

# Providence Health Career Institute, L.L.C.

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Your Quality Healthcare Education Provider

**CATALOG 2019**

Providence Health Career Institute, L.L.C.

Catalog

2019

Providence Health Career Institute

4600 Valley Road, Suite 412

Lincoln, NE 68510

402-326-2792

[providencehealthcareer.com](http://providencehealthcareer.com)

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# ADMINISTRATION

## **Administrator**

Cheryl Walburn, M.S.N., R.N.

(2019)

Master of Science in Nursing, Clarkson College

Bachelor of Science in Nursing, University of Nebraska Medical Center

## **Director of Marketing and Website Operations**

Brett Walburn, M.A.

(2019)

Master of Arts in Management, Doane University

Bachelor of Science in Business Administration, University of Nebraska-Lincoln

# 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 76 clock hours in length and the Medication Aide Course is 40 clock hours in length.

Classes will not be held on the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

For a current listing of dates and times of class offerings or to enroll, visit our website at [www.providencehealthcareer.com](http://www.providencehealthcareer.com) or call (402)-326-2792.

# GENERAL INFORMATION

## **Facilities and Equipment**

Providence Health Career Institute is located on the fourth floor of the Lincoln Medical Education Partnership Building. Upon entering the building, an elevator is available for transport to the fourth floor. Signs are posted in the building entry way and on the fourth floor for directions. The administrative office is located in Suite 412.

Classrooms are located on the fourth floor. They are equipped with tables and chairs, large dry-erase boards, televisions, and state of the art audiovisual and projection equipment.

A skills competency training and testing room is located on the fourth floor and is set up to simulate a patient or resident room. It is furnished with a patient bed, manikin, supplies and equipment for the 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 cart is utilized for the Medication Aide Course as well as supplies and equipment for training and demonstrating 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.providencehealthcareer.com](http://www.providencehealthcareer.com) or a paper registration form submitted to Providence Health Career Institute, 4600 Valley Road Ste. 412, Lincoln, NE 68510. 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.

## **Readmission Policy**

Students who have been terminated from a 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 the 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. Providence Health Career Institute 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 Institute 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 Providence Health Career Institute:

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**

The Nurse Aide and Medication Aide courses 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.

## **Student Lounge**

The Student Lounge is located on the fourth floor. Vending machines are available in the building complex and a microwave oven is available in the lounge. A refrigerator and a microwave oven are also available in Suite 412 for students bringing items requiring refrigeration or heating.

## **Telephones**

A pay telephone is located on the second floor of the building.

## **Placement Assistance**

Placement assistance is not provided for students seeking employment.

# 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. Absences may result in failure of a course. If a crisis has occurred, course faculty must be notified immediately of the absence and reason. If the required class hours are not completed in the scheduled period of time for the course, the student will not pass the course. The course instructors have the right to adjust class schedules as necessary. Students seeking readmission due to unsatisfactory attendance must follow the readmission policy.

## **Providence Health Career Institute Refund Policy**

If a student cancels a class within seventy-two (72) hours of enrollment/registration, a full refund will be issued within thirty (30) days of cancellation. A request for cancellation must be submitted by the student and received by Providence Health Career Institute within 72 hours of registration. If the request for cancellation occurs after 72 hours of enrollment/registration but before the class begins, a refund of all tuition paid shall be refunded except a registration fee of \$100. No refund will be given after a class has started or for failure to attend.

The official date of termination will be the last date of student attendance and documented on the attendance record.

## **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

## **NUA 101 Nurse Aide Course**

**Program Objectives:** Upon completion of the course, students will be able to:

1. Explain the use of effective communication and interpersonal skills.
2. Describe and demonstrate infection control and safety/emergency procedures.
3. Discuss the care of residents with cognitive impairments and identify techniques to address their unique needs and behaviors.
4. Recognize the rights of residents and how to respect their rights.
5. Identify the mental health and social service needs of residents and appropriate responses and interventions.
6. Describe the body systems, common disorders, care, observations, and reporting.
7. Explain and demonstrate personal care skills.
8. Discuss and demonstrate basic nursing skills.
9. Recognize the nutrition and hydration needs of the ill or elderly including special needs.
10. Identify common chronic and acute conditions of the elderly.
11. Describe rehabilitation and restorative services and care.
12. Explain factors involved in being employed as a nurse aide.

Tuition and Fees: \$399 for tuition and \$95 for the textbook and skills DVD.

Length of Program: 76 clock hours

## **MEA 201 Medication Aide Course**

**Program Objectives:** Upon completion of the course, students will be able to:

1. Recognize the 10 basic competencies needed in order to safely provide another person with his or her medications in accordance with the Nebraska Medication Aide Act.
2. Identify specific drug families, actions, side effects, and use to treat or prevent disease.
3. Recognize the responsibilities of the Medication Aide in relation to PRN medications; providing medications by vaginal, rectal, tube, or inhaled routes; and providing insulin by injection.

Tuition and Fees: \$299 for tuition and \$60 for the textbook.

Length of Program: 40 clock hours

The Nurse Aide Course and Medication Aide Course are State approved courses and upon completion of the courses, students are eligible to take the State exams for placement on the Nebraska State Nurse Aide Registry or Nebraska State Medication Aide Registry.

## **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.

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 grading 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.