

Certified Nursing Assistant Program & CNA+ Phlebotomy Program Overview



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The Certified Nursing Assistant Program is a **160-hour** curriculum offered in an **8-week** program. The CNA + Phlebotomy Program is a **240-hour** curriculum offered in a **10-week** program. **Every student is expected to meet all course requirements before being eligible for completion.**

CLASS SCHEDULES:

8-week Certified Nursing Assistant Program:

8:00 a.m. - 1:00 p.m. (Monday – Thursday)

10-week CNA + Phlebotomy Program:

8:00 a.m. – 1:00 p.m. (Monday- Thursday)

REQUIREMENTS:

1. A **High School Diploma** (or OFFICIAL transcripts) or **GED** certificate is **REQUIRED**. **Students must provide their high school diploma or GED certificate at time of registration.** If your diploma was earned **OUTSIDE** the United States, you must obtain an evaluation of foreign documents. *For a list of approved locations, please see Clerical Staff.*
2. **Physical Examination- due at start of program**
3. **Immunizations – due at start of program**
4. **Live Scan – due at start of program (Form BCIA 8016)**

CERTIFIED NURSING ASSISTANT PROGRAM FEE: \$1,999.00* (MUST be paid in full at registration)

(FINANCIAL AID IS NOT AVAILABLE FOR THIS COURSE)

INCLUDES:

- Basic Nursing Skills
- Medical Terminology
- Basic Anatomy & Physiology
- Ethics
- Nutrition
- Rehabilitation
- Safety & Emergency Care

CNA+ PHLEBOTOMY PROGRAM FEE: \$2499.00* (MUST be paid in full at registration)

(FINANCIAL AID IS NOT AVAILABLE FOR THIS COURSE)

INCLUDES:

- Basic Nursing Skills
- Medical Terminology
- Basic Anatomy & Physiology
- Ethics
- Nutrition
- Rehabilitation
- Safety & Emergency Care
- Phlebotomy

ENROLLMENT FEE REQUIRED: (MUST be paid in full at registration)

For CNA + Phlebotomy Program only:

The state of California requires a National exam to be passed to obtain a California Phlebotomy license. Preferred National exam organization: National Center for Competency Testing (NCCT) www.ncctinc.com (Prices will vary) The price of the National exam is **NOT** included in the cost of the program. The National Exam will be offered at DAS on the last scheduled day of course*. In the event you are unable to schedule or pass the NCCT test, it is your responsibility to schedule your test at any time or at any other site other than DAS.

National Nurse Aide Assessment Program (NNAAP) EXAM:

The NNAAP consists of two components: a written or oral portion and a skills demonstration portion. The oral portion is offered in English and Spanish. Each candidate must successfully complete both components of the exam before a state can add their name to the state nurse aide registry. The state registry is used to assure employers that the potential hire has met the federal and state requirements for employment. The price of the exam is **NOT** included in the cost of the program. It is your responsibility to schedule your test.

Northern California-Mission College

Regional Testing Center
3000 Mission College Blvd. MS#19
Santa Clara, CA 95054

Southern California-Golden West College

Regional Testing Center
15744 Golden West Street Forum I, Room 112A
Huntington Beach, CA 92647

COURSE OBJECTIVE:

The Certified Nursing Assistant Program will prepare students to provide basic nursing care in health care facilities as a CNA. Students will learn basic nursing skills, medical terminology, basic anatomy and physiology, ethics, nutrition, rehabilitation, safety and emergency care. Instruction includes both classroom and clinical training. Upon successful completion, students will be qualified to take the California Nurse Assistant Competency Exam. This program has been approved by the California Department of Public Health.

INSTRUCTIONAL METHOD:

Lecture

- **CERTIFIED NURSING ASSISTANT: 160 hours**
 - Theory – 60 hours
 - Clinical – 100 hours
- **CERTIFIED NURSING ASSISTANT + PHLEBOTOMY: 240 hours**
 - Theory – 100 hours
 - Clinical – 140 hours

** Students are responsible for getting the lecture and homework for any day missed. Work not turned in on time will not receive full credit **

REQUIRED MATERIALS:

Must be brought to class *EACH DAY*....

Blood pressure kit, which includes a Stethoscope and a Sphygmomanometer, a watch with a second hand, pen, pencil, paper and highlighters (**STUDENT TO PROVIDE**)

- ✓ Text Book: *Lippincott Textbook for Nursing Assistants, SE* with workbook (**PROVIDED**)

CNA+ CERTIFIED NURSING ASSISTANT PROGRAM ONLY: *All students **MUST** provide proof of updated vaccinations within the start of the program. Clinical facilities may have additional medical requirements.*

1. HEP B Vaccination
2. TB Test (current within the past year)
3. MMR (Measles, Mumps and Rubella) Vaccination
4. Varicella (Chicken Pox) Vaccination
5. Covid-19 Vaccination
6. Current Flu Shot

CNA + PHLEBOTOMY PROGRAM ONLY: *All students **MUST** provide proof of updated vaccinations within the start of the program. Clinical facilities may have additional medical requirements.*

1. HEP B Vaccination
2. TB Test (current within the past year)
3. MMR (Measles, Mumps and Rubella) Vaccination
4. Varicella (Chicken Pox) Vaccination
5. Covid-19 Vaccination
6. Current Flu Shot

UNIFORM (Provided):

BURGUNDY uniform (scrubs)

ALL WHITE shoes cannot be canvas or cloth. No open toes or backs.

BURGUNDY jacket or sweater

Uniforms can be purchased at: Cindy's Uniforms (562) 803-6754

12270 Woodruff Avenue, Downey, CA 90241

CLASSROOM DRESS CODE (while on campus):

- ✓ **ALL BURGUNDY UNIFORM ONLY, WITH SCHOOL LOGO.** School ID badge (photo will be taken on first day of class for Student ID badge and provided to student at no cost) **MUST** always be worn while on campus. Your appearance is always to be respectful (professional).
- ✓ **NO facial jewelry allowed (pierced nose, eyebrow, lip, etc...)**
- ✓ **Women- Hair must be up, hair color must be neutral/natural tone, only small stud earrings and 1 plain ring/band may be worn, no artificial nails, no colored nail polish, NO perfume/cologne, NO scented lotions.**
- ✓ **Men- Clean-shaven, hair must be neat, hair color must be neutral/natural tone, and one plain ring/band may be worn. NO cologne, NO scented lotions.**

****Students that do not follow dress code will be dismissed from class and therefore marked absent for that day ****

PROFESSIONALISM:

Students must always be professional with instructors, classmates and staff. Any abusive language, harassment, threats, or intimidation will **NOT BE TOLERATED!** Students that do not follow the professionalism code will be dismissed from class and therefore absent and, after counseling, may be dismissed from the program/school.

STUDENT PERFORMANCE:

Students must maintain a minimum of 75% average, per module, throughout the entire program.

90% and above=A, 80% - 89%=B, 75% - 79%=C, Grades of 74% or less are failing. It is the student's responsibility to make up any test or homework with the approval of your instructor.

ATTENDANCE:

Students are **expected** to attend class every class session. Make-up work will only be allowed with instructor's prior approval. **Class starts on time! Arriving after the start time means you are late.** If you arrive after 30 minutes from the start of class, you will be marked **ABSENT!** If you leave earlier than 45 minutes before the end of class, you will be marked **ABSENT!** *Students will be expected to make up any missed class time*

8-week program:

2 tardies/leave early = 1 absence

2 absences = **FAIL** and repeating of the course

1 absence per course ONLY

(ANYTHING over 1 absence is failing; this includes tardiness and/or leave early)

10-week program:

2 tardies/leave early = 1 absence

2 absences = **FAIL** and repeating of the course

1 absence per course ONLY

(ANYTHING over 1 absence is failing; this includes tardiness and/or leave early)

Falsifying/plagiarizing any information provided in class or at my assigned externship site (i.e. hours of attendance, assignments, tests/exams, lab work) is grounds for immediate Administration dismissal from the program and/or school. All monies will be forfeited, grades and attendance will not be credited.

ABSENCE ALLOWANCES:

- Religious Observance & Holidays
- Bereavement
- Jury Duty

Religious Observance & Holy Days Policy:

Students are permitted by DAS Attendance policy to be absent from class to observe a religious holy day. Instructors are asked to be responsive and accommodating to requests when students contact them **IN ADVANCE** to request such an excused absence. The student should be given an opportunity to make up missed work because of religious observance. Students are advised to scan their syllabi/course outlines/Academic Calendars at the beginning of their respective CTE Program Start Date to identify potential conflicts with their religious observances.

- Please note that this applies only to the sort of holy day that necessitates absence from class and/or whose religious requirements clearly conflict with aspects of academic performance.
- **Students who miss class to observe a specified religious holiday (with prior notice) are expected to make prior arrangements with their instructor to make up any work missed.**
- DAS is a clock-hours institution, therefore, **any coursework and clock-hours that are missed due to the observance of a religious holiday, MUST BE MADE UP WITHIN A WEEK OF SAID ABSENCE.**
- DAS reserves the right to honor the observance of religious holy days **only** when students have communicated such a request **PRIOR** to the day that the absence will occur.
- DAS will consider periods of formalized mourning (i.e. *shiva*) as prescribed by a student's religion for immediate family on a case-by-case basis.
 - Students must contact DAS Administration to discuss planning for periods of formalized mourning.

Students Responsibility:

- We strongly recommend that you contact your instructors at the very beginning of your CTE program's START DATE in order to inform them of your needed accommodations.
- If class is missed to observe a specified religious holiday student are expected to make prior arrangements with their instructor to make up any work missed
- **Any coursework and clock-hours that are missed due to the observance of a religious holiday, MUST BE MADE UP WITHIN A WEEK OF SAID ABSENCE.**
- As the religious holiday that you choose to observe approaches, you should send an official notification to your instructor that you will miss class in order to observe a religious holiday **VIA EMAIL.**

Guidance for Faculty:

Please be responsive to requests by enabling students who contact you **IN ADVANCE** to make up work missed because of religious observance. We recommend that, at the beginning of your course, you announce that students who will need religious accommodation come to you right away to work out a plan. We recommend that you avoid scheduling an exam on a major holy day or planning something that cannot be made up afterwards.

Bereavement Policy:

DAS's allowance for absences due to Bereavement purposes aligns with the same standards which DAS's faculty and staff follow.

DAS has the right to request documentation that verifies the death of a family member (e.g., a funeral program or death certificate). It is up to the discretion of the DAS Principal to determine if a death outside of the immediate family warrants implementation of the student bereavement policy.

As defined in DUSD's Bereavement Policy, article IV, section G, bereavement absences shall not exceed more than **three (3) excused days, except when travel beyond a 300-mile radius or out-of-state is necessary, in which case the absences shall be extended to five (5) excused days.**

- Absences due to Bereavement will not be counted against a student's program's allowable absences. However, all missed coursework and clock-hours **MUST** be made up within one (1) week of a student's return to school.

Students Responsibility:

- Students who experience the death of an immediate family member, must email:
 - **Instructor**
 - **Program Director**
- Meet with Instructor in a timely fashion to plan for make-up coursework and clock-hours

Guidance for Faculty:

Upon receiving notification from student regarding the need for absences due to Bereavement, you must instruct students to also reach out to program director. Instructors will also reach out and inform Program Directors and CTE Clerical Support staff.

Jury Duty Policy:

DAS agrees to grant students called for jury duty in the manner provided by law, up to five (5) excused school days.

Students Responsibility:

Students called for jury duty, must show proof of summons no less than two (2) weeks prior to summons date and notify (email) the following DAS staff:

- Instructor
- Program Director
- DAS's Student Services Department via DASLOA@dusd.net

Email MUST INCLUDE:

- Service date(s) upon receiving said notice from officers of the court (summons).
- DAS will require a certificate of Jury Service at the end of the performed jury service.
 1. Students are required to attend class any day or portion thereof, as certified by the Court Clerk in which jury duty services *are not required*.
 2. Students who are called to perform Jury Services beyond five (5) excused school days,
 - Will be placed on Leave of Absence and be administratively withdrawn from their current module.
 - Students will receive a NC (No Credit) grade and will be required to repeat the course to receive a passing grade.
 3. If a student is required to serve on jury duty for up to four (4) hours or more on a school day, the student shall not be required to return to his/her regularly scheduled class hours. However, all missed class hours and assignments **MUST** be made up within a week (7 days) from their return to school.

Faculty Guidelines:

Please direct students to email their jury duty notification to DASLOA@dusd.net.

PAYMENT SCHEDULES: *MUST be paid in full at registration*

HOURS REQUIRED FOR COMPLETION: 160 hours for the CNA + Certified Nursing Assistant program and 240 hours for the CNA + Phlebotomy program.

STUDENT TRANSFERS:

To ensure continuity and appropriate completion of a Career Technical Education (CTE) Program within the specified published length of the respective program, changing or switching between program lengths of instruction, times of instruction, or moving onto a completely different CTE program is NOT permitted. Students, who are inclined to change or switch programs, understand that they must drop from the program they are currently enrolled in, subject to the conditions of the *Downey Adult School Class and Program Change Policy Agreement Form* and enroll in a new program by following the CTE enrollment policy. All requests are subject to space availability.

REFUNDS:

A CTE student, who initiates a refund within 3 days of class start date, will be subject to a \$50.00 cancelation fee AND \$125 book fee. After the 3rd day of class, in addition to the cancelation fees, all program fees will be prorated according to the student's hours of attendance. Student, who withdraws from their CTE program after the 3rd day and under 60% of the scheduled hours for their program, will be refunded 40% of the tuition, *only* if student has paid in full. Student who withdraws from their CTE program and has completed 61% or more will be charged full tuition, no refund will be calculated. Students who are not paid in full might have a balance owed to DAS after proration has been calculated. Refund process may take up to 45 days.

Downey Adult School's Annual Security Report and Clery Act Crime Statistics

For Information regarding DAS's Annual Security Report and Clery Act Crime Statistics, please visit www.das.edu, click on "About Us" tab.