

**PROMISE HEALTHCARE TRAINING CENTER**

**CATALOG 2019**



**PROMISE HEALTH CARE TRAINING CENTER INC.**

**3610 Dodge Street, Suite B10**

**Omaha, NE 68131**

**402-968-4786**

**[www.promisehealthcaretraining.com](http://www.promisehealthcaretraining.com)**

**PROMISE HEALTH CARE TRAINING CENTER INC**

**Catalog**

**2019**

**PROMISE HEALTH CARE TRAINING CENTER INC.**

**3610 Dodge Street, Suite B10**

**Omaha, NE 68131**

**402-968-4786**

**[www.promisehealthcaretraining.com](http://www.promisehealthcaretraining.com)**

**Catalog Number 019**

**Publication Date: January 1, 2019**

## Table of Contents

ADMINISTRATION.....	5
ACADEMIC CALENDAR.....	6
SCHOOL FACILITY INFORMATION .....	7
ADMISSION INFORMATION.....	8
Enrollment Procedures and Entrance Requirements.....	8
Satisfactory Progress.....	8
Readmission Policy.....	8
GENERAL ACADEMIC INFORMATION .....	9
Credit Granted Policy.....	9
Student Conduct .....	9
STUDENT SERVICES .....	10
Financial Aid Statement.....	10
Parking.....	10
Breakroom Facilities.....	10
Placement Assistance .....	10
Maintenance of School Records Policy Statement .....	10
STUDENT POLICIES .....	11
Attendance Policy .....	11
Payment and Collection Methods Description.....	11
Refund Policy .....	11
Student Complaints.....	12
PROGRAMS OF STUDY .....	13
Promise Certified Nurse Aide (CNA) Course .....	13
Promise Certified Medical Aide (CMA) Course.....	14
PROBATION POLICY.....	15

## ADMINISTRATION

### **Administrator**

Anenye Aloziem, MSN, APRN, FNP-BC

(2019)

Master of Science in Nursing

Advance Practice Registered Nurse

Family Nurse Practitioner Board Certified

ACADEMIC CALENDAR  
2019

**Spring Classes: January – April**

Nurse Aide Course\*

Medication Aide Course^

**Summer Classes May – August**

Nurse Aide Course\*

Medication Aide Course^

**Fall Classes September - December**

Nurse Aide Course\*

Medication Aide Course^

\*The Nurse Aide course is 84 clock hours in length.

^The Medication Aide course is 40 clock hours in length.

**Classes will not hold on the following holidays:**

New Year's Day

Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

For the current listing of dates and times of class offerings or to enroll, visit our website at [www.promisehealthcaretraing.com](http://www.promisehealthcaretraing.com)

## SCHOOL FACILITY INFORMATION

Promise Healthcare Training Center is located on the basement level of the 3610 Dodge Building. Enter the building through the back entrance and take the stairs down. The door marked Suite B10 is at the bottom of the stairs to the right. The suite houses the administrative office, classroom, clinical lab, student lounge, and restroom.

The classroom is equipped with tables and chairs, and state of the art audiovisual and projection equipment.

The clinical lab is located on the same floor and is set up to simulate a patient or resident room. It is furnished with two patient beds, manikins, supplies, wheelchairs, cane, walker, bedside commode, and other equipment for teaching of skills and the demonstration of competencies included in the Nurse Aide and Medication Aide courses. Nurse Aide course supplies are provided for student education involving basic, personal, and restorative skills. A medication cabinet is utilized for the Medication Aide course along with supplies and equipment for training and demonstration of competencies in the administration of medications.

## ADMISSION INFORMATION

### Enrollment Procedures and Entrance Requirements

To enroll in a course, students must complete the online registration form at [www.promisehealthcaretraining.com](http://www.promisehealthcaretraining.com) or a paper registration form submitted to Promise Healthcare Training Center, Inc., 3610 Dodge Street, Suite B10, Omaha, NE 68131. Regular enrollment is done before class start.

Late enrollments are subject to approval by Administration.

**Entrance requirements for Nurse Aide course:** Be at least 16 years of age, understand the English language, and be of good moral character.

**Entrance requirements for Medication Aide course:** Be at least 18 years of age, understand the English language and be of good moral character.

### Satisfactory Progress

Satisfactory progress in the programs of study require student achievement of a 70% or better on a scale of 100% involving measurements and evaluations of student progress in a course. Satisfactory academic progress in the courses will be measured and evaluated by the completion of worksheets, quizzes, exams, and the demonstration of skills competencies before allowance to take the state written and skills exams.

Progress reports will be made to students by the instructor informing students of their scores on all graded course requirements and whether the student is making satisfactory progress in the course at a 70% or above grade level. Students will be informed in writing if they are failing a course by not making satisfactory progress according to the required grading measurements.

**Students will not be placed on academic probation.**

### Readmission Policy

Students who have been terminated from the program for unsatisfactory progress may be considered for readmission by completing the enrollment/registration process, including payment for the class. The full enrollment/registration fee will be required for students wishing to retake a course due to a previous termination.

## GENERAL ACADEMIC INFORMATION

### Credit Granted Policy

No credit is granted for previous education, training, or experience.

### Student Conduct

Student conduct should be at a high standard in a manner compatible with the function of the educational institute. Students are expected to uphold integrity in scholastic work, to obey the law, to show respect for authority of faculty and administration, to abide by policies of the school, to perform obligations required of courses, and to appropriately work with other students. Promise Healthcare Training Center is not responsible for student conduct that is in violation of the law and will report any student conduct in violation of the law should the Center become aware of such violation. Improper conduct or violations of law may be subject to disciplinary action, including termination.

Student conduct that is not congruent with the standards of Promise Healthcare Training Center:

Cheating, plagiarism, violating school policies, rules, or regulations, theft of school or student possessions or property, disruption of the learning environment, littering, threatening or damaging school property, illegal activities, unauthorized use of school equipment or facilities, physical, mental, or verbal abuse, refusing to leave the school property when asked to do so by a school official, obstructing the movement of other persons or vehicles on the school property, removing school property or entering school property without school authorization, violating school parking regulations, discrimination or harassment based on race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, or disability, possessing or using illicit drugs or alcohol on school property, the wearing of items that are of a nature deemed indecent, illegal, inciting, sexist, racist, or oppressive, possessing dangerous chemicals, explosives, firearms, or items used as a weapon on school property, and conduct on school property that is disorderly or obscene.

Cell phone use is not allowed in the classroom. Students are to shut off their cell phones prior to entering the classroom.

## STUDENT SERVICES

### Financial Aid Statement

The Nurse Aide and Medication Aide programs do not qualify for financial aid.

### Parking

Students may use the parking lots outside the building free of charge but should not park in spaces that are designated for a specific entity.

### Breakroom Facilities

Students may utilize the refrigerator, coffeemaker, and microwave located in the breakroom of the facility.

### Placement Assistance

Placement assistance is not provided for students seeking employment.

### Maintenance of School Records Policy Statement

The official academic records will be retained permanently at Promise Healthcare Training Center. All Financial Records will be maintained for 5 years from the last date of enrollment.

Students have the right to:

- Inspect/review and or receive their educational record at their request.
- A hearing to challenge the contents of their records
- Receive all or part of their educational records upon request

All requests must be made in writing and directed to the Program Director.

## STUDENT POLICIES

### Attendance Policy

Students are expected to attend all sessions of the class in which they are enrolled. To meet course requirements and pass a course, the required hours of attendance must be completed. If a crisis has occurred, course faculty must be notified immediately of absence. No student can miss more than two (2) hours of any class period. No more than a cumulative total of five (5) hours of class or lab time may be missed. If a student should miss class or lab time for any reason, s/he is expected to pay a fee of \$20/hour to make up the material s/he missed with instructor's supervision. Makeup time would be at the instructor's discretion. State requires instructor documentation of makeup time. All work must be made up to the satisfaction of the instructor involved. Clinical attendance is mandatory with no tardiness. A student who fails to meet class attendance expectations may receive a final grade mark of incomplete, indicating an absence-related failure or a failing "F" grade. The course instructors have the right to adjust class schedules as necessary. Students seeking readmission due to unsatisfactory attendance must follow the readmission policy.

### Payment and Collection Methods Description

Full payment or minimum of 50% of the tuition is required before program starts. If only 50% is paid, the remaining 50% is due by the end of the first week of class.

Payment of full tuition or down payment may be made online at [www.promisehealthcaretraining.com](http://www.promisehealthcaretraining.com) or in person at 3610 Dodge Street, Suite B10, Omaha, NE 68131.

Nonpayment of full tuition by the end of the first week of class will be considered delinquent. Non-fully paid students will not be permitted to take the clinicals or state exam until their accounts are settled.

### Refund Policy

A full refund will be given if the applicant is not accepted by the school. Also, a student who has not visited the school facility prior to enrollment will be given the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment. Students who enroll on-line are encouraged to tour the school prior to the first day of class. Once purchased and provided, any books are considered used property of the student. All refunds will be processed and mailed to the student at the address provided within 60 days from the withdrawal request.

Official date of termination is the date that the withdrawal request form is turned in to the office. Once classes have started, if a student is dismissed from the course for a violation of the student conduct policy no refund of tuition and fees will be granted.

## Withdrawals

Withdrawal request are to be sent to the School Director via email at naenyealoziem@yahoo.com. All refunds will be processed and mailed to the student at the address provided within 60 days from the withdrawal request.

Official date of termination is the date that the withdrawal request form is turned in to the office. Once classes have started, if a student is dismissed from the course for a violation of the student conduct policy no refund of tuition and fees will be granted.

If a withdrawal request is received within 72 hours of enrollment, the student is eligible for a full refund. The request must be submitted to the office within 72 hours of registration/enrollment.

A full refund will be given if the applicant is not accepted by the school. Also, a student who has not visited the school facility prior to enrollment will be given the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment. Students who enroll on-line are encouraged to tour the school prior to the first day of class.

Once purchased and provided, any books are considered used property of the student who would be charged for it.

If the official withdrawal request is turned in after 72 hours of registration / enrollment but before classes have begun, students receive full refund.

If the withdrawal request is submitted after classes have begun, tuition and fees will be prorated and refunded as follows:

Day 1: 50% refund of tuition

Day 2: 25% refund of tuition

Day 3: No refund

## Student Complaints

Students who believe they have an academic or non-academic complaint should make every effort to resolve the issue with the persons(s) involved. If the complaint is not resolved, the student can request a meeting with the instructor or administrator where information can be presented by the student. The information will be documented and reviewed and the student informed of a decision. The student may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education.

## PROGRAMS OF STUDY

### Promise Certified Nurse Aide (CNA) Course

CREDIT HOURS: 84

#### PROGRAM OBJECTIVES:

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

1. Perform 11 basic physical nursing assistant skills in a safe, comprehensive manner, as identified by the Nebraska Department of Health Rules and Regulations (Title 175 NAC).
2. Utilize problem-solving skills to safely meet basic individual needs of the patient.
3. Recognize and implement nursing assistant interventions that will help the patient achieve maximal active daily living skills.
4. Identify and report obvious physical and psychological abnormalities.
5. Demonstrate an understanding of the aging process in each body system.
6. Demonstrate a beginning understanding of the disease process affecting each body system.
7. Demonstrate effective communication with patient and health care team members.

#### PROGRAM DESCRIPTION:

Certificates of completion are issued at the end of the class if all financial obligations have been met. Grades are part of the student's permanent record. The student is responsible for reviewing their grade for accuracy. A permanent grade change may be changed only in the event of an instructor or institutional error. Students will receive a certificate of completion after completing the 84-hour CNA course. Practice Unit Exams are given throughout the course to provide students with feedback. A final written exam will be held at the end of the course, 70% is passing, you can have a total of 3 attempts.

Students are required to complete each clinical skill required by the State of Nebraska DHHS with 70% score or better and not miss a starred item. All clinical skills must be completed by the end of the course.

Students will receive progress reports approximately half way through the course and near the completion of the course.

**Tuition:** \$500 for tuition and textbooks.

**Duration:** 84 hours

## Promise Certified Medical Aide (CMA) Course

CREDIT HOURS: 40 hrs

### PROGRAM OBJECTIVES:

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

1. Demonstrate performance of specific care procedures related to the appropriate administration of medications to patients.
2. Examine legal regulations and organization which control the dispensing, prescribing and administration of medications.
3. Identify basic structure and function of the human body as a multicellular organism with interrelating and interdependent systems.
4. Utilize the application of scientific principles related to proper procedures for medication administration.
5. List scientific principles of asepsis used to determine standard precautions as specified in current health care systems.
6. Recognize use, dosage, precautions, and common side effects of selected drugs administered by the medication aide
7. Demonstrate safe and correct administration and documentation of Oxygen and other drugs by non-parenteral routes

### PROGRAM DESCRIPTION:

Certificates of completion are issued at the end of the class if all financial obligations have been met. Grades are part of the student's permanent record. The student is responsible for reviewing their grade for accuracy. A permanent grade change may be changed only in the event of an instructor or institutional error.

Students will receive a certificate of completion after completing the 40-hour CMA course as well as the Medication Aide Registration form documenting course completion and competency. To pass the CMA course, each student must be signed off as competent (Pass/No Pass) in three components:

- The physical act of giving or applying a medication
- The recording of the physical act
- The observing and monitoring for, and taking appropriate action regarding, desired effects, side effects, interactions, and contraindications associated with the medication

**Tuition:** \$385 for tuition and textbooks.

**Duration:** 40 hours

## PROBATION POLICY

Due to the short nature of the training programs offered, Promise Health Care Training Center does not have a probation policy; please refer to the student conduct policy for further information.