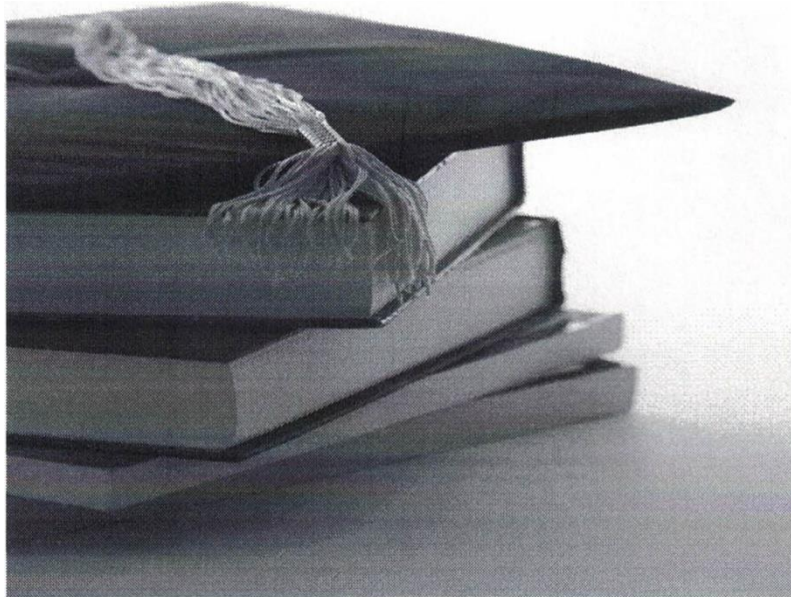


AMERICAN MEDICAL INSTITUTE INC.

6902 COOK ROAD, HOUSTON, TX 77072



SCHOOL CATALOG

VOLUME XVI

REVISED: JULY 2017

NURSE AIDE AND MEDICATION AIDE
PATIENT CARE TECHNICIAN INFORMATION

AMERICAN MEDICAL INSTITUTE

6902 Cook Road, Houston, TX 77072

Phone: 713-772-5300 Fax: 713-772-4017

Volume: XVI

Revised July 13, 2017

Date of Publication: July 13, 2017

Effective: August 2017

NON-PROFIT ORGANIZATION

Ify Emenaha doing business as American
Medical Institute Inc.

Is chartered under the laws of the State of Texas

CORPORATE OFFICERS

Leo Emenaha	President
Ify Emenaha RN, Pham D.	Director
Adachi D Okoko RN, BS	Instructor
Felix Anyasor	Office Manager

Prospective students will not be denied admission on the basis of race, color, National origin, sex handicap, provided the student has bona fide occupational qualification necessary for proper efficient administration. Our school is approved and regulated by the Texas Work Force Commission Career School and Collages. The information contained in this catalog is true and correct to the best of knowledge.

Dr. Ify Emenaha

Director's Signature

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HISTORY

American Medical Institute Inc. was established in 1996. The institute started by teaching CPR and First Aid classes to health care staff, daycare staff as well as areal churches and schools. In 1997 the Texas Work Force (TWF) and department of Human Services approved American Medical Institute Inc for the training of nurse aides and a class of ten students was started. The success rate with that first group was 90% in the state qualifying exams NACTEF.

One year later, following the required approval by the state of Texas, the medication aide program was added. American Medical Institute Inc has trained about five hundred nurse aides and medication aides. Since instituting these programs there have been only three failures in the medication aide program.

Many of the nurse aide program fonner students are gainfully employed many in area Long Term Care facilities. Some have advanced their education to RN and LVN levels.

The business of American Medical Institute Inc. is mostly by referral by Ex-students. They refer approximately 80% to 90% of the students. They tell to their friends that at American Medical Institute Inc. the students are not just prepared to pass the test but are equipped to work effectively in the appropriate health care setting.

PHILOSOPHY AND OBJECTIVES

American Medical Institute is dedicated to providing quality occupational training is constantly assessed and updated to assure it is consistent with the needs of the students, the community and the work place. We seek to stimulate, motivate and educate each student and instill in them a respect for work and the community. We believe that the development of professional attitudes and ethical behaviors are vital components of the educational process along with the provision of factual knowledge and clinical knowledge and clinical experience. The result is: the student will acquire the necessary knowledge and skills and the community and employers receive a well trained, productive worker. We also intend to prepare each student in the best way possible to successfully complete the requirements of their chosen program and the state certification, while giving recognition to high achievers and diplomas to all graduates.

AMERICAN MEDICAL INSTITUTE MISSION STATEMENT

American medical institute embraces a people direct philosophy, which is uniquely simple. It accepts that humans are created with particular physical, mental, spiritual and emotional qualities, and it is the task of education to assist individuals to develop to the maximum of their capacity.

American medical institute provides qualified candidates with quality health career education utilizing work based activity and skills training, instructing students to such competency level that qualifies them for entry level employment in their chosen program.

FACILITIES

American medical institute school facilities include:

There are two air-conditioned classrooms for Nurse Aide and Medication Aide, classroom/laboratory, resource center, faculty and administrative offices.

The classroom/laboratory area is equipped with items similar to the working environment of the course offered, and as specified by state regulations.

Clinical extemship is conducted off campus in hospitals and nursing homes. The classroom and clinical facilities are adequate to handle the normal maximum 24: 1 student to teacher ratio.

A student lounge is provided for relaxing and socializing. A refrigerator, microwave oven, and vending machines are available for refreshments.

SCHOOL HOURS AND HOLIDAYS:

School office hours are 8:30AM to 5:00PM-Monday through Friday.

HOLIDAYS WILL BE OBSERVED AS FOLLOWS:

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Christmas week
Memorial Day
Independence Day
Labor Day
Thanksgiving

STUDENT SERVICES

FINANCIAL

Students are given the opportunity to more easily attend the school through a no-interest payment plan allowing a student to make payments throughout his/her enrollment period. See School Rules in back of this catalog for Payment Plan Rules.

ADVISING

Students needing assistance and advice regarding academic, vocational, financial and personal matters have the entire staff to assist them as appropriate. This function is viewed as one of the most important at American Medical Institute. Students will automatically be advised if their grades or absences reach the probation level. Financial problems should be discussed with the school director.

PLACEMENT ASSISTANCE

Placement assistance is available for all graduates. The school cannot guarantee employment, as we cannot force an employer to hire anyone; however, assistance comes in the following forms:

1. The school informs the potential employer of its training objectives and accepts job opportunities for posting and for individual notification.
2. Advice regarding interview, job application and resumes.
3. The employment Director provides lists of current openings in the local job market

Graduate, in turn, will be requested to provide the school with the change of address, telephone number, and employment status.

ADMISSION REQUIREMENTS

Nurse Aide only: Have a high school diploma, or GED certificate, or at least eight grade of level of education.

Medication Aide: Refer to page 21 for complete admission requirement.

Have no temporary or permanent disabilities that would prevent you from safely doing all that the curriculum requires and must be able to lift at least 40 lb. weight and stand up for long periods of time. Where a condition of this nature exists, a signed letter from a physician must be obtained stating that the student can safely perform the tasks involved during the course of the classes.

REGISTRATION PROCEDURES

Complete the registration process through an admissions representative by:

1. Completing a school application.
2. Reading and signing the school rules.
3. Reading and signing the catalog information verification.
4. Reading and signing enrollment agreement.
5. Taking a tour of the school facilities and signing the verification form.

ATTENDANCE POLICY

Attendance is taken and recorded hourly in each class. Students are required to maintain regular attendance since it is crucial to course success. A student will be advised and placed on indefinite probation for absences that are in excess of ten percent (10%) of the course.

After absences totaling twenty-percent (20%) of the course length, a student must be terminated, as mandated by state regulation. Refund calculations are done within the guidelines of the Texas Workforce Commission and in accordance with the school's refund and cancellation policy.

Tardiness or early departure in excess of one-half will be counted as one full hour's absence.

Make-up work is not authorized for the purpose of removing an absence.

LEAVE OF ABSENCE

When requested in writing, a student may be granted leave of absence by the School Director in certain circumstances. For a program with course time of 200 hours or less, a student may be on leave of absence for a total of 30 calendar days. The student will normally resume class during the next scheduled course at the point of leaving the previous course. If the student fails to return from leave of absence, he/she will be terminated and any refunds made according to school refund policy. Only one Leave of Absence may be granted within a 12 month period.

WITHDRAWAL TERMINATION AND READMITTANCE

A student may be terminated from the school for: unsatisfactory conducts, failing grades, excessive absences or dress code violation. A student may cancel their enrollment or withdraw anytime after enrolling by contacting the admission department in person or writing a letter requesting cancellation or withdrawal. A student wishing to reenter the school must submit a written request to the director who will make the decision regarding reentry. Students may reenter a program one time after being terminated for absence or academic failure after a minimum of one grading period has passed, and will automatically be on the probation through the first two (2) reporting periods.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:

- (a) The last day of attendance, if the student is terminated by the school;
- (b) The date of receipt of written notice from the student; or
- (c) Ten school days following the last date of attendance

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72

hour cancellation privilege the student does not enter school, not more than \$100 in

nonrefundable administrative fees shall be retained by the school for the entire residence program

or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

¹ More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS - 1040R provides the precise calculation.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

SATISFACTORY PROGRESS STANDARDS

GRADING METHOD AND SYMBOLS

- | | | |
|----|--------------|---------------|
| 1. | A = 90-100 | EXCELLENT |
| | B = 80-89 | ABOVE AVERAGE |
| | C = 70-79 | SATISFACTORY |
| | F = Below 70 | FAILURE |
| | I = | INCOMPLETE |
- The students and/or sponsor will be furnished with an attendance and progress report at the end of the reporting period. Any student who receives a failing grade average as the end of a reporting period is placed on academic probation for the next reporting period. If he/she receives a failing grade average at the end of the probation period, they will be terminated.
 - A student must complete, with an overall passing grade, all of the required units in the academic phase in order to begin his/her clinical training, if a clinical is required.
 - Students receiving a grade of incomplete (I) must make arrangement with their instructors to make up all required work (within the first two weeks of the new course). At the end of the two-week period, a grade will be computed and the student will be informed of the revised grade average. If the required work is not completed within two weeks, the grade of "I" will be converted to an "F".
 - In all cases students, must satisfy course requirements within 1.2 times the normal clock hour duration of the class. Students who fail to meet this standard must be terminated. With permission of the school director, a student may repeat a course one time only. When repeating a course, previous grades are not considered.
 - Testes will be given every week and students must get an average of 70%, if a student does not pass the weekly test, they will be put in probation for one week.

REPORTING / GRADING PERIOD IS 5 CONSECUTIVE DAYS. [Week] Students will be given a progress report after each grading period.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Appropriate credit will be given by the school for previous education and training and will be kept by the school in writing. The training maybe shortened when warranted through use of appropriate skills or achievement test. All credit given can only be applied to the clinical phase of programs.

DIPLOMA

Each student will be awarded a diploma when he/she successfully completes with an overall passing grade, a course in which they are enrolled and have met their financial obligation to the school.

TRANSCRIPTS

Transcripts will be available to prospective employers and to students upon request without charge for the first copy.

GRIEVANCES AND COMPLAINTS

If a student has a complaint, she/he should first discuss it with their instructor. If the student does not receive a satisfactory resolution, then they should discuss the problem with the school director. If the problem cannot be resolved by the school director, the student may discuss the complaint with the school president at the corporate office. After these steps, if the problem has not been resolved, the student may discuss the complaint with Texas Workforce Commission, Career Schools & Colleges, and 101 E. 15th Street, Austin, Texas 78778-0001. The telephone number is (512) 936-3100.

GRADUATION REQUIREMENTS

Students must have satisfactory grades of overall 70% or better, satisfactory attendance, met all financial obligations, and completed program within maximum time allowed in order to receive certificate of completion.

COURSES OFFERED

NURSE AIDE COURSE

MONDAY-THURSDAY

10:00 AM-1:00 PM

Each class hour: 55 minute class 5 minute breaks

CLASS SCHEDULE [NURSE AIDE]

These dates are tentatively scheduled, but due to different circumstances class start may occur at a later time

Classroom length: 2¹/₃ **weeks**

Extenship/ Clinical Length: 1²/₃ **weeks** (40 hrs)

Each week has three days with eight hours a day. The fourth week will have the fourth day for just four hours. Total program is 4 weeks

TOTAL CLOCK HOURS: 100 hours

DADS REQUIREMENT

100 hours minimum = 60 classroom 40 extenship

NURSE AIDE

Objective: To train the student to acquired the skill necessary to provide an adequate level of nursing care to patients in the hospital and nursing home.

Also to insure satisfactory completion of the training, program and graduates will be qualified to seek entry-level position as Nurse Aides in hospitals and Nursing Homes.

Prerequisites: High School Diploma, GED Certification or eight grade level education.

UNIT NUMBER	UNIT TITLE	LECTURE/ LAB	CLOCK TOTAL HOURS
NA-101	Introduction to Resident Right. Communication and Infection Control. Role of Nurse Aide in LTC. Safety and Emergency Measures.	12 +4	16
NA-102	Restorative, Transfer Position, Ambulation. Care of the Residents Environment. Hygiene. Grooming. Nutrition and Hydration Needs. Elimination.	8+8	16
NA-103	Promoting A Restraint Proper Environment. Vital Signs. Height and Weight. Observing, Reporting and Documentation. Admission, Transfer and Discharge. Role of Nurse Aide in Death and Dying.	8+8	16
NA-104	Introduction to Restoration Services and the Nurse Aide Role.	3+0	3
NA-105	Psychological Needs of Residents. Culture	5+0	5

	Change and Specific Behavior Problems. Dementia and Cognitive Impairment.		
NA-106	Conflict Resolution and Technologies.	3+1	4
NA-107	Nurse Aide Clinical. Upon satisfactory completion of structured classroom training, the Students will train in a clinical setting. Actual hands-on experience under supervision and guidance of a licensed nurse is required prior to course completion.	0+0+40(Extenship)	40

Lecture: 39
 Lab: 21
 Extenship: 40 COMPLETION PERIODS IS 4 WEEKS.

SUBJECT DESCRIPTIONS

Section I Introduction to long term care (LTC) (16 hours)

Unit Number	Unit Title and Description	Clock Hours
NA-101	Introduction to Resident Right. Communication and Infection Control. Role of Nurse Aide in LTC. Safety and Emergency Measures. Students will learn safety for resident and themselves. Emphasis is placed on infection control and medical asepsis.	Pre-requisite: None Lecture:12 Lab: 4 Externship:0

Section II Personal Care Skills

Unit Number	Unit Title and Description	Clock Hours
NA-102	Introduction to Resident Right. Communication and Infection Control. Role of Nurse Aide in LTC. Safety and Emergency Measures. Students will be able to demonstrate proper patient positioning and body alignment. Emphasis is laid on resident, environment and personal care and grooming.	Pre-requisite: None Lecture:8 Lab:8 Externship: 0

Section III Basic Nursing Skills

Unit Number	Unit Title and Description	Clock Hours
NA-103	Promoting A Restraint Proper Environment. Vital Signs .Height and Weight. Observing, Reporting and Documentation. Admission, Transfer and Discharge. Role of Nurse Aide in Death and Dying. Discharge. Students will learn to measure and record vital signs and to report abnormalities to the charge nurse. Student will also understand his/her role in	Pre-requisite: None Lecture:8 Lab:8 Externship:0

	Admission, discharge, death and dying.	
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Section IV Restorative Services

Unit Number	Unit Title and Description	Clock Hours
NA-104	Introduction to Restoration Services and the Nurse Aide Role. The nurse aide will demonstrate understanding of role in rehabilitation and restorative care. Students will learn positioning and ambulation with safety and comfort.	Pre-requisite: None Lecture:3 Lab:0 Extenship:0

Section V Mental Health and Social Services Needs

Unit Number	Unit Title and Description	Clock Hours
NA-105	Psychological Needs of Residents. Culture Change and Specific Behavior Problems. Dementia and Cognitive Impairment. Students will understand the difference psychological needs of the client in different stages of life cycle. Students will be able to give care to patients from diverse cultures.	Pre-requisite:None Lecture:5 Lab: 0 Extenship: 0

Section VI Social Skills

Unit Number	Unit Title and Description	Clock Hours
NA-106	Conflict Resolution and Technologies. Students should be able to use computers and other technologies needed in the	Pre-requisite: None Lecture:3 Lab:1 Extenship: 0

	care of the patients. Students should demonstrate team-playing ability.	
NA 107	Nurse Aide CLINICAL Upon satisfactory completion of structured classroom training, the students will train in a clinical setting. Actual hands-on experience under supervision and guidance of a licensed nurse is required prior to course completion.	Prerequisite:NA-101 through NA-106 Lecture: 0 Lab: 0 Extenship:40

Lecture/Lab 60 hours
Total 100 hours

MEDICATION AIDE

OBJECTIVE: To prepare experienced Nurse Aides to administer medication to nursing home residents under the direct of a licensed nurse.

Graduates will be qualified to seek entry-level positions as Nursing home Medication Aides in Hospitals and Nursing homes.

PREREQUISITE: Must be at least 18^h years old, high school graduate or GED; be a Nurse Aide currently employed in a nursing home, and have 90 days or more experience as such within the past 12 months

UNIT NUMBER	UNIT TITLE	CLOCK HOURS	LEC	LAB	EXT
MA-100	introduction & orientation and Basic concepts	4	0	0	0
MA-101	Administration of Medications	6	0	0	0
MA-102	Drugs Affecting the cardiovascular System	9	0	0	0
MA-103	Drugs Affecting the Urinary System	7	0	0	0
MA-104	Drugs Affecting the Respiratory System	9	0	0	0
MA-105	Drugs Affecting the digestive System, Vitamins and Minerals	9	0	0	0
MA-106	Drugs Affecting the Central Nervous System	9	0	0	0
MA-107	Drugs Affecting the Musculoskeletal system	9	0	0	0
MA-108	Drugs Affecting the Endocrine system	9	0	0	0
MA-109	Antibiotic & Other Anti-Infective Agents	9	0	0	0
MA-110	Drugs Affecting the Eye	4	0	0	0
MA-111	Drugs Affecting the Ear	4	0	0	0
MA-112	Drugs Affecting the Skin	4	0	0	0
MA-113	Alzheimer's Disease Patients And Related Disorders	4	0	0	0
MA-114	Immuno-Compromised Patients	4	0	0	0
MA-115	Pediatric Patients	4	0	0	0
MA-116	Care Planning Assistance	4	0	0	0
EXT-100	Clinical Observation	0	12	0	0
MA-117	Return Skills Demonstration Lab	0	12	0	0
MA-118	Review and Examination	8	0	0	0
Total Clock Hours		<u>140</u>			

Lecture: 116

Lab/clinical: 24

Medication Aide

NUMBER	COURSE TITLE AND DESCRIPTION	CLOCK HOURS
MA-100	INTRODUCTION AND ORIENTATION AND BASIC CONCEPTS- students will Learn the basic role of a medication Aide and The ethics involved, co-worker identification, drug Resource references, medication and patient relations, Medication abbreviations, symbols, and terms, weights and measurements, and use of generic drugs. Prerequisites: None Lecture 4 Lab: 0 Externship 0	4
MA-101	ADMINISTRATION OF MEDICATIONS- the student will be instructed in medication supply and storage factors Medication orders, recognizing common errors, tasks To be performed, setting up medication, role of Medication Aide In drug therapy, administering medications and Oxygen and follow up Procedures, and medical records. Prerequisite: None Lecture 6 Lab 0 Externship 0	6
MA-102	DRUGS AFFECTING THE CARDIOVASCULAR SYSTEM-The student will Learn the cardiovascular Structure and function, drugs for congestive Heart failure again, arrhythmias hypertension, and The side effects of each. Also anticoagulants are covered and side effects. Prerequisite: None Lecture 9 Lab: 0 Externship 0	

Extenship 0
MA-117

RETURN SKILLS DEMONSTRATIONS LAB-

During the course other 18 week period of instruction, Students will have a total of 12 clock hours of return skill To be demonstrated to the instructor while in the classroom Lab. The skills will cover all 18 units of instruction, which will include but not be limited to medication preparation, m Medication dispensing, medication administration, measures, Weights and charting.

Prerequisite: None

Lecture 0

Lab: 12

Extenship 0

REVIEWS AND FINAL EXAMINATION-Review of all medical abbreviations associated with all the sections covered and review of Skills that will be

MA- 118 tested on per DADS Requirement.

Prerequisite: None

Lecture: 8

Lab: 0

Extenship: 0

TUITION AND FEES NURSE AIDE

PROGRAM

Program Nurse Aide Course

Tuition & Registration	\$860.00
Books	\$39.00
Lab Fees	\$240.00
Uniform	<u>\$ 36.00</u>
Total	<u>\$1,175.00</u>
CPR (Optional)	\$30

MEDICATION AIDE PROGRAM

Medication Aide Course

Tuition	\$1820.00
Books & Supplies	\$330.00
Registration Fees	\$150.00
Lab Fees	<u>\$200.00</u>
Total	<u>\$2,500.00</u>
CPR (if needed)	\$30.00

CPR TRAINING COURSE

- FOR PROFESSIONAL
- DAY CARE WORKERS
- COMMUNITIES

- The complete program last for 3 hours and the cost is \$30.00.

"This CPR program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas,"

COURSE TITLE: PSYCHIATRIC TECHNICIAN SEMINAR

(MANAGEMENT OF AGGRESSIVE BEHAVIOR) 6 Hours

OBJECTIVES:

A. Basic Principles

1. Take the person seriously
2. Join and follow to lead
3. Take action to get beneficial reaction
4. Proceed step by step
5. Act without hesitation
6. Guide participants in demonstrating the skills of protection of self and others and the principles of the program
7. Guide participants in demonstrating the skill of containment and the principles of the program
8. Guide the participants in demonstrating the skills of objective retrieval and the principles of the program

B. Admission Requirements:

Employee of any health care setting e.g. CNA, LVN, RN that may have direct contact with patient

C. Textbook:

No text book is required but handouts and videotapes from Satori Alternative to managing Aggression licensing center and lecture are given and used.

Total Cost: \$140.00

AMERICAN MEDICAL INSTITUTE INC.

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COURSE TITLE:

MANAGERS TRAINING COURSE FOR ASSISTED LIVING EMPLOYEES

ADMISSION REQUIREMENTS:

Must be an employee of assisted living facility or individual interested in opening up assisted living facilities

TIME OFFERED: 8AM-4:30PM on scheduled dates to be determined based on demand

TOTAL HOURS: 8hrs

OBJECTIVES:

To assist employees and managers of assisted living, group homes to be more equipped in understanding their as managers and caregivers in the following areas like detection and prevention of abuse proper medication pass and supervision, appropriate referrals of residents.

1. Managers Responsibility and Resident Care 50 Minutes (8-8:50)
10 Minutes Break
2. Professional Ethics 50 Minutes (9-9:50)
10 Minutes Break
3. Medication Administration and Supervision 50 Minutes (10-10:50)
10 Minutes Break
4. Residents Rights and Assessment 50 Minutes (10-11:50)
10 Minutes Break
5. Nutrition 50 Minutes (12:30-1:20)
10 Minutes Break

6. Vital signs 50 Minutes (1:30-2:20)

10 Minutes Break

7. Community Resource 50 Minutes (2:30-3:20)

10 Minutes Break

8. Abuse and Neglect and How to Avoid Them

50 Minutes (3:30-4:20)

TEACHING TOOLS:

Licensing standards for medication aide. Reflects current Department of Aging and Disability Services (DADS) procedures.

DVD'S

What I Diabetes?

Complications: Diabetes

Exercises and Diabetes

Administering Oral Topical, Suppository and Inhalant medications

Alzheimer's: A wilderness of Experience

CERTIFIED MEDICATION AIDE CONTINUING EDUCATION

7 HOUR TRAINING COURSE

ADMISSION REQUIREMENTS:

Be a certified Medication aide in the State of Texas and in Good standing.

Text book: No Textbook required. Hand put and DVDs are used

COST: \$75.00

MEDICATION AIDE COURSE

MONDAY-THURSDAY

9:00 AM-2:00PM

Each class hour: 55- minutes class, 5-minute break

DAYS CLASSES

START

END

TO BE ANNOUNCED

Class room length:	5.75 Weeks
Clinical Lab:	20.25 hours
Total:	8weeks
Total Clock hours:	140 hrs

Graduation Requirements: Students must have and overall final grade of 75 or better for the course and satisfactory attendances. One clock hour is equal to one hour spent in class, either in classroom or clinical facility

Certified Medication Aide Continuing Education 7 Hour Training Course

ADMISSION REQUIREMENTS:

Be a certified Medication Aide the State of Texas and in Good Standing.

Textbook: No textbook required. Handout and DVDs are used.

COST: \$75.00

OBJECTIVE: The State-approved medication aide continuing education training program consists of 7 actual clock hours of classroom instruction. Course will provide a forum for Texas Certified Medication Aides to update and review the basic role of a medication aide and the ethics involved. Students will learn about medication and patient relations, basic pharmacokinetics, and pharmacodynamics in addition to Alzheimer's disease, diabetes, and managing difficult adult and pediatric patients.

HOURS: 7 Hours (8am -4:15pm) on scheduled dates to be determined based on demand.

Training Subjects:

Classroom Instruction Time:

Unit I Introduction to the Continuing Education XIII Training Program

10 Minutes (8-8: 10)

Unit II Review of the Medication Aide Training Rules

50 Minutes (8:10-9)

10 Minute Break

Unit III Update and Review of Generic and Brand named drugs. Review of Medical Terminologies

50 Minutes (9: 10-10)

10 Minute Break

Unit IV Factors Affecting/determining Drug actions. Drug Absorption.

30 Minutes (10: 10-10:40)

Unit V Drug Affecting the Body and the Skin.

30 Minutes (10:40-11:10)

10 Minutes Break

Unit VI Medical Asepsis, Infection Control and Prevention (AIDS patients)	50 Minutes (11:20-12:10)
30 Minute Lunch Break (12:10-12:40)	
Unit VII Alzheimer's disease Patients, Difficult Patients and Pediatric Patients.	50 Minutes (12:40-1:30)
10 Minute Break	
Unit VIII Care Planning	15 Minutes (1:40-1:55)
Unit IX "What is Diabetes" "What is the impact of diet and exercise onDiabetes"?	50 Minutes (1:55-2:45)
15 Minute Break	
Unit X The instructor's summary, review, and evaluation of the Continuing Education	30 Minutes (3-3:30)
Unit XI The written final examination and completion of the official Enrollment Roster.	45 Minutes (3:30-4: 15)

CERTIFIED NURSE AIDE CONTINUING EDUCATION SEMINAR TRAINING

24 Hour Review Course

Admission Requirements

Be a Certified Nurse Aide State of Texas and in good standing with DADS.

No Textbooks required. Handout and DVDs are used.

Interactive learning Cost:

\$300.00

Objective: The State-approved Nurse Aide Continuing Education Training Program consisting of 24clock hours biennially.

AMI Inc offers a non-facility based course with the approval of NATCEP in conjunction with TWC approval. The course will provide a forum for Texas certified Nurse Aide, to update and review the care of residents with dementia disorder, including Alzheimer's disease and review and body systems and related conditions common with geriatric population.

Review of the physiological changes of major organs associated with aging; how these changes impact the care of the older adult shall be discussed.

HOURS: 8 hours for 3days.Scheduled dates to be determined based on demand.

TRAINING SUBJECTS

CLASSROOM INSTRUCTION TIME

DAY I

Unit I: Introduction To The Continuing Education Program 10 minutes

Unit II: Review of Gerontology and Psychological Aspects of Aging and Dealing With Losses Associated With

Aging**50**
minutes

Unit III: Review of Changes in the Nervous System and Circulatory Systems, Respiratory system as well as the Reproductive System As People

Age..... .50 minutes

10 minutes

Break

Unit IV: The General Review of Dementia and Alzheimer's disease 50 minutes

10 minutes

Break

Unit V: Outlining and Describing Seven Stages of Alzheimer's Disease 50 minutes

10 minutes

Break

Unit VI: Helpful Nursing Tips in Managing Symptoms of Alzheimer's Disease..... 50 minutes

10 minutes

Break

Unit VII:The Ten Signs of Alzheimer's Disease 50 minutes

10 minutes

Break

Unit VIII:Risk Factors and Some Activities and Interventions That May Delay the Onset and Progress of Alzheimer's

disease..... 50 minutes

10 minutes

Break

DAY 2

Unit IX:Myths about Alzheimer's disease; Discussions of some Clinical Studies Done on Alzheimer's

Diseases..... 50 minutes

10 minutes

Break

Unit X:Causes of Dementia and Ten Warning Signs of Dementia 50 minutes

10 minutes

Break

Unit XI:Safety/Emergency Procedure including CPR, Heimlich maneuver and Sexual Boundaries in Clients with Dementia and AD50 minutes

10 minutes

Break

Unit XII:Communicating with Cognitively Impaired Clients and Understanding the Behavior of the Cognitively Impaired Residents 50 minutes

10 minutes

Break

Unit XIII:Review of the demographics, pathophysiology of hypertension or high blood pressure and coronary artery diseases 50 minutes

10 minutes

Break

Unit XIV:Guidelines for the nurse aide caring for patients with angina pectoris, hypertension and peripheral vascular disorders 50 minutes

10 minutes

Break

Unit XV :Guidelines for the nurse aide caring for patients with myocardial infarction(heart attack) and congestive heart failure(CHF).....50 minutes

10 minutes

Break

Unit XVI:Guidelines for nurse aide caring for patients with upper respiratory tract infections pneumonia and asthma50 minutes

10 minutes

Break

DAY 3

Unit XVII:Guidelines for caring for patients with COPD (chronic obstructive pulmonary diseases and bronchitis, empyema and emphysema50 minutes

10 minutes

Break

Unit XVIII:Review of pathophysiology of stroke or cerebrovascular accident and relevant data that nurse aide must collect and report for effective care
Plan 50 minutes

10 minutes

Break

Unit XIX:Review relevant terminologies like the following but not limited to hemiplegia ,hemiparesis, expressive aphasia, receptive aphasia, emotional lability dysphagia.....50 minutes

10 minutes break

Unit XX:Guidelines for the nurse aide caring for residents recovering from stroke. Emphasis on decubitus ulcer prevention and bowel and bladder retraining50 minutes

10 minutes break

Unit XI:Review of pathophysiology of Parkinson's disease, multiple sclerosis, Head and Spinal cord injuries.....50 minutes

10minutes break

Unit XII:Guidelines for the nurse aide caring for Parkinson's disease and multiple sclerosis ...50 minutes

10 minutes break

Unit XIII:Guidelines for caring for patients head and spinal cord injuries and falls and fall prevention.....50
minutes

10 minutes break

Unit XIV:Case studies, discussions, questions and answers and suggestions for topics for future updates.....50
minutes

10minutes break

Summary, Review and Evaluation of Continuing Education30
minutes

Questions, Answers and Comments 30
minutes

SCHOOL RULES AND REGULATIONS

GENERAL RULES (STUDENT CONDUCT)

- All visitors must check in at the school office. Person waiting to pick up students must wait in the parking lot.
- Students must confine themselves to the school area only, and must not go into other areas for any reasons.
- Students must use the pay telephone in the hallway for calling out. The school will accept only emergency calls for students.
- Conduct while on campus and at the externship facility must be of a professional nature. The following violations lead to dismissal:
 - Insubordination, verbal abuse, or use of profanity.
 - Possession or consumption of alcohol.
 - Possession, consumption or solicitation of illegal drugs.
 - Theft.

CLASS ROOM RULES

- Students are expected to be on time at the beginning of each class.
- Eating, drinking, or smoking is not allowed anywhere in the building except in the lounge. Students must keep this area, no exceptions, by disposing of trash, drink cans, food, etc. in the proper receptacles.
- Cheating on any test, quiz, or examination can be a cause for dismissal.
- All tests are not kept by students, but must be returned to the instructor immediately after being reviewed by the student.
- Students must practice good hygiene while in class, especially at the externship facility. This includes daily bathing, well groomed hair, clean clothes, and clean and trimmed fingernails.

STUDENT DRESS CODE

- Students are expected to practice professionalism in the classroom and at the externship facility, or anytime the school is represented by you. Therefore, shorts, tank tops, miniskirts are not permitted.
- Wearing the nurse uniform is optional during the classroom phase of the course, but must be worn at all times at the externship facility along with the school badge and I.D. badge.

- No head gear of any kind is allowed.
- Excessive make up or jewelry is not be worn with the uniform.
- Aide students may wear street clothes during the class room phase but wear the uniform during the clinical portion.

TUITION AND FEE PAYMENT PLAN RULES

Payment **ARE DUE ON** Monday of each week and students must pay in accordance with their enrollment agreement. Exceptions must be arranged with and approved by the school administration. A student will automatically go on financial probation if payments are one week late, and is subject to dismissal if payment are two week late.

A \$20.00 fee will be imposed and added to a student's account for a check returned unpaid for any reason. After receiving a bad check from a student the school will accept only cash from those students thereafter.

Student must have **PAID IN FULL** all tuitions, school fees, and state examination fees prior to the scheduled end of the course. The students will not be graduated or authorized to take the state examination until their account is **PAID IN F U L L** .



Program name : Patient Care Technician

Course Description: Patient care technicians tend to ill and injured individuals in all stages of their lifecycle under the supervision of doctors, clinicians, nurses and medical professionals. Their duties include checking vital signs, taking measurements, assisting clients with activities of daily living, and assessment and documentation of patient's data. They also assist in the following areas but are not limited to: blood draws, EKG, catheterizations and phlebotomy. Students will focus on learning the cognitive, affective, and psychomotor skills necessary in the safe and compassionate, efficient, execution of delegated tasks in all health care settings. The course begins with the theoretical aspects of each task. Each task is reinforced with execution of a return demonstration and clinical exposure. Active student participation is expected.

According to the US Department of Labor statistics (BLS) job openings for nurse assistants and patient care technicians were projected to grow 21% during the 2012-2022 decade, which is faster than the national average. As of May 2013, these professionals earned a median yearly wage of \$24,890 per BLS.

The patient care technician is armed with training, skills, and working knowledge for upward mobility in the various health career disciplines. The patient care technician works in all health care settings taking care of patients in all stages of life cycle.

The course is 600 clock hours in length designed to prepare students for employment as advanced cross trained nursing assistants (patient care technicians), SOC Code 29-2099.00 (Health Technologists and Technicians), Health Care Technicians, Patient Care Assistants, Nursing Aides and Orderlies (66008439), or Home Health Aides (66011456).

Admission requirements:

- Candidates must at least be 18 years of age
- Have at least high school diploma or GED
- Criminal background check and Physical Exam (paid by the student)
- Be able to read and write.

Ability to read and write shall be evidenced by in-house admission reading and writing skills test. Candidates will answer questions following a designated reading assignment with 75% success to be admitted.

Student Assessment:

- Oral participation
- Quizzes

- Unit exams
- Performances of Learning
- Skills, lab and return demonstration, clinical exposure

Grading Guidelines: The final examination grade guidelines including a passing rate of 75% minimum

Required textbooks:

1. Hartman's Nursing assistant care Basics, Hartman's publishing Inc. with Jetta Fuzzy RN

Cost is \$45.00

2. Hogner, B. R., Acello, B., & Caldwell, E. (2004). Nursing Assistant: A Nursing Process Approach 9th Edition. Toronto, Ontario, Canada: Thomson Delmar Learning

Cost is \$ 45.00

3. (2005).12-Lead ECG for Acute and Critical Care Providers. Upper Saddle River, NJ: Prentice Hall (hand out shall be distributed)

4. Sorrentino S. A. (2004). Mosby's Textbook for Nursing Assistants. St. Louis Missouri: Mosby

Cost is \$60.00

Cost of tuition is \$6000 plus 3 books at \$150 for Total = \$6150

White scrubs on top with navy blue bottom scrub are required but purchased separately by the student (school can recommend places to purchase At Sharpstown mall Uniform shop cost is \$10.00)

		LEC.	LAB	TOTAL
NA-101	Introduction to Resident Rights. Communication and infection control Role of The NA in LTC. Safety and emergency measures.	12	4	16
NA102	Restorative, transfer, position, Ambulation. Care of the Resident environment. Hygiene. grooming, Nutrition and hydration needs. Elimination.	8	8	16
NA 103	Promoting a restraint proper environment, Vital signs, Height and weight. Observing reporting and documentation.. Admission, transfer and discharge. Role of the nurse aide in death and dying.	8	8	16
NA104	Introduction to restorative services and the nurse aide role.	3	0	3
NA 105	Psychological needs of Residents, culture. Change and specific behavior problems. Dementia and cognitive impairment	5	0	5
NA 106	Conflict Resolution and Technologies	3	1	4
NA 107	Nurse Aide clinical. .Actual hands on experience under supervision and guidance of licensed nurse is required prior to course completion	0	0 40	40
PCA0001	The healthcare system	16	0	16
PCA0002	Career success	16	0	16
PCA0003	Health Career Law and Ethics	24	8	32
PCA0004	Medical Terminology	24	0	24
PCA0005	Asepsis and infection control	24	8	32
PCA0006	Safety in the health care setting	24	0	24
PCA0007	Body Mechanics in patient care	16	8	24
PCA0008	Patient centered Care	32	8	40
AP1000	Human Anatomy and physiology	36	16	52
AH2001	Human growth and development	16	0	16
PCA3000	The Surgical patient	20	8	28
PCA 3001	Neonatal and pediatric Care	16	8	24
PCA3003	The terminally ill and post mortem care	16	8	24
AH2004	Urgent care	32	16	48
AH 2002	Nutrition	20	8	28
AH2003	EKG and Phlebotomy	24	16	40
PCA 4000	Patient Care Externship	0	032	32
	SUBTOTALS	395	133 72	600

PROGRAM OUTLINE

SUBJECT DESCRIPTIONS:

AP 1000— Human Anatomy and physiology: Lecture 36, Lab16.

Prerequisite: NONE

Description: Student will learn about the body systems and the care associated with common conditions

PCA 0001—THE HEALTH CARE SYSTEM: Lecture 16, Lab 0 Prerequisite: None

Description: This course content introduces the care giver to the world of health care. Student will explore the various settings and the role of the patient care assistant in each of the setting, discussing the uniqueness of each setting. The different national healthcare programs are discussed. The student will learn how to collect relevant data to ensure optimum outcome for the patient centered care.

PCA 0002—Career Success: Lecture 16, Lab 0, Prerequisite Successful completion of all NA course requirements

Description: This course examines professional requirements, certification opportunities, and upward mobility for the patient care assistant. Student will learn about resume preparations, interview techniques, job expectations, professional skill building and career planning.

PCA 0003—Health Career Law and Ethics: Lecture 24, Lab 8, Prerequisite Successful completion of all NA course requirements

Description: This course explores legal and ethical issues in healthcare delivery in healthcare delivery. The students will be introduced to common medico legal terms. They shall review informed consent proper documentation, confidentiality and health insurance portability act. Ethical discussions will focus on recognizing various patient needs, maintaining professional boundaries, culture sensitive care and appropriate communication skills.

PCA 0004 —Medical terminology: Lecture 24 Lab 0, Prerequisite: Successful completion of all the NA Course requirements

Description: This course is a study of medical vocabulary system. The student will learn about the structure, recognition, analysis, definition, spelling, pronunciation and combination of medical terms room prefixes, suffixes, roots and combining forms.

PCA 0005 — Asepsis and Infection Control: Lecture 24, Lab 8 Prerequisite Successful completion of all NA course requirements

Description: The student will learn about the standard protocol for the protection of the health care worker and patient to ensure that the procedures and treatments and prescribed by the physician are performed properly and safely to assist in the patients return to health

CA 0006— Safety in the health care setting: Lecture 24, Lab 0 Prerequisite NONE

Description: The student will learn the importance of his or her role in delivering safe and compassionate care using equipment safely resulting in positive patient centered outcome

PCA0007—BODY MECHANICSin PATIENT CARE: Lecture 16 hours Lab 8 Prerequisite Successful completion of all NA course requirements

Description: This course introduces the care assistant to the principles of correct body mechanics focusing on the proper body mechanics as important step in preventing back injury and ensuring patient rehabilitation and restoration of body functions. Students learn that using proper body mechanics helps save energy and prevent injury

PCA 0008—Patient centered care: Lecture 32, Lab 8, Prerequisite Successful completion of all NA course requirements

Description: This content area addresses admission, discharge transfer of patients in different settings of healthcare. Students learn pertinent assessment and observation made and reported to ensure outcome oriented patient centered care. They learn measuring of vital signs normal and abnormal parameters. They are introduced to personal care and principles of assisting in activities of daily living.

AH 2001 —Human Growth and development: Lecture 16, Lab 0, Prerequisite: Successful completion of all NA course requirements

Description: The student will gain an overview of the aging process and the human growth and development emphasizing normal growth and milestone achieved in the physical cognitive, social and emotional system. The developmental tasks associated with each milestone are discussed. The patient care technician role in improving care in each stage of life cycle is discussed.

PCA 3000**THE SURGICAL PATIENT:** Lecture 20 hours, Lab 8 hours,
Prerequisite Successful completion of all NA course requirements

Description This content area focuses in on the care of a patient pre and post operatively. **Student will learn important observations to be made on the surgical patients and how to manage basic postoperative situations**

PCA3001**NEONATAL AND PEDIATRIC CARE:** Lecture 16, Lab 8, **Prerequisite Successful** completion of all NA course requirements

Description: **Student will learn** who is a neonate and how to work with the sick child, by **building trust using the Erickson's developmental theory.**

PCA3003—**THE TERMINALLY ILL PATIENT AND POST MORTEM CARE:**
Lecture 16, Lab 8. **Prerequisite Successful** completion of all NA course requirements

Description: This content area describes the end of life and the comfort and palliative care as needed. **Student will learn** about the rights of the dying patient and support to the patient and family.

AH 2004 —**Urgent Care:** Lecture 32, Lab 16, **Prerequisite Successful** completion of all NA course requirements

Description: **Students will learn** through didactic instruction and active participation in simulated cases, to prepare and enhance their skills and clinical decision-making abilities for the diagnosis and treatment of cardio-pulmonary arrest, acute arrhythmia, stroke and acute coronary syndrome

AH 2002 —**Nutrition:** Lecture 20 Lab 8, **Prerequisite Successful** completion of all NA course requirements

Description: This course examines the nutritional needs throughout the life with emphasis on nutritional principles related to health promotion and protection. Student will learn about digestion and absorption of nutrients and cultural and economic influences on dietary practices. Diet in common conditions like diabetes mellitus, stroke and congestive heart failure are discussed.

AH 2003 —EKG and Phlebotomy: Lecture 24, Lab 16, Prerequisite Successful completion of all NA course requirements

Description: Students will learn about patient preparation, performing and mounting of 12 lead, single channel EKG tracings, review of the cardio vascular system and related terminologies. They will focus on basic rhythm identification and common disease states like injury and infarction. The students are also taught by demonstration and return demonstration to perform blood draw in adults and children. A strong emphasis is on infection control and proper patient identification

PCA 4000 PATIENT CARE EXTERNSHIP32 externship hours Prerequisite: Successful completion of all NA course requirements **and all PCA academic coursework**

Upon completion of structured classroom and laboratory skills, and return demonstration, then the student will train in the clinical setting. Actual hands on experience are done under the supervision of the licensed nurse. Each extent ship rotation shall have maximum of twelve students per instructor, and two students per preceptor. Externship co coordinator shall visit the Hospital or skilled nursing facility each scheduled clinical rotation day. For clinics daycare centers and outpatient centers, daily calls shall be made to guide the students' successful learning. The total course is 18 weeks and three days. The last week will be the clinical or externship. The last three days is for exams and processing of clinical experience. Each student will share the journal experience with the class. The two most patient centered outcome oriented journal of student experiences will be receiving an award.