////////

Note: When a holiday falls during the course, typically the next available day is assigned (excluding Saturday and Sunday).

LENGTH OF THE PROGRAM

The curriculum prepares students with basic knowledge, training, and skills to work in any healthcare setting. **The program is a total of 120 hours** including lecture, laboratory, and clinicals. Classroom **lecture (45 hours)** and **laboratory skills (40 hours)** are completed at Genevieve Training Center facility and students will then be required a minimum of **35 clinical hours** in a healthcare setting approved by the Nevada State Board of Nursing. Students will return to GTC after the clinical completion in the six-week to complete comprehensive review and finals.

Lecture and Lab skills will meet 20 hours per week for 4 weeks (4 days a week). Held at Genevieve facility. Off-site Clinical will meet 35 hours/ 1 week for 5 days / 7 hours per day. Comprehensive Review at Genevieve last week.

****Please note class days and start times are subject to change. Clinical times will be earlier than class times. The instructor will provide times on the first day of class.***

Cancellation Policy

The student may cancel their enrollment no later than three days after signing the enrollment agreement and is eligible for a refund of all monies paid for tuition and fees within 15 days of the cancellation request. Students who cancel after the three-day cancellation period are subject to the refund policy.

Process for Cancellation of the Enrollment Agreement

Enrollment Cancellation Form is located online at www.gtcenter.net. All cancellations forms must be returned to Genevieve Training Center using one of these methods:

1. Email to the Administrator Hanna Donaire at, hdonaire@gtcenter.net
2. In person via walk in.
3. By mail to: **Genevieve Training Center 3601 W. Sahara Dr. Suite 103/104 Las Vegas, NV 89102, Please call (725) 202-2647 for any questions.**

Payment and Refund Policy

NRS 394.449 Requirements of policy for refunds by postsecondary educational,

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, Ê 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](#))

Credit from Previous Training

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

Attendance Policy

Attendance is essential to obtain the most benefit from the nursing assistant program. Students are expected to show up for lectures/labs and clinical on time every day. **Tardiness is if the student arrives more than 10 minutes late to class or leaves early, within 10 minutes from the scheduled end of class.**

Being tardy **FOUR** will equal **ONE** absence.

Being absent **ONCE** the student will be put on probation for the remainder of time in the program.

The absence of more than **TWO**, for any reason, will **withdraw** the student from the program Nevada State Refund policy applies.

All absences recorded, regardless of reason, but in the event of an emergency, the student must notify the instructor/faculty member immediately or as soon as possible.

There will be one lecture make-up day (specified during orientation) available prior to clinicals. If a student is absent, it is his/her responsibility to obtain any missed quizzes, complete them at the next scheduled class, and to attend the make-up date to ensure all 120 hrs. of instruction are completed.

TEXT AND MATERIALS

(Required): Nursing Assistant: A Nursing Process Approach, 11th Edition Barbara Acello, Barbara Hegner published: @ 2016 Print ISBN: 9781133132387

(Optional): Workbook for Hegner/Acello /Caldwell's Nursing Assistant: A Nursing Process Approach, 11th by Barbara Acello ISBN: 9781428317475

LEARNING OBJECTIVES AND OUTCOMES OF NURSING ASSISTANT PROGRAM

The learning objectives of the Nursing Assistant program are:

1. Describe the functions of body systems appropriate to the nursing assistant scope of practice.
2. Describe the roles and responsibilities of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and Nevada State Board of Nursing regulations.
3. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
4. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
5. Identify stages of growth and development.
6. Define common medical terms and abbreviations used in health care.
7. Demonstrate competence and proficiency in the following categories of skills:
 - Communication and interpersonal relationships.
 - Safety and infection control.
 - Personal care procedures.
 - Vital signs.
 - Nutritional requirements and techniques,
 - Admission, transfer, and discharge procedures.
 - Exercise and activity.
 - Elimination.
 - Unsterile warm and cold applications.
 - Care for clients with special needs.
 - End of life care,
 - Care for clients with cognitive impairment.
8. Comply with privacy and confidentiality laws.
9. Demonstrate behaviors consistent with professional work ethics.

10. Adhere to the policies and procedures of clinical sites.

The learning outcomes

1. Students will be able to demonstrate knowledge of common elements required for certification by the Nevada State Board of Nursing. This will be measured by student achievement of a passing grade on instructor developed and administered final examinations.
2. Students will be able to demonstrate compliance with standards of practice for nursing assistants.
3. Students will be able to demonstrate competence with all skills required for certification. This will be measured by an administered skills competency test given at the end of the program that contains elements of all required steps for all required skills.

UPON COMPLETION OF THE NURSING ASSISTANT PROGRAM, EACH TRAINEE WILL BE ABLE TO (NAC 632.736):

1. Learn to react in a sensitive manner to the emotional, social, and mental health needs of patients.
2. Communicate and interact competently on a one-to-one basis with patients.
3. Assist patients in attaining and maintaining independence.
4. Learn to exhibit behavior in support and promotion of the rights of patients.
5. Learn skills in observation and documentation.

Certified Nursing Assistant by Exam Certification Requirements

1. Once students have successfully completed Nurse Assistant Training Program with at least a minimal of 80% passing and received a copy of your certificate of completion from Genevieve Training Center, the student must submit an application to State Board via the Nevada Nurse Portal, including a fee of \$50.00 (**paid by GTC**). The student must submit an application to the Board of Nursing for certification within one year from the date of completing an approved training program or you will be required to retrain.
2. Students must successfully pass the Clinical and Knowledge examinations. Exam fee \$140.00 (**paid by GTC**).

3. Must read and understand the following PRIOR to submitting your application (These documents are available on our website under the “practice decision” tab):
 - CNA skills Guidelines
 - CNA Hours of Employment for Renewal Advisory Opinion
4. Completed fingerprint card OR electronic fingerprint submission. Electronic fingerprint submission is only available if you are in Nevada. See separate instructions and submission form online. Nevada State Board of Nursing website is www.nevadanursingboard.org.

Conduct

Unsafe and Unsatisfactory Performance

Students that exhibit poor behavior or are disruptive during any learning sessions, will be subject to conduct documentation so that they may take immediate corrective action. In addition, in the event unsatisfactory academic or clinical performance occurs, the student may also receive written documentation as follows:

First offence - Documented verbal warning

Second offence - Written warning

Third offence - Dismissal. (Refund policy applies)

Severe Infractions that Demand Immediate Dismissal

Students are expected to maintain high moral and ethical standards during all learning sessions and clinicals.

Genevieve Training Center maintains the right to immediately dismiss any student without prior warning for the following infractions (refund policy applies):

1. Falsification of any records including patient and student records.
2. Carelessness or violations of Facility rules and procedures could jeopardize the safety of self or others and/or which could result in bodily injury or damage to Facility property.
3. Failure to apply clinical principles learned in class and laboratory sessions.

4. Disorderly conduct includes fighting, horseplay, threatening, or abusing any individual, patient, visitor, or member of the public. Immoral or indecent conduct.
5. Refusal to follow the instruction of the instructor, preceptor, or facility leadership.
6. Distribution, use, possession, purchase or sale of or being under the influence of alcohol, narcotics, intoxicants, drugs or hallucinatory agents during class or clinical rotations.
7. Use of alcohol or drugs while in a student uniform.
8. Threats of violence, acts of violence, terrorist threats or acts of terrorism against the facility, patients, employees, or the general public.
9. Sleeping during clinical rotations.
10. Stealing from the facility, fellow students, patients, or members of the public, regardless of the amount. Soliciting tips, gifts or other gratuities or favors from patients or their families.
11. Possession of weapons or explosives on school or facility premises.
12. Disclosure (whether negligent or intentional) of confidential information pertaining to patients including, but not limited to the violation of the Patient's Right and Confidentiality Policies and the Health Information Portability and Accountability Act (HIPAA).
13. Repeat tardiness or unexcused absences.
 - Obtaining or providing unauthorized information during an examination through verbal, visual, or unauthorized use of books or other aides.
 - Obtaining or providing information concerning all or part of an examination prior to that examination.
 - Taking an examination for another student or arranging for another person to take an exam in one's place.
 - Altering or changing test answers after submittal for grading, grades after grades have been awarded, or other academic records once these are official.

Clinical Policies

Clinical instructions are provided during the program. This instruction is provided in various locations such as the Genevieve Training Center, long-term acute hospitals, and various skilled nursing facilities.

1. On the first day of clinical there will be a 30-minute orientation session immediately prior to clinical start time that will **NOT** be included in the required 35 clinical hours.
2. The purpose of the clinical session is for the student to extend the learning experience in a real-life setting.
3. Individual instructors, prior to each clinical rotation, give specific instructions regarding preparation for scheduled clinical lab sessions.
4. Students are expected to perform safely in all areas of client care. Any performance which endangers a patient's well-being may result in the student's removal from the clinical.
5. Students will be expected to follow all policies and procedures in relation to parking, use of cafeteria, nursing assistant scope of practice, uniform requirements, and routines established for the nursing unit.
6. **Reporting Suspected Child or Elder Abuse:** Nevada Revised Statutes (**NRS**) **432B.220** and (**NRS**) **200.0591** require a student to report suspected child or elder abuse or neglect to the clinical instructor. Per the statute, this includes physical or mental injury of a non-accidental nature, sexual abuse or exploitation, or negligent treatment or maltreatment. Anyone who fails to report these conditions is guilty of a misdemeanor, as indicated in **NRS 432B.240** and **NRS 200.5099**.
7. **Reporting of problems during clinical:**
 - A. Students noting patient or staff problems during clinical should inform their clinical instructor immediately.
 - B. The instructor will evaluate the behavior or problem against the criteria for Unprofessional Behavior before reporting to the School Program Coordinator or the Administrator.
 - Generally, the criteria are gross negligence, abuse, or performing duties outside the scope of practice.
 - Each clinical instructor is responsible for reporting unprofessional behavior directly to the Program Coordinator.

- The Program Coordinator will evaluate the behavior and discuss with the facility site representative and report it if necessary.
- C. If the incident needs to be addressed, the student should:
- Ask the staff diplomatically or
 - Question the staff to help understand the behavior or action or
 - Report the incident to the clinical instructor who will follow up with facility staff if necessary.
 - The student should always be prepared to state or write what they would do differently in the same circumstances and provide a rationale.
- D. The clinical instructor's role is to manage the event for a good outcome for the student, the facility staff, and the facility.
- E. Global or system issues should be discussed with the facility and the Program Coordinator.

Confidentiality

Confidentiality is both a legal and ethical concern in nursing practice. Confidentiality is the protection of private information gathered about a client during the provision of health care services. It is the NA student's responsibility to safeguard the client's right to privacy by protecting information of a confidential nature.

Genevieve Training Center expects that all students and faculty will protect their privacy rights, including maintaining confidentiality, of all clients. It is expected that students and faculty will NOT:

- Discuss the care of clients with anyone not involved in the client's direct care.
- Discuss the care of clients in any public setting.
- Remove any actual/copied client records from the clinical setting (this includes computer printout information).
- Use the client's name on any written form or notation (initials only).

Dress Code

The dress code is to be followed in both classroom and clinical settings unless otherwise stated.

- Genevieve Training Center scrubs to be worn at clinicals. Classroom attire is at the will also be scrubs, which will be communicated prior to start of class.
- No canvas, open-toe, or high-heeled shoes. Open-back shoes are permitted but must be worn with the strap in position to hold the shoe on. Athletic shoes are acceptable but must be white or black.
- Hose/sock must be worn at all times.
- Any shirt worn under the scrub top must be white or black.
- Genevieve Training Center issued badges that are to be worn at all times on the upper torso (above the waist) during clinical sessions so that it may easily be read by patients, visitors, co-workers, and physicians.
- During clinicals, facial piercings, tongue rings, or nose ornamentation may only be worn if the clinical training site allows.
- Tattoo(s) that are exposed are not considered appropriate during clinical sessions and must be covered unless otherwise permitted by the clinical site.
- Please be aware and conscientious of your personal hygiene, neatness of attire and cleanliness of apparel. Strong odors or excessive use of perfume or cologne are inappropriate.
- Hair is to be clean, neat, and safely secured so as not to compromise the patient's medical condition.
- No nail extensions.
- No hats
- Cell phone usage is prohibited during lab and clinical sessions.
- No chewing gum during clinical sessions
- No food is allowed in clinical sessions unless on a break and in a designated break room.

Student Equipment

- Stethoscope/BP Cuff
- Gait belt
- Secondhand watch

Coordinating Clinical Experience with Health Care Facilities

Genevieve Training Center students are in clinical settings to learn as much as possible (in a very limited time) on how to give the best care possible. These experiences vary. Students should give or seek help when it is needed. Students may work alone, with each other, or with a staff member. Instructors help the students understand their roles, teach, and guide the students' learning experience. Each faculty's nursing staff is responsible for the quality of nursing care the patients receive from all members of the health care team; therefore, the facility nursing staff is responsible for the quality of care the patients receive from students. Because the staff knows the patient and are ultimately responsible for their patient, the instructor and students must collaborate with the nurses for their skills and knowledge to give the best nursing care possible. The following guidelines for students, instructors and staff nurses should help clarify responsibilities for each role in the clinical setting:

Student Commitments:

1. Arrive at the designated clinical assignment 15 minutes before the shift is scheduled to begin.
2. Understand and follow facility policies and procedures.
3. Understand scope of practice and skill level. Only provide care in which you are qualified, trained, and deemed competent by-passing skill competency signed off on by the instructor.
4. Not pass a patient call light.
5. Actively seek help when uncertain of ability to perform tasks.
6. Be a **Team** member by offering assistance whenever possible.
7. Seek out learning opportunities and discuss with preceptor and instructor.
8. Report errors and omissions immediately and take necessary action.
9. Report any illness or injury to instructor or unit supervisor immediately.

Instructor Commitments:

1. Be responsible for the overall supervision of the student including being physically in the facility during the clinical rotation.
2. Understand, teach, and follow facility policies and procedures.
3. Be responsible for the overall learning experience of the students.
4. Seek out learning opportunities for students.

5. Keep facility informed as to: names of students, dates of experiences, changes in plans, and types of clients to meet lab objectives, lab objectives, list skills students can perform.
6. Collaborate with students and staff.
7. Evaluate student performance.
8. Facilitate post-conferences.
9. Maintain good relationships and act as a mediator when needed.

Facility Staff Commitments:

1. Helping students and instructors select clients to meet learning objectives.
2. Educate students on facility policies, procedures and standards of practice.
3. Assisting the students with direct patient care.
4. Notifying the instructors and students of learning opportunities.
5. Notifying the student and instructor if unsafe or at-risk actions are witnessed.
6. Promptly contact the instructor with questions or concerns.
7. Share knowledge and demonstrate patient care when appropriate.
8. Provide input of student's progress to the instructor.

Appeals Process/Complaint & Disclosure Policy

Appeals must be submitted in writing via email to the Genevieve Training Center faculty. Responses will be in writing via email. Forms will be made available to students upon request.

Drug Free Environment

Genevieve Training Center is committed to protecting the safety, health, and well-being of its employees, clients, and all people who come into contact with its workplace(s) and property, and/or use its products and services. Recognizing that drug and alcohol abuse pose a direct and significant threat to the goal, Genevieve Training Center is committed to ensuring a substance-free environment for all its employees and clients. Genevieve Training Center therefore strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. In addition, Genevieve Training Center strictly prohibits action up to and including dismissal from the program and possible referral for criminal prosecution.

Reasonable Suspicion Testing of Students

Where there is reasonable suspicion to believe that a student has violated any provision of the clinical training facility's Drug-Free Workplace Policy, the facility may require that the individual undergo a blood or urinalysis for the presence of any illegal drug, controlled substance, or alcohol.

Electronic Devices

Electronic devices including but not limited to cell phones and smart watches must be in silent mode during classroom and lab and are not allowed during testing. In addition, cell phones are not allowed on your person during clinical sessions,

Care and use of equipment and supplies

Students are responsible for using good judgement and care when using equipment and supplies of Genevieve Training Center or clinical training site. Follow instructions and, if you have any questions, ask a knowledgeable resource. If you discover poor or malfunctioning equipment, please report the situation to a supervisor or your instructor. Students who damage or destroy equipment or who lose equipment may be subject to disciplinary actions up to and including discharge from the program.

Clinical Attendance: Tardiness and absences will not be allowed during clinical sessions because all 35 clinical hours must be completed for successful completion of the course.

Please note: In the event of an emergency, the student must notify the instructor/faculty member immediately or as soon as possible.

Prevention of Bloodborne Pathogen Exposure

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Infection control programs are designed to protect patients, students, and staff from infections.

All students are required to familiarize themselves with the clinical training facility's bloodborne pathogen, infection control, and accidental exposure policies and procedures.

Accidental Exposure

A student who has exposure to blood or bodily 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, saline, or sterile irrigates.
- 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 training 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.

The Clinical Facility will be responsible for coordinating the procedures needed to get appropriate care for the student.

The Clinical Facility will:

- Identify the source of the exposure.
- Obtain stat physician's order for needle stick exposure panel if a needle stick.
- Obtain consent from source client, if not in chart.

- Determine who will be the health care provider for the student for counseling and treatment, if needed.
- Obtain the phone number and name of student and the health care provider and provide the information to the contacts listed below.
- Normally the labs will be run STAT and will be reported to the student's physician.
- Provide the student with contact information to obtain source testing results.
- Send the student to their health care provider to obtain source medical evaluation and post-exposure follow-up within 1 to 2 hours of the exposure. Medical evaluation may be at the clinical training facility; a private healthcare provider; at an urgent care facility; or at an emergency room.

~ Student should bring a copy of the documents with as much information as possible to the health care provider. They should also have the contact number for sources of information so that the health care provider may obtain results. ~

Additional responsibilities

- The clinical instructor must notify the Program Coordinator of the incident as quickly as possible.
- It is the student's responsibility to make his/her healthcare provider aware of the results of any blood panel drawn as a result of exposure.
- It is the student's responsibility to follow-up with any counseling recommended by his/her healthcare provider as a result of an exposure.
- It is the student's responsibility to follow up with any treatment recommended by his/her healthcare provider as a result of exposure.

Source information

- The clinical facility will collect as much information as possible from the source patient following exposure. While Genevieve Training Center will make every effort to maintain confidentiality, Genevieve Training Center cannot be held responsible for acts and omissions of the clinical agency.

Instructor Evaluations

At the end of the course, each student will be asked to complete an instructor/course evaluation. To encourage honesty, the evaluation will be anonymous, and handed out after all exams are completed.

Student Indemnification

In an event of school discontinuation or 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 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.

Standard of Academic Progress

Lecture/classroom grading scale is as followed:

Letter Grade	Numerical Grade (%)	GPA
A	93-100	4.0
B	85-92	3.0
C	80-84	2.0
F	79 and below	0.0
Lab/Clinical	Pass/Fail	////////////////////

All students must maintain the following minimum standards of Satisfactory Academic Program (SAP):

- Maintain a minimum grade of 80%
- Compliance with our attendance policy.
- Maintain satisfactory improvement of learned skills.

Students are monitored for SAP upon completion of the first four days and are advised to of their academic progress in writing at that time.

Students who have not maintained a minimum grade of 80% or have not complied with the started attendance policy at the completion of the 120-hour program will be allowed readmission following all policies, rules, and regulations.

Readmissions

A student may apply for re-admission if the student:

1. Left the program in good standing. All previous hours are forfeited, and all fees and tuition apply.
2. If dismissed from the program, the student may write a letter of appeal to the Program Coordinator.

Evaluation Criteria

Skills

1. Students will demonstrate satisfaction in all learned skills and document competency on skills demonstration checklist.
2. Students must achieve a PASS on a PASS/FAIL scale during the final skills demonstration exam. One retake of the skills demonstration exam will be allowed.

Quizzes

- There will be 8 total quizzes throughout the program, each worth 10 points.

Midterm and Final Exams

- There will be a midterm exam given halfway through theory content worth 60 points.
- There will be a comprehensive final exam of all theory taken once all modules are completed and will be worth 120 points and a final Skills exam.

Retake Policy

- Students will be allowed one retake for each quiz, midterm exam, and final exam for a maximum of 80% of the total possible points (e.g., if on the retake quiz a student gets at 7/10 correct it will be worth 7 points and if the student gets 10/10 correct on a retake quiz the recorded score will be 8 points). The student must take the retake quiz, midterm exam, or final exam after class hours and time taking a retake does not count toward the mandatory course hours. The best score between the initial and the retake will be counted toward the student's final grade.
- Students will be allowed one retake for the skills demonstration final exam.

Successful Completion of Program

- Students will successfully complete the program by achieving an average of 80% or higher on the theory section of the program (quizzes, midterm exam, and final exam) and pass the final skills demonstration exam on a pass/fail basis.

Placement Services/Career Services

Genevieve Training Center does not guarantee employment, but offers employment assistance to all graduates, consisting of job lead referrals and job skills development. **GTC will keep and maintain follow-ups on enrolled students for at least 12 months after the completion of the program.** While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Licensure and Accreditation Status

Licensed to operate by the Commission on Postsecondary Education. Approved by the Nevada State Board of Nursing.