



School Catalog 2017-2018

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This publication is intended to be a helpful source of information about the opportunities for educational advancement offered at Healthcare & More (HCM). The school offers the certified nursing assistant program, and other training (i.e. CPR, ACLS, Pals). This bulletin covers general academic requirements and procedures, curricula, and course descriptions. A better understanding of the school, its philosophy, offerings and advantages will be gained by reading this bulletin in its entirety.

HCM does not discriminate in its education and employment programs on the basis of religion; age; race; color; national origin; gender; marital or parental status or disability and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504 and ADA may be made to the Administrator located at 106 Courthouse Square, Rayville, LA, 71269, (318) 728-8989.

School History

Healthcare & More (HCM) is a professional education business that was created in March of 2011, by two registered nurses, with the vision of empowering individuals to improve their professional education credentials. With the right resources and support we believe those individuals who are truly dedicated, can achieve their professional educational career goals. Healthcare & More was founded to be such a resource.

HCM is located in downtown Rayville, across from the Richland Parish Courthouse. Certified Nursing Assistant (CNA) students will have hands-on training in bed making and personal care of the patient. The school is equipped with air, and heat and has both classroom and lab settings. The classroom is furnished with tables and chairs that will accommodate 40 students and audio/visual equipment to supplement training. The skills lab is equipped with a hospital bed, manikins, blood pressure cuffs, stethoscopes, bedpans, and other training equipment to ensure that the students are well prepared before they enter the clinical setting.

Mission

The mission of HCM is to empower individuals with the knowledge and skills to achieve continuing educational goals. HCM will prepare the student to meet the licensure requirements for CNA, as established by the Department of Health and Hospitals (DHH).

Philosophy

The staff at HCM believes that with the right resources anyone can achieve his/her goals. While the science of nursing consists of knowledge based on a broad theoretical framework, its art is manifested in the application of that knowledge while rendering care to the sick and infirm.

We believe that each individual functions in five domains: physical, emotional, intellectual, social and spiritual. Each individual develops through the life span while striving to meet personal needs as well as physiological wellness. To that end, the staff believes that health education can assist individuals to meet the need for themselves and for their families by providing skills and training to earn a living wage, and to meet the needs of the clients they ultimately serve.

Advisory Committee

HCM utilizes its advisory committee to ensure that the school is meeting the needs of the community. The Committee for Certified Nursing Assistant is distinctive because its duty is to advise the board on matters relating to nursing assistants.

Committee Members

Dr. Georgia Ineichen

Graduation/Data Coach
Richland Parish School Board
411 Foster Street
Rayville, LA 71269
(318) 728-5964

Mr. Thurman Brown

Director of Utilization Review
Palmetto Addiction Recovery
86 Palmetto Road
Rayville, LA 71269
(318) 728-2970

Mr. Ken Newsom

Program Improvement Supervisor
Richland Parish School Board
411 Foster Street
Rayville, LA 71269
(318) 728-5964

Mrs. Gloria Lawson Scott

Director of Nursing
Richardson Medical Center
245 Hwy 3048
Rayville, LA 71269
(318) 728-4181

Mrs. Kristie Dumus

Director of Nursing
Colonial Manor Nursing & Rehabilitation Center
114 Whatley Street
Rayville, LA 71269
(318) 728-3251

Administration, Faculty and Staff

Faculty

- **Kimberly Andrews**
Instructor of Nursing
A.D. University of Arkansas - Monticello
- **Maria McMillan**
Instructor of Nursing
B.S.N. University of Louisiana at Monroe
- **Vonda Turner**
Instructor of Nursing
A.D. Excelsior School

Professional Staff

- **Vonda Turner, RN**
Administrator
- **Janice McDougal**
Director of Student Affairs and Career Placement
- **Annie McKinney**
Learning Resource Center Consultant
- **Bessie Brown**
Public Relations Coordinator
- **Cameron Brister**
IT Support

Support Staff

- **Lisa Hampton**
Assistant to the Administrator
- **Tiffany Eldridge**
Administrative Assistant to the Director of Student Affairs and Career Placement

Admissions Requirements

Prospective students must submit the application for admission and non-refundable application fee as well as other required documents.

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The school reserves the right to deny admission in instances which would be detrimental to the student or would interfere with the capacity of other students to benefit from the educational experience.

Applicants to HCM must submit the following items to be considered for admission:

- Applicant must be 17 or older
- Completion of 10th grade in high school or high school diploma (submit **official** high school transcript, Diploma or G.E.D.
- Completion of enrollment agreement
- Negative TB skin test or chest x-ray
- Criminal background check
- Financial arrangements prior to course

Operational Hours

HCM will be open Monday thru Friday from 8 am to 5pm. The office will be closed on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas Day

Inclement Weather Policy

It is the policy of Healthcare & More that classes will be in session **unless** it is announced that classes will be canceled. Please make every effort to attend classes. Student should realize that one day they will be expected to report for work despite the weather; however, under no circumstances should students put themselves (or their family) in jeopardy in order to get to class. **Students should use good judgment and common sense.**

Professional Ethics

1. The student should have a pleasing manner. Physical, verbal, or sexual abuse or inappropriate behavior, including, but not limited to, violent acts among students, staff or visitors will not be tolerated.
2. All students are required to be of good moral character and should conduct themselves appropriately at all times while attending HCM. This appropriate behavior extends not only to in-class time, but also to clinical sites.
3. Stealing or removing any personal belongings from HCM or another student will be automatic dismissal from the school.

Expectations of Students

1. To demonstrate initiative.
2. To learn in theory and in practice the skill and knowledge needed to be a competent and confident individual in the healthcare profession.
3. To gain professional ethics, and become a conscientious caregiver.
4. To prevent waste of supplies and time.
5. Maintain good health and take precaution against illness. Use universal precaution and good hygiene practices.

Safety Policy

1. Professional decorum must be maintained in the building at all times.
2. Smoking is not allowed in the building.
3. All trash should be deposited in the proper receptacle.
4. Report immediately any accident, regardless of how minor, to facility coordinator.
5. Report and do not use any electrical equipment that appears defective.
6. Students are expected to obey safety rules of HCM.

Assignment of Faculty

HCM reserves the right to change faculty members listed in the course schedule because of course cancellation, class splits or other conditions that necessitate the reassignment of faculty. Students should be cautioned that the listing of an instructor's name in the course schedule is no guarantee that the specific instructor will teach the course.

Attendance

It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Students who stop attending the course and do not officially drop may receive a grade of "F" for all coursework missed that may result in a punitive final grade. An instructor may drop a student for excessive absences if the student misses 10% of the class. Students are tardy if he/she is over 5 minutes late for class. A student that has 3 tardies will be considered to have a one day absence. Attendance will be tracked and maintained for various reporting purposes.

Cancellation & Refund Policy

Three-Business-Day Cancellation: If for any reason a student is unable to enter, all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

Cancellation after the three-business-day cancellation period but before commencement of classes by student: Tuition or fees collected in advance of entrance and if the student does not begin classes, not more than \$150 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 30 days of the start of a semester.

I understand that the **WITHDRAWAL AFTER COMMENCEMENT OF CLASSES REFUND POLICY**

SHALL BE:

- (1) After a student has completed less than 15% of the course, the institution shall refund at least 80% of the tuition, less the registration fee, thereafter,
- (2) After a student has completed less than one fourth of the course, the institution shall refund at least 70% of tuition, less the registration fee, thereafter,
- (3) After a student has completed one fourth, but less than one half of the course, the institution shall refund at least 45% of tuition, less the registration fee, thereafter,
- (4) After a student has completed one half or more of the course, the institution may retain 100% of the stated course price

New Student Orientation

HCM hosts New Student Orientation prior to each class. The purpose of orientation is to make students aware of their personal and academic responsibilities, to promote an understanding of HCM policies and procedures and to introduce the program and services that are available.

Graduation Preparation

A student should meet on a regular basis with his or her academic advisor to ensure that progress is being made toward the completion of a degree.

To verify that they have satisfied all graduation requirements, all candidates for graduation must report to the academic advisor during the period specified.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act and its subsequent revisions deal with educational records of students. The purpose of the law is to define who may or may not have access to student records. The law allows students and parents of dependent students, as defined by the IRS, access to the individual student's educational records. HCM will release directory information on students to any interested member of the public

unless the student requests that it be withheld. Requests by the student to withhold directory information must be made to the campus Administrator. Directory information is defined as follows: (1) the student's name; (2) address; (3) telephone number; (4) date and place of birth; (5) major; (6) participation in officially recognized activities and sports; (7) weight and height of athletic team members; (8) dates of attendance; (9) degrees and awards received; (10) previous educational institutions attended, and (11) other similar information. Except as provided by law, data released to sources outside the school will be in aggregate form and no personally identifiable information will be made available. Further information concerning provisions of the Act may be obtained from the campus Director of Student Services and Career Placement or the Administrator. Additional information can be found at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

School Identification Number (SID)

Students will be issued a School Identification Number (SID) when they make application for admission to the School. This will be used to access a variety of services at HCM.

Learning Resource Center

HCM provides an ideal learning environment with a student study/resource center for all students at our school. HCM Learning Resource Center (LRC) was established in 2011 and has evolved into a center with many media resources to support student learning. The Center offers assistance, free of charge, via peer/faculty tutoring. The Resource Center also provides a comfortable study atmosphere for required student research and leisure activities. Hours of operation: Monday - Friday, 8:00 am to 5:00 PM.

Cell Phone and Pager Policy

Cell phones and pagers must be set on vibrate or turned off while students are in the classrooms. In an emergency situation, the instructor may give a student permission to use a cell phone or pager.

Student Handbook

A copy of the student handbook can be downloaded from HCM's website at www.healthcaremore.com. The handbook contains official policies and procedures relating to student's rights and responsibilities. Students are responsible for familiarizing themselves with the contents of the publication.

Returned Checks

The charge for each returned check is \$25.00. If the check is written payable to HCM by a student or on his behalf and is returned to the School, that student will forfeit all check writing privileges with HCM in the future. Payment by cash, cashier's check, or money order will be required. Putting a stop payment on a check will not constitute an official resignation from the School.

Bookstore

Books will be ordered by the School Administrator. All students are expected to purchase and use the textbooks required for each course in which they are enrolled.

Student Debt Information

Students indebted to HCM will not be allowed to reenter the program. A student may be dropped from class for non-payment of tuition/ fees and/or other debts when due or when a check offered by the student is not honored by the bank on which it was drawn. The student is responsible for informing the Director of Student Affairs and Career Placement, front office, or Administrator of any change of address from that given at registration. Delinquent student debts are subject to being assigned to an independent collection agency, at which time a collection fee of 30% will be added and collected in addition to the original debt.

Tuition and Mandatory Fee Schedule
Effective January 2017 - December 2017

Certified Nursing Assistant Tuition and Fees	
94	CLOCK HOURS
BOOK TITLE	
Nursing Assistant Care The Basics	\$90.00
Total Books	
	\$90.00
FEES AND SUPPLIES	
Uniforms Scrubs and Jacket (1 each)	\$89.00
CPR Certification	\$45.00
State Police Background Check	\$35.00
Professional Emblem Pin	\$30.00
Student ID Fee	\$10.00
Lab Fee	\$75.00
Graduation Fee	\$40.00
Total Fees and Supplies	
	\$324.00
Total Mandatory Fees	
Tuition	\$416.00
Total Program Cost	
	\$830.00

Certified Nursing Assistant

Program Type: Certificate

Program Length: 94 clock hours

Program Description

This program provides clinical instruction and practice of basic nursing skills required of nursing assistants employed in skilled nursing facilities and extended care facilities. The course emphasizes care of the older adult client, assistance with the activities of daily living, bathing, dressing, exercise movement, eating, eliminating safety measures, cardiopulmonary resuscitation and rehabilitation techniques. This program meets certification for the Department of Health and Hospitals.

CNA 100 - Orientation to CNA / 4 clock hours

CNA 101 - CNA Fundamentals/ 36 clock hours

CNA 102 - CNA Death and Dying/ 2 clock hours

CNA 103 - CNA Job Seeking Skills/2 clock hours

CNA 104 - CNA Skills Lab/10 lab hours

CNA 105 – Clinical/40 clinical hours

CNA 100

Orientation to CNA: This course introduces the student to job responsibilities of the Certified Nursing Assistant and the importance of good human relationships.

CNA 101

CNA Fundamentals: The student will be able to accurately perform vital signs, assist with dressing and undressing patients, and perform daily hygiene care.

CNA 102

CNA Death and Dying: The student will be able to describe how different people handle the process of death and dying. The student will be able to recognize signs of approaching death.

CNA 103

CNA Job Seeking Skills: The student will be able to prepare a resume and a letter of resignation.

CNA 104

CNA Skills Lab: The student will be able to perform bed making skills, assist patients with transfer from the bed to a chair and assist with ambulation.

CNA 105

CNA Clinical: The student will assist the long-term care patients with activities of daily living, maintaining a safe, clean, and comfortable environment under professional supervision.

