



ALIA SCHOOL OF NURSING –
COLUMBUS ACADEMIC CATALOG
2024-2025 EDITION

ALIA SCHOOL OF NURSING - COLUMBUS CAMPUS

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FEDERAL HOLIDAYS

- New Year's Day - January 1
- Birthday of Martin Luther King, Jr. - January 20
- Washington's Birthday - February 17
- Last Monday of May - Memorial Day
- Independence Day - July 4
- Labor Day - First Monday of September
- Columbus Day - Second Monday of October
- Veterans Day November 11
- Thanksgiving Day - 4th Thursday of November
- Christmas Eve & Christmas Day - December 24th & 25th

ACADEMIC CALENDAR

The academic calendar is defined as one calendar year between January 1 and December 31. An academic term is defined as the amount of time it takes to complete one academic class, assuming there are no interruptions to the schedule. The Alia School of Nursing is closed annually on the following Holidays.

- New Year's Day
- Easter Sunday
- Independence Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

PROGRAM ENROLLMENT DATES¹

Nurse Aide Training and Competency Evaluation Program (STNA)

The academic term for Nurse Aide class begins every two-weeks. Part-time Day, Part-time Evening, and Part-time Weekend courses start every month. Contact Alia administration at 614-847-3617 or visit www.AliaHealthcare.com/Registration for the next available start dates.

Phlebotomy Technician Program (CPT)

The academic term for the Phlebotomy Technician Program begins every eight weeks. Please contact Alia administration at 614-847-3617 or visit www.AliaHealthcare.com/Registration for the next available start dates.

Train-The-Trainer (TTT - ODH)

The Train-The-Trainer (TTT) program is held for two consecutive weekends once per quarter. Please contact Alia administration at 614-847-3617 or visit www.AliaHealthcare.com/Registration for the next available start dates.

Practical Nursing (PN) Program

The Practical Nursing Program is a 1000 clock-hour program held over four (4) ten-week academic terms for a period of ten months. Contact Alia administration at 614-847-3617 or visit www.AliaHealthcare.com/Registration for the next available start dates.

Medication Aide (MA-C) Program

The Medication Aide Program is a 120 clock-hour program and is held over a seven-week period with evening and day offerings. Contact Alia administration at 614-847-3617 or visit

www.AliaHealthcare.com/Registration for the next available start dates.

¹ Schedules for programs may vary around holidays.

ACCREDITATIONS AND APPROVALS

Alia School of Nursing: The Aila School of Nursing and all academic programs within the school have been approved by the Ohio State Board of Career Colleges and Schools.

ACADEMIC PROGRAMS

Nurse Aide Training and Competency Evaluation Program (STNA)

This Nurse Aide Training and Competency Evaluation Program (NATCEP) is approved and licensed by the Ohio Department of Health NATCEP Unit. The program has also been approved by the Ohio State Board of Career Colleges and Schools.

ODH NATCEP LICENSE NUMBER(S): #3651861, #3654176, #3654175

Phlebotomy Technician (PT)

The Phlebotomy Technician program has been approved by the Ohio State Board of Career Colleges and Schools.

Practical Nursing Program (PN)

The Practical Nursing Program is approved and licensed by the Ohio Board of Nursing. The program is also approved by the Ohio State Board of Career Colleges and Schools.

Medication Aide Program (MA-C)

The Medication Aide Program is approved and licensed by the Ohio Board of Nursing. The program is also approved by the Ohio State Board of Career Colleges and Schools.

AVOCATIONAL PROGRAMS

CRP/AED/BLS: The CPR program is taught by an American Health Association certified instructor using the AHA approved curriculum.

Train-The-Trainer (TTT - ODH)

The Train the Trainer Program is approved and licensed by the Ohio Department of Health NATCEP Unit.

TRAIN THE TRAINER LICENSE NUMBER: # 3653006

GENERAL PROGRAM INFORMATION

LOCATION

The Alia School of Nursing is located on the second floor of Northland Professional, a professional office building located in Columbus, Ohio. Alia is in North Columbus near the I-270 Cleveland Ave exit.

FACILITIES AND EQUIPMENT

Alia is located on the 4th floor (over 8,000 square feet) of a professional office building located at 2800 Corporate Exchange Dr, 3,000 square feet of which have been built out to

accommodate for administrative offices, business office, faculty offices, instructor offices, computer lab, skills lab, classrooms, student break room, laundry room, storage rooms, reception, and Nurse Aide state testing room.

PROGRAM OR FACULTY CHANGES

The Alia School of Nursing reserves the right to (1) change classes, cancel classes of insufficient size and or add classes, (2) to change, add or delete a course from a program, and (3) to change faculty, as long as said changes do not alter the overall objectives of a program or increase the requirements needed to graduate.

PLACEMENT ASSISTANCE

Employment is not guaranteed to a student. However, the Alia School of Nursing does provide graduates assistance in seeking employment. Assistance may encompass:

- Interview preparation
- Job search training
- Scheduling for interviews
- Assistance in resume preparation

Students may also use the job board located on our website or recruitment table in the main office to search for open positions.

STUDENT FINANCIAL RESPONSIBILITY

No certifications will be issued to any student who owes tuition or any other fees to the Alia School of Nursing.

SCHOLARSHIPS

Currently, the Alia School of Nursing does not award scholarships.

STATE AND FEDERAL TUITION ASSISTANCE

Currently the Alia School of Nursing does not accept state or federal aid. Student's may however qualify for assistance through the following programs:

Opportunities for Ohioans with Disabilities (OOD) - Financial assistance may be available from this local agency for students with physical, mental or emotional disabilities that present a handicap to employment. Partial to total aid may be available to cover tuition, books, and supplies. Contact your local or area OOD office or call 1.800.686.3323 for more information.

Workforce Investment Opportunities Act (WIOA) - Financial assistance may be available from this program for students who qualify. Partial to total aid may be available to cover tuition, books and supplies. Please contact your local Ohio Means Jobs center for additional information/eligibility requirements.

Trade Adjustment Assistance (TAA) - Financial assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or local Ohio Means Jobs center for more information and eligibility requirements.

Ohio Means Jobs Centers:

Adams 937.695.0316	Clinton 937.382.7762
Brown 937.378.6041	Fayette 740.335.5115
Butler 513.785.6500	Hamilton 513.946.7200
Clermont 513.943.3000	Highland 937.393.1933
	Warren 513.695.1130

BILLING AND PAYMENTS

Each academic session students are required to acknowledge and accept their responsibility to pay for all enrolled classes and other charges that post to their bill. Payments must be in U.S. Dollars. Payments may be made online at www.aliahealthcare.com via the online student portal, in person or via phone. Acceptable forms of payment include: Money Order, Check, Credit/Debit Card, Cash. Tuition is due on the first day of class unless enrolled in a payment plan. Tuition costs vary based on the program.

Tuition Payment Plan

The tuition payment plan is an excellent option for those who do not want to pay their bill all at once prior to the start of the term. Payment plans allow the student to extend tuition payments over the course of their academic program. All fees must be paid prior to the end of the program. No certifications will be awarded to students with an outstanding balance.

Students can only have one (1) payment plan per academic term. Students can sign up for the payment plan at the end of their enrollment application or by contacting the main office prior to the start of classes. A one time \$25.00 fee will be assessed for the payment plan. This fee is due with the first payment and is non-refundable once paid. No changes will be made to the payment plan after the end of the first day of classes.

A late fee of \$5/day will be assessed to any student who misses a scheduled payment. Any late fees after a payment due date are the responsibility of the student. We do not offer automatic withdrawal and the payee must make the payment manually each time. If a parent or third-party is paying a student's bill, the student will need to authorize them to view and pay their bill by completing an authorization form with the main office.

Invoiced or Sponsored Aid

Organizations wanting to be invoiced or billed for tuition and fees must notify the school in advance with the name and start date of each student they intend to sponsor. Unless otherwise indicated the sponsoring organization will be invoiced for the total balance of mandatory program fees. Additional fees (state examinations, shoes, etc.) to be covered must be approved in writing by the sponsoring organization. Credits are not posted to the student's account until payment is received from the sponsoring organization. Students are responsible for paying all tuition and fees not covered by the agreement by the due date or risk being assessed a late payment fee. If the sponsor does not cover the total cost of the tuition and fees, it is the student's responsibility to pay the remaining balance due.

TUITION AND FEE CHANGES

The Alia School of Nursing reserves the right to change the tuition and fee charges listed in this catalog. A student will not be subject to any increases announced after the date of the student's enrollment until the next academic session. Current prices are available from the school upon the students request. Please review the student enrollment for the latest changes.

TRANSFER CREDITS

Transfer credits, and credits for prior experience may be granted at the discretion of the program director. Students should submit any relevant experience/transcripts for review prior to the start of classes.

COURSE MATERIALS

Purchase of any required books and supplies may be made from Alia School of Nursing or at the location of the students choosing.

REENTRANCE POLICY

Reentrance for students dismissed from the program will be considered on a case to case basis. Students seeking reentrance into the program must schedule a reentrance interview with admissions.

COMPLAINT OR GRIEVANCE PROCEDURE

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to:

Executive Director

State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, Ohio, 43215
Phone: 614-466-2752 or Toll free: 877-275-4219

SCHOOL REFUND POLICY

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

State refund policy for programs organized on a clock hour basis:

(a) All clock hour programs that exceed three hundred clock hours must be broken into academic terms in accordance with paragraph (F)(11)(b) of this rule and as approved by the board. The number of clock hours in each academic term must be set forth on the school's enrollment agreement. Each academic term shall constitute a separate refund period.

(b) For programs operating on a clock hour basis, programs of three hundred to six hundred hours will be considered equivalent to two academic terms and, therefore, shall be divided by two. Programs of six hundred to nine hundred clock hours shall be considered to be equivalent to three academic terms and shall be divided by three. Programs that are more than nine hundred hours but that are normally completed in less than one calendar year shall be divided by four. Programs that are normally completed in more than one year shall consider the clock hours scheduled in the second year as new academic terms and those clock hours occurring in the second year shall be divided in accordance with this paragraph.

(c) Refunds in clock hour programs shall be made for each academic term in accordance with the following procedures:

(i) A student who starts class and withdraws before the academic term is fifteen percent completed will be obligated for twenty-five per cent of the tuition and refundable fees for

the current academic term plus the registration fee.

(ii) A student who starts class and withdraws after the academic term is fifteen percent complete but before the academic term is twenty-five per cent completed will be obligated for fifty per cent of the tuition and refundable fees for the current academic term plus the registration fee.

(iii) A student who starts class and withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent completed will be obligated for seventy-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.

(iv) A student who starts class and withdraws after the academic term is forty percent complete will not be entitled to a refund of the tuition and fees for the current academic term.

INFORMATION FOR VETERANS

VETERANS BENEFITS AND TRANSITION ACT OF 2018

A provision within the recently enacted Veterans Benefits and Transition Act of 2018 requires Ohio's State Approving Agency (SAA) to disapprove all courses at educational institutions that have a policy inconsistent with the following criteria for recipients of Chapter 31 and Chapter 33 of the G.I. Bill™ by August 1, 2019.

The policy is limited to tuition funds paid by the U.S. Department of Veterans Affairs and enforced at Institutions of Higher Learning, Non-College Degree Programs, and Flight Schools. Educational institutions must have a policy that ensures that they will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

VETERANS REFUND POLICY

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length.

A registration fee of \$10 need not be refundable: any amount beyond that is subject to proration and refund (CFR 21.4254(c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges. A copy of this policy will be provided to all students receiving educational benefits from the Veterans Administration.

RELEASES AND WAIVERS

Photo Waiver Release

Signing the Student Enrollment Agreement grants the release permission to produce photographs and video for Print Advertisements, Web-based Publications, Organization Bulletin, or other marketing and promotional purposes.

The student affirms that such release to the releasee does not constitute any form of compensation, including royalties arising from the photographs and videos, to their benefit.

The student understands and agrees that photographs and videos in the possession of the releasee shall become the property of the releasee. The use and publication of the photographs and videos however, shall conform to the student's rights as a subject of said photographs and videos.

The student waives their right to inspect or approve the photographs and videos by which their likeness appears.

The student holds harmless, release, and forever discharges the school from all claims, demands, and causes of action which the student, their heirs, representatives, executors, administrators, or any other persons acting on their behalf or on behalf of their estate have or may have by reason of this authorization.

Consent to Communications

Upon signing the student enrollment agreement, the student grants permission to Alia Healthcare, Alia School of Nursing, and their administrators for communicating current and future programmatic information by text, phone call, and/or email.

STUDENT CODE OF CONDUCT

BEHAVIORAL EXPECTATIONS

Positive ethical behavior is expected of all students while enrolled in any program. Students must follow all school policies which include:

1. Students are prohibited from using, possessing, exchanging, selling and/or distributing controlled substances and/or the unlawful use of alcohol while on school premises or engaged in any school activities.
2. Students are prohibited from coming to school or engaging in any course requirements while under the influence of drugs or alcohol.
3. No firearms, knives or weapons are permitted on school property.
4. Academic honesty.
5. Respect personal property.
6. Follow the attendance policies.
7. Be on time for class.
8. Proper behavior and courtesy are expected of students at all times.

VERBAL AND WRITTEN WARNINGS

The following are conditions that may warrant a verbal or written warning. Dismissal could result after a review of written warning. Offenses in this category are at the discretion of the Alia administration.

1. Being late to class - This includes being tardy to class at the beginning, arriving late

- from lunch and arriving late from breaks.
- 2. Disruptive behavior - This includes sleeping, talking and cell phone use during class and clinicals.
- 3. Dishonesty, insubordination and/or inappropriate language.
- 4. Non-compliance with facility policies (i.e. smoking, parking, etc.)
- 5. Non-compliance with safety practices in the classroom/clinical setting (i.e. infection control)
- 6. Non-compliance with dress code/appearance rules

DISMISSAL FROM PROGRAM

Student dismissal is viewed as a last recourse. The follow are conditions or violations for which a student may be dismissed from the program:

- 1. Violation of school rules and policies.
- 2. Recurring attendance or tardiness problems.
- 3. Poor academic progress.
- 4. Failure to make scheduled tuition payments.
- 5. Violation of the student conduct policy.
- 6. Cheating on course assignments.
- 7. Possession of a deadly weapon while attending class/clinical.
- 8. Illegal use or possession of a controlled substance and/or alcohol while attending class/clinical or coming to class/clinical under the influence of an illegal substance.

Any and all dismissals are at the discretion of the Alia School of Nursing administration.

NOTE: Clinical requirements vary among programs. See the program outline for specific clinical instructions.

PROGRAM FEES²

NURSE AIDE TRAINING AND COMPETENCY EVALUATION PROGRAM

The state examination is not included in the total cost of the program. State exam fees must be paid directly to the testing company (D&S Diversified) when the student is ready to take the exam.

Full-Time, Part-Time, Evening Sessions

Seat Fee	\$125.00
Book Bundle.	\$30.00
Technology Fee.	\$20.00
<u>Tuition</u>	<u>\$399.00</u>
Total.	\$574.00

Weekend Session

Seat Fee	\$125.00
Book Bundle.	\$30.00
Technology Fee.	\$20.00
<u>Tuition</u>	<u>\$499.00</u>
Total.	\$674.00

PHLEBOTOMY TECHNICIAN

Program fees include one (1) uniform, all required textbooks, and the first attempt of the NHA CPT examination fee. Additional attempts of the NHA CPT exam are the responsibility of the student.

Phlebotomy Program Fees

Seat Fee	\$125.00
Class Supplies	\$150.00
<u>Tuition</u>	<u>\$400.00</u>
Total.	\$675.00

PRACTICAL NURSING (PN)

The National Council Licensure Examination for Practical Nurses (NCLEX-PN exam) is not included in the total cost of the program. State exam fees must be paid directly to NCLEX when the student is ready to take the exam.

Practical Nursing Program Fees

\$19,466.00*

The \$125.00 Seat Fee is non-refundable and must be paid upon acceptance into the program.

Breakdown of Pricing

Seat Fee (Non-Refundable)...	\$ 125.00
Books.....	\$ 1,327.00*
Supplies.....	\$ 979.00*
Fees.....	\$ 2,035.00
Tuition.....	\$15,000.00

*The total cost of the program is subject to change based on market price of books and supplies

MEDICATION AIDE (MA-C)**Medication Aide Program Fees**

Seat Fee	\$150.00
Books	\$175.00
BCI & FBI	\$ 75.00
<u>Tuition</u>	<u>\$800.00</u>
Total.	\$1,200.00

CARDIOPULMONARY RESUSCITATION (CPR) BASIC LIFE SUPPORT (BLS)**CPR/AED/BLS Fees**

Tuition ³	\$55.00
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TRAIN THE TRAINER (TTT) - ODH**Train the Trainer Program Fees**

Enrollment.	\$200.00
<u>Tuition⁴</u>	<u>\$500.00</u>
Total.	\$700.00

² Tuition is the only fee that may be broken up by a payment plan. All other fees must be paid prior to the start of classes.

³ CPR classes are not eligible for payment plans. Tuition must be paid in full at registration. ⁴ The TTT program is not eligible for payment plans. Tuition must be paid in full by the first day of class.

COURSE DESCRIPTIONS

CPR/AED/BLS - CARDIOPULMONARY RESUSCITATION & BASIC LIFE SUPPORT 6 HOURS

The American Heart Association (AHA) BLS course provides healthcare providers with training in basic first aid procedures, including the first aid skills recommended by OSHA and Basic Life Support for Healthcare Providers. Students who complete the course qualify for the AHA Basic Life Support for Healthcare Providers and AHA Heartsaver First Aid course completion cards. This is a single 6-hour course. The course will be completed in one day. The course will be taught by an AHA certified CPR instructor.

NATCEP - NURSE AIDE TRAINING AND COMPETENCY EVALUATION PROGRAM 75 HOURS

The Nurse Aide Training and Competency Evaluation Program is a 75-clock hour program composed of 59 lecture hours and 16 clinical hours. The program coursework introduces students to the following healthcare topics: nurse aide roles, communication, interpersonal skills, basic nursing skill, mental health, social services, legal issues, safety & security, signs and symptoms of disease, aging, death and dying, hygiene, grooming and mobility. Upon successful completion of our class, all students will be qualified to take and pass the Ohio State Tested Nurse Aide (STNA) State Examination.

CPT - PHLEBOTOMY TECHNICIAN 80 HOURS

The Phlebotomy Technician Program is 80 clock hours spanning over a total of six weeks. The program is designed to prepare students to participate in the National Healthcare Association (NHA) Certified Phlebotomy Technician (CPT) Examination. The program will prepare students by providing them with the appropriate knowledge of the five major domains covered on the exam: Safety and Compliance; Patient Preparation; Routine Blood Collections; Special Collections and Processing. Training along with clinical or external experience must include a minimum of 30 successful venipunctures and 10 successful capillary sticks.

PN - PRACTICAL NURSING PROGRAM 1000 HOURS

The Practical Nursing Program is a 1000-clock hour program composed of 790 didactic lecture hours, 108 laboratory hours, and 102 clinical hours. The program coursework introduces students to several nursing topics including but not limited to: transitions to nursing, nursing fundamentals, communication, nursing sciences, maternal and child nursing, mental health, and geriatrics. Upon the successful completion of our PN Program, all students will be qualified to take and pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN Exam).

MAC - MEDICATION AIDE PROGRAM 120 HOURS

The Medication Aide Program is a 120-clock hour program composed of 80 didactic lecture hours and 40 clinical hours. The program introduces students to several topics including but not limited to: communication and interpersonal skills, resident rights, rights of medication administration, drug terminology, storage and disposal, basic pharmacology, drug classifications and medications affecting body systems, and the safe administration of medications. Upon successful completion of our MAC Program, all students will be qualified to take and pass the Ohio Medication Aide (MA-C) Examination.

TTT - TRAIN-THE-TRAINER 32 HOURS

In a 32-hour, two-weekend course, our program prepares qualified nurses to teach and coordinate Nurse Aide Training in the State of Ohio by equipping you with proven classroom and clinical teaching strategies, as well as ensuring you understand all the requirements for the Ohio Training and Competency Evaluation Program (TCEP). Our TTT program meets the most current standards of the Ohio Administrative Code. We have flexible scheduling options for this two-weekend course. Call us or stop in today to discuss your future as a certified trainer or coordinator of Nurse Aide Training. Increase your value in the healthcare field today with our TTT certificate program.



CARDIOPULMONARY RESUSCITATION (CPR), FIRST AID (AED), BASIC LIFE SUPPORT (BLS)

The American Heart Association (AHA) BLS course provides healthcare providers with training in basic first aid procedures, including the first aid skills recommended by OSHA and Basic Life Support for Healthcare Providers. Students who complete the course qualify for the AHA Basic Life Support for Healthcare Providers and AHA Heartsaver First Aid course completion cards. This is a single 6-hour course. The course can be completed in one day.

OBJECTIVES

1. Demonstrate basic first aid skills needed to control bleeding and immobilize injuries.
2. Demonstrate the skill needed to assess the ill or injured person.
3. Demonstrate skills to assess and manage foreign body airway obstruction in infants, children and adults.
4. Demonstrate skills to provide one- and two- person cardiopulmonary resuscitation to infants, children and adults.
5. Recall rationale and technique for automated external defibrillation.
6. Complete American Heart Association's BLS written final examination as required for healthcare professionals.
7. Demonstrate proper use of pocket mask, bag-valve mask and ventilation to an artificial airway during resuscitation attempts.

ENROLLMENT

1. Must present two forms of government issued identification.

The AHA does not mandate a minimum age requirement for learning CPR. The ability to perform CPR is based more on body strength than age. Students may enroll in CPR classes at any age, so long as the applicants believe they have the body strength to be successful.

ATTENDANCE

Attendance and punctuality are required for all sessions. “On-time” means to be in your seat at the start of class. Students are regarded as late if they enter classroom 1-minute past start time. Clock in the classroom will be used to determine the time frame. Instructors reserve the right to deny students access to the class if they are more than 10 minutes late or miss an entire class. Cell phones must be turned off or on silent mode during class.

ACADEMIC STANDARDS

Section 1:

First Aid and Safety Exam 100 points (Minimum Passing: 80 points)

First Aid and Safety Skills Assessment P or F

Section 2:

BLS Written Exam 100 points (Minimum Passing: 84 points)

BLS Skills Assessment P or F

GRADING STANDARDS:

A = Present and on-time to all class sessions, passing score on both exams on the first attempt and no skills repeats.

B = Minimally late (1x, < 10 minutes) to class sessions and/or passing exams (one or both) second attempt and/or minimal (1x) skills repeats

C = Late (2x, < 10 minutes) to class sessions and/or passing exams (one or both) on second attempt and/or multiple (2x) skills repeats

F = Non-attendance (one or both sections) and/or not passing one or both exams on the second attempt

SATISFACTORY PROGRESS

Students are permitted to repeat each of the above exams no more than one (1) time during the exam portion of the class. Students are permitted to repeat each of the above skills assessment no more than two (2) times during the assessment portion of the class.

COURSE REPETITIONS

If a student fails to meet the minimum grading requirements the student will be ineligible to attend clinical and will not be issued a certificate of completion. A student who does not receive a passing grade may choose to re-enroll in an upcoming session of the class. The student will be required to repay any applicable tuition fees.

GRADUATION REQUIREMENTS

AHA FIRST AID AND SAFETY PROVIDER CARD

To receive a First Aid and Safety Provider Card, the student must:

1. Be present at all class sessions.
2. Minimum passing of 84 points on the Written Exam
3. Pass the First Aid and Safety Skills Assessment

AHA BLS FOR HEALTHCARE PROVIDER CARD

To receive a BLS for Healthcare Provider Card, the student must:

1. Be present at all class sessions.
2. Minimum passing of 84 points on the Written Exam
3. Pass the BLS Skills Assessment.

⁵ International Students with no social security card may be eligible to take the course. Students must contact the NATCEP Program Coordinator prior to the start of class.

⁶ Minimum one step PPD/TST test required; QFT-Plus Test is also acceptable.



NURSE AIDE TRAINING AND COMPETENCY EVALUATION PROGRAM

Our Nurse Aide Training Competency and Evaluation Program (NATCEP) consists of coursework relating to the following healthcare topics: nurse aide roles, communication, interpersonal skills, basic nursing skill, mental health, social services, legal issues, safety & security, signs and symptoms of disease, aging, death and dying, hygiene, grooming and mobility. In addition to classroom-based training and laboratory training, you will have a "hands on" clinical experience. Upon successful completion of our class, all students will be qualified to take and pass the Ohio State Tested Nurse Aide state examination.

STATE OF OHIO NURSE AIDE TRAINING AND COMPETENCY EVALUATION PROGRAM STANDARDS AND GUIDELINES:

“Chapter 3701-18 of the OAC for the State of Ohio establishes the requirements for Ohio’s Nurse Aide Training and Competency Evaluation Program. These requirements mandate that as of Jan. 1, 1990, all NAs working on a regular basis in Ohio’s LTCFs must complete a 75-hour TCEP and pass a competency evaluation test conducted by the director. The objective of this NA training and competency evaluation requirement is the provision of quality services to residents in LTCFs by NAs who are able to:

1. Form relationships, communicate and interact competently on a one-to-one basis with LTCF residents as part of the team implementing resident care objectives 2. Demonstrate sensitivity to the residents’ physical, emotional, social and mental health needs through trained, directed interactions; 3. Assist residents in attaining and maintaining functional independence; 4. Exhibit behavior in support and promotion of residents’ rights; and 5. Demonstrate observation and documentation skills needed in support of the assessment of the long-term care residents’ health, physical condition and well-being.”

PROGRAM OBJECTIVES

1. To prepare students to take and pass the Ohio State Tested Nurse Aide state examination.
2. To prepare students for employment as a Nurse Aide

ENROLLMENT POLICIES

Admissions standards as outlined by the STATE OF OHIO NURSE AIDE TRAINING AND COMPETENCY EVALUATION PROGRAM STANDARDS AND GUIDELINES: “Anyone may apply to conduct a TCEP as long as they meet the requirements specified in Chapter 3701-18 of the OAC.”

1. The student must be at least 16 years of age.
2. The student must have a government issued ID.
3. The student must have a social security card⁵.
4. The student must provide a negative resulting Tuberculosis Test or Chest X-Ray⁶.
5. The student must complete the new student enrollment application online.

A student’s enrollment is not considered complete until the \$125.00 seat fee has been paid. The seat fee is the application fee. Enrollment for NATCEP courses will remain open until 24 hours (excludes weekends and holidays) prior to the start of a class or until all available seats in the class have been filled.

DRESS CODE

Students must wear Navy Blue scrubs to each class and clinical session.

Students are required to wear white, close-toe shoes to each class and clinical session. Students must bring a watch with a sweeping hand to class/clinical.

TOPIC AREAS

The Nurse Aide Training and Competency Evaluation program is a single 75 clock hour course composed of 59 classroom and 16 clinical experience hours. The following 'topic areas' overview the content covered during the lecture/laboratory components of this course as outlined by the Ohio Department of Health NATCEP curriculum guidelines.

Topic Area I - Introduction to the Training and Competency Evaluation Program Ohio's TCEP has been designed to meet the requirements of Chapter 3701-18 of the OAC as well as provide a meaningful, practical skill development opportunity for persons wishing to be NAs in Ohio's LTCFs.

Topic Area II - Communication and Interpersonal Skills - Standards II.1 - II.9 Communication and interpersonal skills are critical to the well-being of residents, the people who care for or about them and to the flow of information within the LTCF. Because of their significant contact with the residents, NAs play an important role in the flow of information in the LTCF. The ability of the NA to communicate changing conditions of the resident to proper staff may be critical to the resident's well-being. The NA must also interact effectively with other members of the health care team including staff from other departments. Therefore, the NA should receive training in basic verbal and nonverbal communication techniques, identification of factors which may impair communication and methods to enhance interpersonal skills.

Topic Area III - Infection Control - Standards III.1 - III.3

Residents, by the very nature of their living environment and physical/emotional status, are prone to a variety of infections. The NA is in a unique position to assist residents to prevent infection. The NA needs to recognize, and report signs and symptoms of infection quickly should these symptoms appear. The NA must also be able to identify behaviors that prevent the spread of infection.

Topic Area IV - Safety and Emergency Procedures - Standards IV.1 - IV.7 Knowledge and the ability to act properly regarding safety and emergency procedures are critical to the wellbeing of residents and caregivers in the LTCF. Residents are largely dependent on the staff of the LTCF to provide a safe environment for them and to ensure their safety in the event of fire or natural disaster. Therefore, the NA must not only be aware of proper safety and emergency techniques but must be able to perform the correct procedures when necessary.

Topic Area V - Promoting Residents' Independence - Standard V.1

Prior to admission to an LTCF, individuals have suffered losses which decrease the amount of independence in their lives. Examples of these losses may be a decrease in functional health, which affects mobility, changes in relationships or their ability to complete activities of daily living (bathing, eating, etc.). Admission to an LTCF usually results in an increased awareness of these losses, and for some individuals, a feeling of failure because they can no longer be as independent as in their previous lifestyle. In addition, there is a fear of dependence in the

areas of money and personal routine. Contact with family, friends and familiar surroundings will change. NAs and other caregivers are with these residents while many activities of daily living are being performed. Therefore, NAs play a vital role in the amount of independence residents will have while residing in an LTCF. NAs and other caregivers must be sensitive to the dependence that may be produced by losses associated with aging and disability. The NA's ability to develop empathy will assist residents to adjust to the LTCF placement and help the resident to function at the maximum level of independence possible.

Topic Area VI - Respecting Residents' Rights - Standard VI.1

Residents of LTCFs are protected by the same rights as any American citizen under the United States Constitution. However, residents of LTCFs, by virtue of entrusting their lives to others, have gained through federal statutes and the State of Ohio's Resident Bill of Rights specific rights that are designed to afford them additional protection. The additional protection helps to ensure their dignity, human rights and lives will be honored. Because of the relationships they build with residents and the amount of direct contact they have with these individuals; NAs play a key role in implementation of the residents' rights.

Topic Area VII - Basic Nursing Skills - Standards VII.1 - VII.10

The NA interacts with the resident on a daily basis more than any other single staff position in the LTCF. Therefore, the NA needs to be competent in the delivery of basic nursing skills. The resident depends on the NA to perform these skills, to seek help for the resident when help is needed and to accurately report a change in the resident's condition to the proper authority. The correct performance of basic nursing skills provides comfort to the resident and is a major factor in the resident's need to live in an LTCF. The TCEP shall provide a curriculum that will result in the trainee obtaining the skills to competently perform basic nursing Procedures.

Topic Area VIII - Personal Care Skills - Standards VIII.1 - VIII.8

Residents, by the very nature of their need for long-term care, frequently require varying degrees of assistance to complete personal care. Because of the intimate nature of nursing care needed and the potential negative reaction of the residents, the NA has a special role to play in the delivery of personal care. In addition, personal care skills, when properly done, can add to the resident's feeling of self-worth and dignity.

Topic Area IX - Mental Health and Social Service Needs - Standards IX.1 - IX.8 Medical needs alone are not the only reason residents come to the LTCF. Some residents may have psychological, psychosocial and environmental needs that prevent them from being cared for in other settings. Sometimes, the problems that affect these residents increase in severity and/or may be degenerative in nature. Recognizing the potential for such changes in behavior becomes important to the intervention and management of these behaviors. The TCEP contains subject matter that is developed to address the emotional and social service needs of residents in the LTCF.

Topic Area X - Basic Restorative Services - Standard X.1 - X.3

As more and more residents are admitted to LTCFs for rehabilitative services, NAs will have

more opportunities to assist residents regain some, if not all, lost functions. At the very least, NAs should assist residents to maintain current levels of functioning to the extent it is physiologically or psychologically possible. Many restorative functions are also basic nursing skills or personal care skills.

Topic Area XI - Summary of Resident's Rights - Standard XI.1

This section expands upon the topic of Residents' Rights briefly discussed in the Pre-Resident Contact portion of this document. NAs are one of the resident's advocates and a first line of support for the resident's individual rights. The resident's rights must be maintained as though the individual were a self-sufficient entity in society. This section elaborates upon the day-to-day life of the resident and speaks to the rights accompanying individual freedom. NAs must have a working knowledge of these rights.

ATTENDANCE

The Ohio Department of Health requires that students complete a minimum of 59 classroom hours and 16 clinical hours for a total of 75 hours. To ensure that all students meet this requirement, we monitor the amount of time that each student participates in class using a biometric system. Attendance is 100% mandatory. A student may not miss anytime in the entire program for any reason including court dates, doctors' appointments, etc. You must rearrange any personal obligations around your class schedule. If a student misses any of this time, the student will be dropped from the enrolled class immediately and will have to transfer into a future class. A student who drops, is dismissed from the course, or fails, is responsible for the tuition fees, books and uniform costs and agrees to payment for the course. Students may be eligible for refunds in accordance with OAC section 3332-1-10. If a student is dropped from the class for any reason, the student will be allowed the opportunity to begin the next class section to complete the course. There will be a \$100 transfer charge, in addition to your balance being paid in full, prior to the start of class. If the transfer occurs in the last week of the course the transfer fee assessed will be \$175.00. Per the Ohio Department of Health, all missed class/clinical hours must be completed within 60 days from the original missed class/clinical date. If the course is not completed within 60 days, the student forfeits all paid fees and will be required to retake and repay for the course.

ACADEMIC STANDARDS

GRADING SYSTEM

A grading period is defined as one (1) term. The record of a student's work is entered and reported according to the following grading scale:

A	90-100	B	80-89
C	70-79	D	60-69
F	0-59		
WD	WITHDRAWAL	INC	INCOMPLETE

The student must successfully complete all requirements of this nurse aide training program. This includes competent and successful demonstration of each skill and the student must have achieved a final course grade of at least 80.00%. The final course grade will be composed of four components. Quizzes are 15%, Workbook and discussion board 30%, the midterm 25%, and lastly the final evaluation is 30%. At the end of the course students will complete a mock skill examination. Students who fail their mock skill examination will be held from clinical and asked to re-mock at a later time. Students who fail two mock skill examinations will be considered to have failed the course. This policy applies regardless of a student's final grade in the class.

IN THE CLINICAL SETTING students are graded on a Pass or Fail scale based on their ability to effectively care for residents using the skills and procedures learned during lecture. Causes for failing include but are not limited to: causing an unsafe disturbance in the clinical setting or injuring a resident.

CLINICAL POLICIES

Each clinical training day must be 8.5 hours total, 7.5 hours on the unit floor, 0.5 hour for lunch, and 0.5 hour for post conference off the unit in a training or conference room at the facility. Clinical will be 7 am to 3:30 pm unless otherwise specified by a supervisor at Alia.

1. Students must arrive on time. Any student that is late will be sent home and make up that clinical day. Students must display Alia Healthcare student ID badge for the entire day. If a student does not have an ID badge, they will be sent home and must make up their clinical day.
2. Students must be in uniform, and it must be neat and wrinkle free. All tattoos must be covered; long hair pulled back into a ponytail, and piercings can only be in the ear with short earrings only. Hair cannot be colored other than natural colors (i.e. pink, blue, purple). All artificial nails must be sports length only.
3. Students are not allowed to wear perfume or body spray to clinical. There are no smoke breaks. The only time a student may smoke is on his/her 30-minute lunch break (at the discretion of the clinical facility). The student must smoke in a well-ventilated area so there is no lingering odor of the cigarette smoke on the student's clothing or hair. If the instructor detects perfume, or cigarette smoke at any time throughout the clinical day the student will be sent home immediately, will have to make up that day and pay the makeup fees. This policy is necessary for the safety and comfort of residents with respiratory problems and allergies.
4. All student cell phones must be kept in the student's vehicle and not taken into the facility. In case of emergency, the facility can be contacted to reach any student on the unit floor.
5. Any student that shows up and appears to be under the influence of alcohol or drugs will, or has any odor associated with alcohol or drugs will immediately be sent home. 6. Students will always speak appropriately, not using any foul language, slang or discuss personal life on the unit.

If a student misses a clinical day, they will be dropped from the class and must make-up the clinical day(s) missed. A \$100 fee will be assessed if one clinical day is missed. A \$175 fee will be assessed if two clinical days are missed. If this is the first day that is missed, then both clinical days will have to be made up with the next class. This fee will also be charged if the student is sent home for violating any policies. If for any reason you do not have a completed negative TB skin test, blood test or chest x-ray done within the last 12 months

on file by the end of the last Monday of class you may be charged a \$175 clinical reschedule fee and you will not go to clinicals until the fee and proof of a negative TB are on file.

SATISFACTORY PROGRESS POLICY

Instructors may use a variety of methods including observation, interview and testing to determine a student's progress. Students shall receive numbered (0% to 100%) grades on the course tests and assignments. A minimum grade of 80.00% is required to successfully complete each course. Students making unsatisfactory progress may be given options to improve skills.

COURSE REPETITIONS

If a student fails to meet the minimum grading requirement of 80.00%, the student will be ineligible to attend clinical and will not be issued a certificate of completion. A student who does not receive a passing grade may choose to re-enroll in an upcoming session of the class. The student will be required to repay any applicable tuition and technology fees.

GRADUATION REQUIREMENTS

The Nurse Aide student must:

1. Have successfully achieved a passing grade of 80%, or higher in the classroom setting.
2. Have successfully achieved a "Pass" score in the clinical setting.
3. Satisfactorily completed all required classroom, laboratory and clinical experiences.
4. All financial obligations must be met, as verified by the Financial Aid Coordinator prior to receiving the Certificate of Completion.

CERTIFICATION AND STATE TESTING

Nurse Aide program certification will be available for pick-up in the main office approximately five to seven business days after the last day of clinical as issued by the state. Students will be notified via email when certificates are available for pickup. Certificates may be mailed out upon request. Students must contact the main office to confirm the address on file if they wish to have their certificate mailed. Certificates are mailed via USPS standard mail and may take approximately five to seven business days to arrive. Certificates will expire after two years. After two years students must retake an approved training program⁷ in order to qualify for the state exam.

State Testing direction will be emailed to the email on the students file when they become available from the testing company (D&S Diversified). Students have up to two years from their last day of clinical to complete the state exam. After two years the certification will expire, and students will have to retake an approved training program or meet one of the other qualification requirements as outlined by D&S Diversified in order to sit for the state exam. Students can learn more about state testing and its requirements at www.hdmaster.com.

⁷ Or meet one of the other qualification requirements as outlined by D&S Diversified Technologies (www.hdmaster.com).



PHLEBOTOMY TECHNICIAN

The Phlebotomy Technician Program at the Alia School of Nursing is 80 clock-hours spanning over a total of 6 weeks. The program is designed to prepare students to participate in the National Healthcare Association (NHA) Certified Phlebotomy Technician (CPT) examination. The program will prepare students by providing them with the appropriate knowledge of the five major domains covered on the exam: Safety and Compliance; Patient Preparation; Routine Blood Collections; Special Collections and Processing. The course will also cover legal issues in healthcare, medical terminology and basic anatomy/physiology. Training/clinical or external experience must include a minimum of 30 successful venipunctures and 10 successful capillary sticks.

Training/clinical or external experience must include a minimum of 30 successful venipunctures and 10 successful capillary sticks. These venipuncture capillary sticks must be performed on live individuals. Candidates are prohibited from using mannequins to meet this requirement. Clinical or external experience, if available, is not mandatory for certification. The 30 successful venipunctures and 10 capillary sticks can be performed in class on students or volunteers.

PROGRAM OBJECTIVES

1. Draw blood from patients and blood donors
2. Evaluate patients' ability to withstand procedure
3. Explain blood-drawing procedure to patients and answer questions
4. Perform basic point of care testing, such as blood glucose levels
5. Prepare blood, urine and other specimens for testing
6. Verify patient/donor identity
7. Maintain medical equipment such as needles, test tubes and blood vials
8. Prepare students to take the NHA CPT examination.
9. Prepare students for employment as a Phlebotomy Technician.

ENROLLMENT POLICIES

GROUP A - Documents from GROUP A must be completed by the first day of academic classes.

1. The student must be at least 18-years of age.
2. The student must have achieved a high school diploma or equivalent⁸
3. Students must present two forms of government issued identification⁹
4. The student must complete the CPT entrance exam with a minimum score of 75%.
5. The student must complete the new student application located at www.aliahealthcare.com/registration.

GROUP B - Documents from GROUP B must be submitted by the Monday of the third week of academic classes.

6. You will be required to complete a 2-step PPD (TB) test¹⁰. If you have a current 2-step TB from your employer or for other reasons, you will need to provide a copy for your file. A current TB test is within one year of enrollment. Individuals who have experienced a positive reaction to the PPD test are required to submit the result of a chest x-ray (CXR).
7. Proof of having started the Hepatitis B virus shot series or proof of completion of the shot series is required. If you choose not to obtain this vaccination, you will need to sign a Declination Form which is available in the main office.
8. A copy of your immunization records showing that you have been given the vaccine for MMR (Measles, Mumps and Rubella) is required. If you are unable to show proof of the vaccination, you will need to have a blood test called a “titer” performed by your physician to show that you have immunity to these illnesses.
9. A current flu shot is required (within the past 12 months). You may obtain records of current shots from your physician, employer, etc., if you have already received the shot. If you need a flu shot, you may get one from your physician, urgent care or other health care provider of your choice. If you are unable to receive the flu shot due to medical reasons, a signed statement from your physician is required to be placed in your file.
10. You will need to obtain a current physical exam. You may obtain a form from the main office for your physician to fill out. If you have a current physical exam (within the past 12 months) please request those records from your physician for your file.

⁸If you are unable to provide proof, then you must request a transcript directly from the institution. ⁹ At least one form of ID must be a photo ID. Acceptable forms of ID may include but are not limited to: Passport; Driver's License; State ID; Social Security Card; Birth Certificate.

¹⁰ The TB test can be obtained from the Alia School of Nursing (\$50.00).

ENTRANCE EXAMINATION

The entrance examination is composed of 50 questions (25 Basic Math Assessment; 25 Basic English/Reading Comprehension). Students will have 60 minutes to complete the exam. The exam is administered by an Alia representative every Tuesday at 8AM and every eighth Saturday at 9 AM (contact the main office for upcoming dates). Students must complete the entrance exam with a minimum score of 75% for admissions into the program. Students must contact the main office to schedule for their entrance exam as space is limited.

Students must provide two forms of ID upon arrival one of which must be a photo ID. Students who do not pass the entrance exam must wait a minimum 14 days before scheduling to retake the exam. Students requiring testing accommodations will need to bring a copy of their IEP or a letter from an authorized healthcare provider outlining the nature of the accommodation and the required accommodation.

TOPIC AREAS

TOPIC AREA I: SAFETY AND COMPLIANCE

Phlebotomy students will study safety and compliance topics which include but are not limited to: Adhering to regulations regarding workplace safety (e.g., Occupational Safety and Health Administration, National Institute for Occupational Safety and Health); Adhering to regulations regarding operational standards (e.g., The Joint Commission, Clinical and Laboratory Standards Institute, Center for Disease Control); Adhering to HIPAA regulations regarding protected health information; and performing quality control for laboratory equipment (e.g., maintain logs for equipment inspection, reporting and troubleshooting equipment issues).

TOPIC AREA II: PATIENT PREPARATION

Phlebotomy students will study patient preparation as it relates to the phlebotomy profession. Topics include but are not limited to: Introduce yourself to the patient and provide information, such as name, title, and department; Receive implied, informed, or expressed consent from the patient; Review and clarify the requisition form; and Verify patient compliance with testing requirements (e.g., fasting, medication, basal state) and proceed accordingly.

TOPIC AREA III: ROUTINE BLOOD COLLECTIONS

Phlebotomy students will study routine blood collections as it relates to the phlebotomy profession. Topics include but are not limited to: Selecting and assemble equipment (e.g., evacuated tube system, syringe, winged collection set) needed for blood collection(s); Follow standard tourniquet application and removal procedures; Apply antiseptic agent to blood collection site; Ensure patient safety throughout the collection by identifying problematic patient signs and symptoms (e.g., syncope, diaphoresis, nausea, seizure).

TOPIC AREA IV: SPECIAL COLLECTIONS

Phlebotomy students will study routine special collections as it relates to the phlebotomy profession. Topics include but are not limited to: Prepare peripheral blood smears; Assist other healthcare professionals with specimen collection; Collect blood samples for inborn errors of metabolism (e.g., PKU, galactosemia); Perform non-blood specimen collection (e.g., throat cultures, nasal swab, wound cultures).

TOPIC AREA V: PROCESSING

Phlebotomy students will study processing topics which may include but are not limited to: Prepare specimens (e.g., centrifuging, aliquoting, freezing or refrigeration) for testing or transport; Adhere to chain of custody guidelines when required (e.g., forensic studies, blood alcohol, drug screen); Centrifuging procedures and techniques; Internal and external databases; Handling, storage, transportation and disposal requirements for specimens (e.g., biohazard bags/containers, temperature, exposure to light, viability guidelines).

ATTENDANCE

The Phlebotomy Technician program is academically challenging. The ability to study and memorize information is necessary to be successful. Therefore, students must maintain 90% attendance and a minimum 80.00% academic grade level to successfully complete the course.

At the end of the program there will be an 8-hour NHA CPT exam review series. These days are **optional** for students maintaining attendance requirements and **mandatory** for students who need to complete up-to 8 hours of coursework.

Students who are not present on test day will be considered a NO SHOW and receive a 0% on the assignment.

IN THE EVENT OF AN EMERGENCY students may be eligible to make up course assignments. The follow events are considered to be emergencies for which a student may make up missed work:

1. Car Breakdown /Car Accident
 - a. A tow bill faxed within 48 hours of the test date, if we do not receive proof within 48 hours you will not be eligible to make up coursework.
 - b. OR a copy of the police report within 14 days of the accident.
2. Medical Emergency:
 - a. Doctor's excuse identifying illness on the class date within 5 days from the actual date. If we do not receive proof within 5 days, you will not be eligible to make up coursework.
3. Death in the Family:
 - a. Obituary for immediate family only within 14 days from a missed class date. Otherwise you will not be eligible to make-up coursework. Your name must appear in the obituary.

Students who present proof of the above listed emergencies will be eligible to schedule a date/time to make up the work with their instructor once the proper documentation has been received.

Students who fall below 90% attendance will be dismissed from the program. Students who are dismissed from or drop from the program must complete the program within 120 days. Students who join a new session of the course will be required to repay the \$100 applicant/registration fee for each course they join. Any student who fails to complete the program within 120 days will be required to restart the program from the beginning and repay any applicable tuition fees.

ACADEMIC STANDARDS

A grading period is defined as one (1) term. The record of a student's work is entered and reported according to the following grading scale:

A	90-100	B	80-89
C	70-79	D	60-69
F	0-59		
WD	WITHDRAWAL	INC	INCOMPLETE

Students shall receive numbered (0% to 100%) grades on the course tests and assignments. A minimum grade of 80.00% is required to successfully complete the course.

The student's final course grade will be composed of lab competencies; homework; quizzes; and a final exam.

SATISFACTORY PROGRESS POLICY

Instructors may use a variety of methods including observation, interview and testing to determine a student's progress. Students shall receive numbered (0% to 100%) grades on the course tests and assignments. A minimum grade of 80.00% is required to successfully complete the course. Students making unsatisfactory progress may be given options to improve skills.

COURSE REPETITIONS

If a student fails to meet the minimum grading requirement of 80.00%, the student will not be issued a certificate of completion. A student who does not receive a passing grade may choose to re-enroll in an upcoming session of the class. The student will be required to repay any applicable tuition fees.

GRADUATION REQUIREMENTS

1. Students must complete a minimum 80 clock hours of lecture.
2. Students must achieve a final overall grade of at least 80.00%.
3. Students must maintain 90% attendance.
4. Students must complete a minimum 30 successful venipunctures and 10 successful capillary sticks on live individuals.
5. All financial responsibilities must be met as verified by the Financial Aide Coordinator.

CERTIFICATION AND TESTING

Program certifications for the Phlebotomy Technician program will be issued within one week of completing the course. Certificates will be available for pick up in the main office unless the student requests for the certification to be mailed. The National Healthcare Administration (NHA) Certified Phlebotomy Technician examination will be administered within one week of the last day of the program. The first attempt of the exam is included in program fees. Any additional attempts are at the expense of the student.



TRAIN-THE-TRAINER (ODH)

Alia School of Nursing offers the Ohio Department of Health (ODH) approved Train-the-Trainer (TTT) certificate program. In a 32-hour, two-weekend course, our program prepares qualified nurses to teach and coordinate Nurse Aide Training in the State of Ohio by equipping you with proven classroom and clinical teaching strategies, as well as ensuring you understand all the requirements for the Ohio Training and Competency Evaluation Program (TCEP). Our TTT program meets the most current standards of the Ohio Administrative Code. We have flexible scheduling options for this two-weekend course.

PROGRAM OBJECTIVES

1. Discuss long-term care topics specific to the Train the Trainer (TTT) and Nursing Assistant programs (NATCEP)
2. Discuss all requirements for the Ohio Training and Competency Evaluation Program (TCEP)
3. Discuss responsibilities of trainers of long-term care aides identified by ODH.
4. Demonstrate/develop classroom and clinical teaching strategies.

ENROLLMENT POLICIES

1. Complete the Train the Trainer (TTT) application.
2. Complete the Licensure Verification Form
3. Submit required work history verification information on employer letterhead.
 - a. TO BE A PC (RN) - Verification on facility letterhead of a minimum of 2 years (3200 hours) of nursing experience as an RN caring for the elderly or chronically ill in a long-term care setting. One year (1600 hours) must be as an RN in a licensed nursing home.
 - b. TO BE A PI (RN/LPN)- Verification on facility letterhead confirming a minimum of 2 years (3200 hours) of nursing experience in caring for the elderly or chronically ill of any age in a nursing home, hospital geriatric unit, or other long-term care facility.
4. Submit a copy of your resume or curriculum vitae (CV).

TO APPLY FOR A MODIFIED TTT SUBMIT ONE OF THE FOLLOWING:

1. Provide a copy of Complete form from a NATCEP you have taught in for the past two years
2. Provide a copy of your Vocational Education Certificate
3. Provide a verification of RN with a degree in Education.

ATTENDANCE

Attendance is mandatory. In the event of serious illness or emergency, we will work with the trainee to make arrangements for makeup of the required program components. This could take some time since the program is only offered a few times per year.

ACADEMIC STANDARDS

A grading period is defined as one (1) term. The record of a student's work is entered and reported according to the following grading scale:

A	90-100	B	80-89
C	70-79	D	60-69
F	0-59		
WD	WITHDRAWAL	INC	INCOMPLETE

Students shall receive numbered (0% to 100%) grades on the course tests and assignments. A minimum grade of 80.00% is required to successfully complete the course.

The trainee will be evaluated on attendance, in class participation, development of a skills checklist and skills presentation (instructor and peer), stress index, personal learning styles form, development of a teaching module with a required components, practice module presentation and final presentation of 15 minutes (instructor and peer) and passes a written final exam. Modified class members will need to present a TCEP standard to the class but not a full teaching module.

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Instructors may use a variety of methods including observation, interview and testing to determine a student's progress. Students shall receive numbered (0% to 100%) grades on the course tests and assignments. A minimum grade of 80.00% is required to successfully complete the course. Students making unsatisfactory progress may be given options to improve skills.

The instructor will provide a course transcript to the trainee at the end of the course with a checklist of all activities and final exam score.

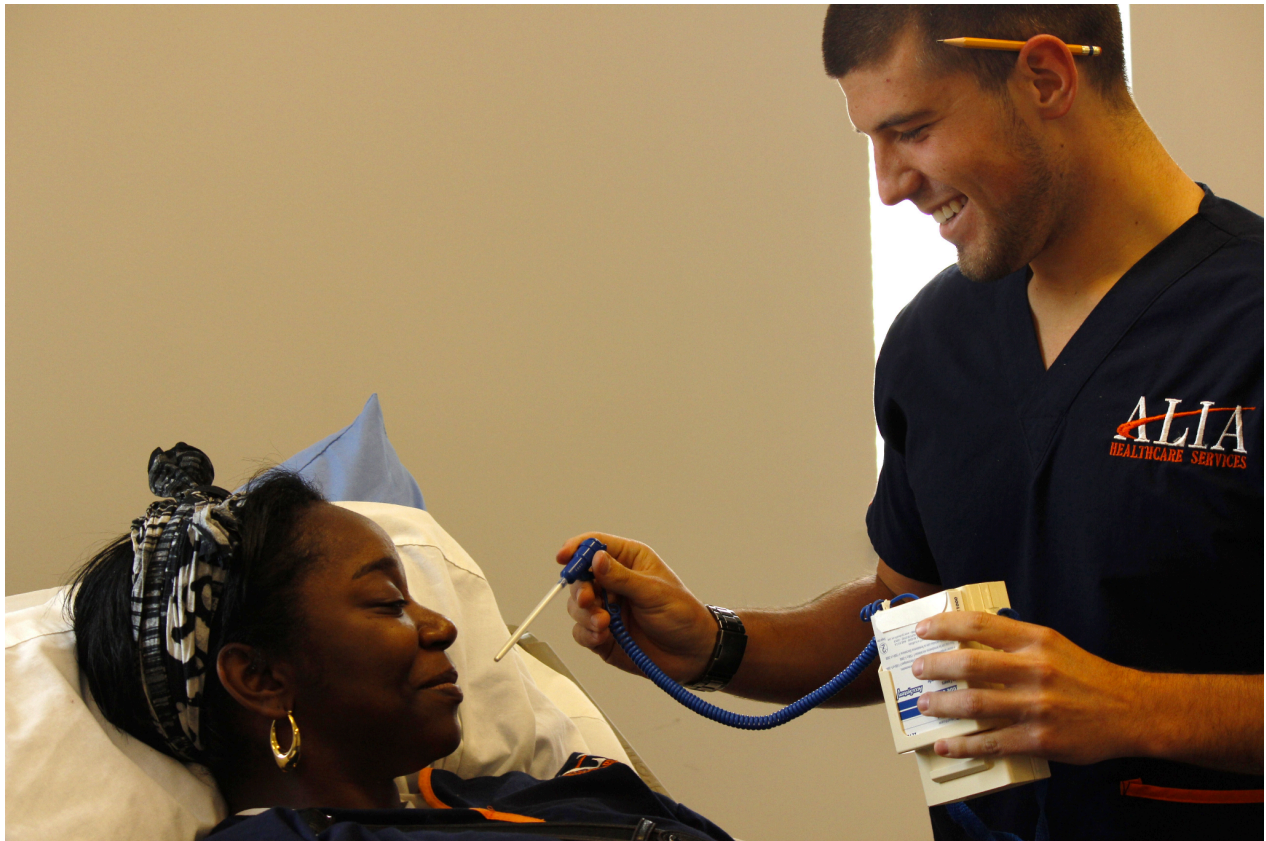
COURSE REPETITIONS

If a student fails to meet the minimum grading requirement of 80.00%, the student will not be issued a certificate of completion. A student who does not receive a passing grade may choose to re-enroll in an upcoming session of the class. The student will be required to repay

any applicable tuition fees.

GRADUATION REQUIREMENTS

1. Successfully complete all required course hours as determined by the ODH.
2. Successfully complete course requirements.
3. Successfully demonstrate required program skills.
4. Meets all financial responsibilities must be met as verified by the Financial Aide Coordinator.



PRACTICAL NURSING PROGRAM

The Practical Nurse (PN) Program has a Full-Time Day Certificate Program designed to prepare graduates to provide health care to clients of various ages in a variety of health care settings. Our four (4) Term Full-Time Program is designed as a career path for entry-level patient care providers. State Tested Nurse Aides (STNAs), Nursing Assistants (NAs), Certified Nurse Aides (CNAs), Patient Care Assistants (PCAs), Patient Care Technicians (PCTs), and Patient Safety Assistants (PSAs) can continue their education to become Licensed Practical nurses (LPNs) after they successfully pass our program and licensing examination (NCLEX-PN).

The Practical Nurse (PN) Program is sequential and will assist students to develop communication, critical thinking, and problem solving skills. Nursing courses are structured to promote student learning through didactic lecture, laboratory, clinical, seminar, and practicum experiences. Learning opportunities are designed to apply Practical Nursing concepts in the promotion, maintenance, and restoration of health for clients. Students learn to work collaboratively with other health team members in the health care delivery system.

Students who successfully complete the Practical Nurse Program are qualified to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Our program is approved by the Ohio Board of Nursing. In Ohio, licensure from the Ohio Board of Nursing is required for employment.

CURRICULUM PLAN

<u>COURSE</u> <u>Hours</u>	<u>Theory Hours</u>	<u>Laboratory Hours</u>	<u>Clinical</u>
<u>Term I</u>			
Transition to Nursing	22	0	0
Nursing Fundamentals	82	60	18 Adult
Communications	32	0	0
Nursing Science I	36	0	0
Total Hours	172	60	18
<u>Term II</u>			
Nursing I	68	6	12 Adult
Maternal/Child Nursing	74	3 Maternal 3 Child	6 Maternal 2 Child
Nursing Science II	48	6	0
Nursing Review I	22	0	0
Total Hours	212	18	20
<u>Term III</u>			
Nursing II	72	6	30 Adult
Mental Health	50	0	6
Adult			
Nursing Science III	50	6	0
Nursing Review II	30	0	0
Total Hours	202	12	36
<u>Term IV</u>			
Nursing III & Junior/Adolescent	86	16	12 Adult
		2	4 Jr/Adol
Geriatrics	40	0	12 Adult
Nursing Science IV	48	0	0
Nursing Review III	30	0	0
Total Hours	204	18	28
Total Program Hours	790	108	102

Total Program Hours 1000

- IV therapy content is integrated clinically across the curriculum as appropriate



**Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*11) noted on syllabus
Course Title (*1): Transition to Nursing**

Basic Information

Term- 1 **Location-** Columbus Campus of Alia

Faculty with Credentials Responsible for Course (*8): Cathy A Learn RN, MSN, MA

Instructor Phone- (Office) 740-454-8679 **Instructor Email:** clearn@columbus.rr.com

Office Hours- as available M-F 8AM-4:00 PM

Teaching Assistant(s) & Credentials (*9): None

Course Theory Hours (*2) 22 **Laboratory Hours (*3)** 0 **Clinical Hours (*3)** 0

Total lab/clinical hours 0

Required Texts and other Bibliography of learning resources (*10):

Burton, M. A. & Ludwig, L. J. M. (2019). Fundamentals of nursing care: Concepts, connections, & skills

(3rd ed.). Philadelphia, PA: F. A. Davis Company. And Study Guide

Course Description (*4)

This course is designed to transition the adult student into an educational setting by promoting study skills and test-taking strategies that will facilitate successful learning as well as human needs fulfillment. This course introduces the student nurse to the history of nursing, medical terminology and scope of practice for the practical nurse. The student will also be introduced to those personal characteristics and responsibilities legally expected of the Licensed Practical Nurse. Legal and ethical issues will be discussed in a context that promotes the individual's right to choice as defined by the program's philosophy

Course Theory Objectives/Outcomes (*5)

1. Discuss the history of nursing and identify key persons throughout its history

2. Identify behaviors that will promote effective learning and test-taking strategies
3. Distinguish ethical and legal issues impacting nursing practice
4. Recognize common medical and nursing terms and abbreviations used in charting
5. Discuss the philosophy of the Alia practical nursing program

Teaching Strategies (*6)

- Lecture
- Take home and in class review exams
- Utilization of textbooks/study guide resources
- Discussion and Group activities
- Reputable Internet sources

Evaluation/Assessment and Grades (*7)

To pass this courses the student: Must attain an 80% or higher of the 300 points possible

Course quizzes =	4x25	= 100 Points
Midterm=	1x75	= 75 Points
Project(s) =	25	= 25 Points
Comprehensive Final=	1x100	= 100 Points

Grading Scale

- The grading scale is as follows:
 - A = 94-100**
 - B = 87-93**
 - C = 80-86**
 - F = 79.99 or below**

Other Information

Projects = 25 Points:

A theorist, historical nurse, or principle will be assigned randomly for presentation. A rubric will be provided to guide the presentation.

Homework assignments will be assigned also with a grading rubric provided



**Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus
Course Title (*1): Nursing Fundamentals**

Basic Information

Term- 1

Location- Columbus Campus of Alia

Faculty with Credentials Responsible for Course (*8): Sandra Osman RN, MSN

Instructor Phone- (Office) _____

Instructor Email:

Office Hours- as available M-F 8AM-4:00 PM

Teaching Assistant(s) & Credentials (*9):

Course Theory Hours (*2) 82 **Laboratory Hours (*3)** 60 **Clinical Hours (*3)** 18

Total lab/clinical hours 78

Required Texts and other Bibliography of learning resources (*10):

Burton, M. A. & Ludwig, L. J. M. (2019). Fundamentals of nursing care: Concepts, connections, & skills

(3rd ed.). Philadelphia, PA: F. A. Davis Company. And Study Guide

Davis's nursing skills videos for the LPN

Infusion therapy made incredibly easy, (5th ed.) (2018).

Course Description (*4)

This course provides a foundation in which the student develops basic professional attitudes, manual skills and basic knowledge and nursing principles. The patient will be viewed as a person with psychological and physical needs with emphasis on total patient care. It will be recognized that individuals have both the ability and the right to make choices which are affected by their beliefs, values and cultures. Course content includes but is not limited to health and wellness, health care delivery

system, evidence based practice, nursing process, infection control, vital sign measurement, health assessment, caring and spiritual health, growth and development, self and family concepts in nursing, stress and coping, loss and grief. The course will also address topics to promote physical health: Exercise and activity, safety, hygiene, oxygenation, sleep, pain management, nutrition, urinary and bowel elimination, immobility, skin integrity and wound care, sensory alterations, and the surgical patient. Laboratory skills practice and supervised clinical experience will enhance the completion of this course.

Course Theory/Laboratory/Clinical Objectives/Outcomes (*5)

Theory

1. Recognize basic needs of adult patients
2. Develop problem solving methods using the nursing process
3. Recognize the need for health teaching within the context of the nursing process for the patient because
nursing is a dynamic process that promotes, assists and supports individuals' families and communities in
their efforts to achieve optimal wellness
4. Develop understanding of nursing practice foundations
5. Identify ways to promote psychosocial and physical health

Laboratory

1. Perform satisfactorily, select nursing skills located in the lab manual recognizing that the nursing practice is
a goal directed and action-oriented process.

Clinical

1. Satisfactorily provide nursing skills practiced in the laboratory on patients at a clinical site
under the direction of a clinical instructor. (ex: vital signs, assessments, dressing changes)
2. Perform satisfactorily all generic clinical objectives located on the clinical evaluation form

Teaching Strategies (*6)

- Lecture
- Take home and in class review exams
- Discussion and Group activities
- Laboratory Practice and clinical participation
- Reputable Internet sources
- Lab Skills Video Series

Evaluation/Assessment and Grades (*7)

Course quizzes =	4x25 = 100 Points
Midterm=	1x75 = 75 Points
Project (s) =	25 = 25 Points

Comprehensive Final= 1x100 = 100 Points

To pass this courses the student: Must attain an 80% or higher of the 300 points possible in theory and be satisfactory in the laboratory and clinical areas.

Grading Scale

- The grading scale is as follows:

A = 94-100

B = 87-93

C = 80-86

F = 79.99 or below



Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus
Course Title (*1): Communications

Basic Information

Term- 1

Location- Columbus Campus of Alia

Faculty with Credentials Responsible for Course (*8):

Instructor Phone- (Office) _____ Instructor Email:

Office Hours- as available M-F 8AM-4:00 PM

Teaching Assistant(s) & Credentials (*9): none

Course Theory Hours (*2) 32 Laboratory Hours (*3) 0 Clinical Hours (*4)
0

Total lab/clinical hours 0

Required Texts and other Bibliography of learning resources (*10):

ATI real life clinical scenarios

Burton, M. A. & Ludwig, L. J. M. (2019). Fundamentals of nursing care: Concepts, connections, & skills

(3rd ed.). Philadelphia, PA: F. A. Davis Company. And Study Guide

Course Description (4)

This course provides a focus on the development of communication abilities utilized in professional nursing. The individual's relationship with self, others, and groups are discussed. Students learn verbal and non-verbal communication skills, self-awareness, and sensitivity to others. Interpersonal skills are introduced to enable the student to

develop effective human caring relationships with a diverse population of patients and colleagues.

Course Theory Objectives/Outcomes (*5)

1. Define and list the five steps of the nursing process as it relates to the practical nurse
2. Explain the components of the nursing care plan and how they work independently and together
3. Discuss techniques that enhance communication with patients
4. Discuss therapeutic versus non-therapeutic communication technique
5. Discuss the differences between professional and social communication
6. Discuss why nurses need knowledge of religious/spiritual and cultural issues
7. Identify the role of the LPN

Teaching Strategies (*6)

- Lecture
- Take home and in class review exams
- Utilization of ATI
- Discussion and Group activities
- Reputable Internet sources

Evaluation/Assessment and Grades (*7)

To pass this courses the student: Must attain an 80% or higher of the 300 points possible

Course quizzes =	4x25 =	100 Points
Midterm=	1x75 =	75 Points
Project (s) =	25 =	25 Points
Comprehensive Final=	1x100 =	100 Points

Grading Scale

- The grading scale is as follows:
A = 94-100
B = 87-93
C = 80-86
F = 79.99 or below

Other Information



**Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus**

Course Title (1): Nursing Science I

Basic Information

Term- 1

Location- Columbus Campus of Alia

Faculty with Credentials Responsible for Course (*8):

Instructor Phone- (Office) _____ **Instructor Email:**

Office Hours- as available M-F 8AM-4:00 PM

Teaching Assistant(s) & Credentials (*9): None

Course Theory Hours (*2) 36 **Laboratory Hours (*3)** 0 **Clinical Hours (*3)** 0

Total lab/clinical hours 0

Required Texts and other Bibliography of learning resources (*10):

Burton, M. A. & Ludwig, L. J. M. (2019). Fundamentals of nursing care: Concepts,

connections, & skills
 (3rd ed.). Philadelphia, PA: F. A. Davis Company. And Study Guide
 Nix, S. (2017). Williams' basic nutrition and diet therapy (15thed.). St. Louis, MO.
 Elsevier Mosby
 Nursing 2022 drug handbook (40thed). Wolters Kluwer. Lippincott.
 Thompson, G. S. (2020). Understanding anatomy & physiology (3rd ed.) and Workbook.
 Philadelphia, PA:
 F. A. Davis Company.
 Woodrow, R., Colbert B.J., Smith, D.M. (2019). Essentials of pharmacology for health
 professions (8thed.).
 Stamford, CT. Delmar CENGAGE Learning

Course Description (*4)

This course provides an introduction to Nursing Science. The course will introduce the student to concepts related to pharmacology, anatomy, physiology and nutrition. Biology, chemistry, and microbiology as it relates to each of these subjects will be explored. Safe pharmacotherapeutics and safe medication administration will be stressed.

Course Theory Objectives/Outcomes (*5)

1. Apply appropriate reasoning skills to prepare safe & accurate dosages of drugs
2. Explain anatomical terms and the organization of the body from the cellular to the tissue level, how tissue form
 organs and how organs comprise the various systems of the body
3. Understand the basic scientific principles of nutrition.

Teaching Strategies (*6)

- Lecture
- Take home and in class review exams
- Discussion and Group activities
- Reputable Internet sources

Evaluation/Assessment and Grades (*7)

To pass this courses the student: Must attain an 80% or higher of the 300 points possible

Course quizzes =	4x25 = 100 Points
Midterm=	1x75 = 75 Points
Project (s) =	25 = 25 Points
Comprehensive Final=	1x100 = 100 Points

Grading Scale

- The grading scale is as follows:
 - A = 94-100**
 - B = 87-93**
 - C = 80-86**
 - F = 79.99 or below**

Other Information



**Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus**

Course Title (*1): Nursing I

Basic Information

Term- 2 **Location-**

Faculty with Credentials Responsible for Course (*8):

Instructor Phone- (Office) _____ **Instructor Email:**

Office Hours- as available M-F 8AM-4:00 PM

Teaching Assistant(s) & Credentials (*9):

Course Theory Hours (*2) 68 **Laboratory Hours (*3)** 6 **Clinical Hours (*3)** 12
Total lab/clinical hours 18

Required Texts and other Bibliography of learning resources (*10):

Infusion therapy made incredibly easy, (5th ed.) (2018).

Nursing 2020 drug handbook (39th ed). Wolters Kluwer. Lippincott.

Williams, L. & Hopper, P. (2019). Understanding medical surgical nursing (6thed.). Philadelphia, PA:

F.A. Davis Company. And Video Skills

Williams, L. & Hopper, P. (2019). Student workbook for understanding medical surgical nursing (6thed.). Philadelphia, PA: F.A. Davis Company.

Course Description (*4)

This course provides the student practical nurse the information to acquire beginning knowledge and skills to promote, assist and support individuals in achieving optimal wellness. Course content will include but not be limited to the patient undergoing surgery, pain management, IV therapy, fluids and electrolytes, acid-base imbalances and shock. Nursing care of patients with respiratory, cardiac and genitourinary/reproductive systems conditions will be discussed. Laboratory and clinical experiences will enhance the completion of this course. The student will have supervised practice in both the lab and in the clinical setting. The student is encouraged to be responsible for independently practicing skills to ensure mastery.

Course Theory/Laboratory/Clinical Objectives/Outcomes (*5)

Theory

1. Describe care of patients with genitourinary/reproductive, respiratory and cardiac disorders.
2. Describe nursing measures used during the care of patients in shock, pre and post-surgery and experiencing pain.
3. Identify the LPN's role related to patients receiving intravenous therapy.
4. Integrate the information learned in the classroom and laboratory settings to the care of patients in the clinical setting.
5. Recognize patterns that place the patient at risk related to the course content (such as fluid and electrolyte imbalances).

Laboratory

1. Perform satisfactorily, select nursing skills located in lab manual including IV therapy skills, recognizing that nursing practice is a goal directed and action oriented process.

Clinical

1. Satisfactorily provide nursing skills practiced in the laboratory on patients at a clinical site under the direction of a clinical instructor. (ex: vital signs, assessments, dressing changes & IV therapy)
2. Perform satisfactorily all 5 generic clinical objectives located on the clinical evaluation form

Teaching Strategies (*6)

- Lecture
- Take home and in class review exams
- ATI resources available
- Discussion and Group activities
- Laboratory and clinical activities
- Reputable Internet sources
- Lab Skills Video Series

Evaluation/Assessment and Grades (*7)

Course quizzes =	4x25 = 100 Points
Midterm=	1x75 = 75 Points
Project (s) =	25 = 25 Points
Comprehensive Final=	1x100 = 100 Points

To pass this courses the student: Must attain an 80% or higher of the 300 points possible in theory and be satisfactory in the laboratory and clinical areas.

Grading Scale

- The grading scale is as follows:
A = 94-100
B = 87-93
C = 80-86
F = 79.99 or below

Other Information



Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus

Course Title (*1): Maternal/Child Nursing

Basic Information

Term- 2

Location-

Faculty with Credentials Responsible for Course (*8):

Instructor Phone- (Office) _____

Instructor Email:

Office Hours- as available M-F 8AM-4:00 PM

Teaching Assistant(s) & Credentials (*9)

Course Theory Hours (*2) 74 **Laboratory Hours (*3)** 3OB/3Ped **Clinical Hours (*3)** 6OB/2Ped

Total lab/clinical hours 14

Required Texts and other Bibliography of learning resources (*10):

Leiffer, G. (2012). Maternity nursing an introductory text (11thed). St. Louis, MO. Elsevier.

Nursing 2020 drug handbook (40thed). Wolters Kluwer. Lippincott.
Price, D.L. & Gwin, J.F. (2012). Pediatric nursing an introductory text (11thed). St. Louis, MO. Elsevier Saunders.

Course Description (*4)

This course recognizes that the individual is a unique biopsychosocial and spiritual being characterized by inherent similarities and individual differences. It further recognizes that human behavior is motivated toward human needs fulfillment. The course is designed to enable the student nurse to acquire the basic facts, principles, and skills to care for the maternity patient and/or family. Further basic understanding of development/chronological ages and those diseases common, but not exclusive, to specific pediatric age groups will be discussed. Students will use prior Nursing Fundamentals education and clinical experience as a foundation for success in this course. The adolescent/Junior High age will be discussed in Module 4 to coincide with clinical experience with this age group.

Course Theory/Laboratory/Clinical Objectives/Outcomes (*5)

Theory

1. Review the signs & symptoms of pregnancy & discuss the nursing management of the pregnant woman/family.
2. Describe the nursing care during antepartum, intrapartum & postpartum periods.
3. Explain normal fetal development.
4. Describe appropriate nursing interventions in the care of the newborn and common newborn disorders.
5. Identify the principles of growth and development of infant, toddler, preschool, and school-age child.
6. List and describe the nursing care for the common disorders of the infant, toddler, preschooler, and school- age child.

Laboratory

1. Perform satisfactorily, select nursing skills located in lab manual that includes the specific maternal child skills, recognizing that nursing practice is a goal directed and action oriented process.

Clinical

1. Satisfactorily provide nursing skills practiced in the laboratory on patients at a clinical site
under the direction of a clinical instructor. (examples that may include as opportunity is available: vital signs, newborn and maternal assessments, dressing changes, IV therapy to adults, fundus checks, newborn bath, & bonding and others as available)
2. Perform satisfactorily all 5 generic clinical objectives located on the clinical evaluation form

***** Junior high school and the adolescent (ages 12-18) will be covered in Term 4

Teaching Strategies (*6)

- Lecture & Take home and in class review exams
- ATI resources available & Discussion and Group activities
- Reputable Internet sources & Laboratory and clinical skills practice

Evaluation/Assessment and Grades (*7)

Course quizzes = 4x25 = 100 Points
Midterm= 1x75 = 75 Points
Project (s) = 25 = 25 Points
Comprehensive Final= 1x100 = 100 Points

To pass this courses the student: Must attain an 80% or higher of the 300 points possible in theory and be satisfactory in the laboratory and clinical areas.

Grading Scale

- The grading scale is as follows:
A = 94-100
B = 87-93
C = 80-86
F = 79.99 or below

Other Information



**Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus**

Course Title (*1): Nursing Science II

Basic Information

Term- 2
43701

Location-400 Richards Road Zanesville, OH

Faculty with Credentials Responsible for Course (*8):

Instructor Phone- (Office) _____ **Instructor Email:**

Office Hours- as available M-F 8AM-4:00 PM

Teaching Assistant(s) & Credentials (*9)

Course Theory Hours (2) 48 **Laboratory Hours (3)** 6 **Clinical Hours (3)** 0
Total lab/clinical hours 6

Required Texts and other Bibliography of learning resources (*10):

Nix, S. (2017). Williams' basic nutrition and diet therapy (15thed.). St. Louis, MO.
Elsevier Mosby

Nursing 2020 drug handbook (40thed). Wolters Kluwer.

Picker, G. (2013). Dosage calculations (9th ed.) Clifton Park, NJ. Delmar Cengage Learning.

Thompson, G. S. (2015). Understanding anatomy & physiology (2nded.) and Workbook. Philadelphia, PA:

F. A. Davis Company.

Woodrow, R., Colbert B.J., Smith, D.M. (2019). Essentials of pharmacology for health professions (8thed.).

Boston, MA . Delmar CENGAGE Learning

Course Description (*4)

This course provides a continuing focus on nutrition, pharmacology, anatomy & physiology that coincides with the Nursing Course currently being taught in this Term.

Safe pharmacotherapeutics and safe medication administration including the intravenous route will continue to be stressed.

Course Theory/Laboratory Objectives/Outcomes (*5)

Theory

1. Discuss the body systems coinciding with the Nursing I Course being taught this term.
2. Explaining the function of each system and listing the organs of that system.
3. Describe the action of the medication in terms of the physiological impact on the specific body system.
4. Explain the basic scientific principles of nutrition and their applications to R/T specific systems
5. Differentiate between various methods of medication administration.
6. Apply appropriate reasoning skills to prepare safe & accurate dosages of drugs.

Laboratory

1. Perform satisfactorily, select nursing skills located in lab manual including medication preparation
techniques recognizing that nursing practice is a goal directed and action oriented process.

Teaching Strategies (*6)

- Lecture
- Take home and in class review exams
- Discussion and Group activities
- Reputable Internet sources
- Laboratory skills practice

Evaluation/Assessment and Grades (*7)

Course quizzes =	4x25 = 100 Points
Midterm=	1x75 = 75 Points
Project (s) =	25 = 25 Points
Comprehensive Final=	1x100 = 100 Points

To pass this course the student: Must attain an 80% or higher of the 300 points possible in theory and be satisfactory in the laboratory area.

Grading Scale

- The grading scale is as follows:
A = 94-100
B = 87-93

C = 80-86
F = 79.99 or below

Other Information



Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus

Course Title (*1): Nursing Review I

Basic Information

Term- 2 **Location-**

Faculty & Credentials Responsible for Course (*8):

Instructor Phone- (Office) **Instructor Email:**

Office Hours- as available M-F 8AM-4:00 PM

Teaching Assistant(s) & Credentials (*9):

Course Theory Hours (*2) 22 **Laboratory Hours (*3)** 0 **Clinical Hours (*3)** 0
Total lab/clinical hours 0

Required Texts and other Bibliography of learning resources (*10):

Infusion therapy made incredibly easy, (5th ed.) (2018).

Silvestri, L.A. (2018). Comprehensive review for the NCLEX-PN examination (7th ed.).
St. Louis, MO. Saunders Elsevier.

Course Description (*4)

This course provides a review of Nursing Fundamentals, Communication, Nursing Science, and Transition to Nursing to prepare students for the NCLEX-PN. The process of education provides for reinforcement of past learning and attainment of new knowledge which encourages individuals to reach their potential.

Course Theory Objectives/Outcomes (*5)

Theory

1. Review fluids, electrolytes, acid-base, and basic nutrition.

2. Assess concepts from previous lessons related to basic nursing fundamental care and communication techniques.
3. Discuss NCLEX-PN preparation and provide an emphasis on a holistic approach for individual test preparation including test-taking strategies

Teaching Strategies (*6)

- Lecture
- Take home and in class review exams
- ATI resources available.
- Discussion and Group activities
- Reputable Internet sources

Evaluation/Assessment and Grades (*7)

To pass this courses the student: Must attain an 80% or higher of the 300 points possible

Course quizzes =	4x25 = 100 Points
Midterm=	1x75 = 75 Points
Project (s) =	25 = 25 Points
Comprehensive Final=	1x100 = 100 Points

Grading Scale

- The grading scale is as follows:
 - A = 94-100
 - B = 87-93
 - C = 80-86
 - F = 79.99 or below

Other Information



**Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus**

Course Title (*1): Nursing II

Basic Information

Term- 3

Location-

Faculty with Credentials Responsible for Course (*8):

Instructor Phone- (Office) _____

Instructor Email:

Office Hours- as available M-F 8AM-4:00 PM

Teaching Assistant(s) & Credentials (*9):

Course Theory Hours (*2) 72 **Laboratory Hours (*3)** 6 **Clinical Hours (*3)** 30

Total lab/clinical hours 36

Required Texts and other Bibliography of learning resources (*10):

Infusion therapy made incredibly easy, (5th ed.) (2018).

Nursing 2020 drug handbook (40thed). Wolters Kluwer. Lippincott

Williams, L. & Hopper, P. (2019). Understanding medical surgical nursing (6thed.).

Philadelphia, PA:

F.A. Davis Company. And Video Skills

Williams, L. & Hopper, P. (2019). Student workbook for understanding medical surgical nursing (6thed.).

Philadelphia, PA: F.A. Davis Company.

Course Description (*4)

This is the second course in nursing. It provides a continuation of content for the student practical nurse to acquire additional knowledge in the integumentary, lymphatic/hematology, endocrine and immune systems. Supervised lab and clinical

experiences will enhance classroom learning. The student will again be encouraged to practice independently to master the skills to be performed in the clinical setting. This course will additionally discuss complementary and alternative modalities, caring for patients with infection/infectious illness, those with cancer, care needed for the patient at home and at the end of life and those with emergent conditions.

Course Theory/Laboratory/Clinical Objectives/Outcomes (*5)

Theory

1. Describe care of patients with integumentary, immune, lymphatic/hematologic and endocrine system disorders.
2. Describe nursing measures used during the care of a patient receiving cancer treatment, home care and those with emergent conditions .
3. Identify the LPN role for adult patients receiving intravenous therapy in the clinical setting
4. Recognize and apply nursing interventions used for care of an individual at the end of life and
after death
5. Identify the nursing care for a patient with an infection and or an infectious disease.
6. Continue to refine skills to improve proficiency in the clinical setting.

Laboratory

1. Perform satisfactorily, select nursing skills located in lab manual including IV therapy skills, recognizing that nursing practice is a goal directed and action oriented process.

Clinical

1. Satisfactorily provide nursing skills practiced in the laboratory on patients at a clinical site
under the direction of a clinical instructor. (ex: vital signs, assessments, dressing changes & IV therapy)
2. Perform satisfactorily all 5 generic clinical objectives located on the clinical evaluation form

Teaching Strategies (*6)

- Lecture & Take home and in class review exams
- ATI resources available & Discussion and Group activities
- Reputable Internet sources
- Laboratory and clinical skills practice & Lab Skills Video Series

Evaluation/Assessment and Grades (*7)

Course quizzes =	4x25 = 100 Points
Midterm=	1x75 = 75 Points
Project (s) =	25 = 25 Points
Comprehensive Final=	1x100 = 100 Points

To pass this course the student: Must attain an 80% or higher of the 300 points possible in theory and be satisfactory in the laboratory and clinical areas.

Grading Scale

- The grading scale is as follows:
A = 94-100
B = 87-93
C = 80-86
F = 79.99 or below

Other Information



Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus

Course Title (*1): Mental Health

Basic Information

Term- 3

Location-

Faculty with Credentials Responsible for Course (*8):

Instructor Phone- (Office) _____

Instructor Email:

Office Hours-

Teaching Assistant(s) & Credentials (*9):

Course Theory Hours (*2) 50 Laboratory Hours (*3) 0 Clinical Hours (*3) 6
Total lab/clinical hours 6

Required Texts and other Bibliography of learning resources (*10):

Gorman, L. M. & Anwar, R. F. (2019). Neeb's fundamentals of mental health nursing (5thed.).

Philadelphia, PA: F A Davis Company.

Course Description (*4)

This course introduces the student to the concepts related to mental health. It will provide basic information about mental health theories, personality development, coping and communication styles, psychiatric diagnoses and nursing actions. Mental

health and psychiatric disorders are a concern in the United States with: depression, anxiety, bipolar disorders, suicide rates, schizophrenia, dementia, eating disorders, substance abuse postpartum issues and Alzheimer disease as some of the leading topics. All of these disorders and others will be discussed and appropriate interventions explored.

Course Theory/Clinical Objectives/Outcomes (*5)

Theory

1. Identify common techniques of therapeutic communication related to mental health needs
2. Define HIPPA and its role in the delivery of care to the patient with mental health needs
3. Identify major theories of personality development from newborn through adult development
4. Recognize the factors to consider when assessing culture, ethnicity, religion and spirituality
5. Differentiate between effective and ineffective coping mechanisms
6. Describe appropriate nursing interventions for selected mental health disorders

Clinical

1. Satisfactorily provide nursing skills on mental health patients at a clinical site under the direction of a clinical instructor. (ex: vital signs, mini-mental health assessments, effective communication techniques)
2. Perform satisfactorily all 5 generic clinical objectives located on the clinical evaluation form

Teaching Strategies (6)

- Lecture
- Take home assignments, in class review, and exams/quizzes
- ATI resources available.
- Discussion, group activities and projects
- Reputable Internet sources

Evaluation/Assessment and Grades (7)

Course quizzes = 4x25 = 100 Points
Midterm= 1x75 = 75 Points
Project (s) = 25 = 25 Points
Comprehensive Final= 1x100 = 100 Points

To pass this courses the student: Must attain an 80% or higher of the 300 points possible in theory and be satisfactory in the clinical area.

- The grading scale is as follows:

A = 94-100
B = 87-93
C = 80-86
F = 79.99 or below

Other Information



Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus

Course Title (*1): Nursing Science III

Basic Information

Term- 3 Location-

Faculty with Credentials Responsible for Course (*8):

Instructor Phone- (Office) _____ Instructor Email:

Office Hours-

Teaching Assistant(s) & Credentials (*9)

Course Theory Hours (*2) 48 Laboratory Hours (*3) 6 Clinical Hours (*3) 0

Total lab/clinical hours 6

Required Texts and other Bibliography of learning resources (*10):

Nix, S. (2017). Williams' basic nutrition and diet therapy (15thed.). St. Louis, MO.
Elsevier Mosby

Nursing 2020 drug handbook (40th ed). Wolters Kluwer.
Picker, G. (2013). Dosage calculations (9th ed.) Clifton Park, NJ. Delmar Cengage Learning.
Thompson, G. S. (2015). Understanding anatomy & physiology (2nded.) and Workbook. Philadelphia, PA:
Woodrow, R., Colbert B.J., Smith, D.M. (2019). Essentials of pharmacology for health professions (8thed.). Stamford, CT. Delmar CENGAGE Learning

Course Description (*4)

This course provides a continuing focus on nutrition, pharmacology, anatomy & physiology that coincides with the Nursing Course currently being taught in this Term. Safe pharmacotherapeutics and safe medication administration including the intravenous route will continue to be stressed.

Course Theory/Laboratory Objectives/Outcomes (*5)

Theory

1. Discuss the body systems coinciding with Nursing II being taught concurrently with this course.
2. Explaining the function of each system and list the organs of that system.
3. Describe the action of the medication in terms of the physiological impact on the specific body system.
4. Explain the basic scientific principles of nutrition and their applications R/T specific systems.
5. Differentiate between various methods of medication administration.
6. Apply appropriate reasoning skills to prepare safe & accurate dosages of drugs.

Laboratory

1. Perform satisfactorily, select nursing skills located in lab manual including a review of previous nursing skills recognizing that nursing practice is a goal directed and action oriented process recognizing that nursing practice is a goal directed and action oriented process.

Teaching Strategies (*6)

- Lecture
- Take home and in class review exams
- ATI resources available
- Discussion and Group activities
- Reputable Internet sources
- Laboratory skills practice

Evaluation/Assessment and Grades (*7)

Course quizzes = 4x25 = 100 Points

Midterm= 1x75 = 75 Points
Project (s) = 25 = 25 Points
Comprehensive Final= 1x100 = 100 Points
To pass this courses the student: Must attain an 80% or higher of the 300 points possible in theory and be satisfactory in the laboratory area.

Grading Scale

- The grading scale is as follows:

A = 94-100

B = 87-93

C = 80-86

F = 79.99 or below

Other Information



Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus

Course Title (*1): Nursing Review II

Basic Information

Term- 3

Location-

Faculty/Credentials Responsible for Course (*8):

Instructor Phone- (Office) _____ Instructor Email:

Office Hours- as available M-F 8AM-4:00 PM

Teaching Assistant(s) & Credentials (*9): None

Course Theory Hours (*2) 30 Laboratory Hours (*3) 0 Clinical Hours (*3) 0
Total lab/clinical hours 0

Required Texts and other Bibliography of learning resources (*10):

Silvestri, L.A. (2018). Comprehensive review for the NCLEX -PN (7thed.). St. Louis, MO: Elsevier

Course Description (*4)

This course provides a review of Maternity, Pediatrics, Nursing 1, and Nursing Science 2. It allows the student an opportunity to identify the strengths and deficiencies related to their knowledge of the material in order to better prepare them for the NCLEX-PN Exam.

Course Theory Objectives/Outcomes (*5)

1. Retain and enhance previous knowledge related to Maternity, Pediatrics, Nursing 1, and Nursing Science II courses.
2. Refine and improve test taking strategies.
3. Understand the importance of continuous review of material to improve nursing knowledge and skills.

Teaching Strategies (*6)

- Lecture
- Take home and in class review exams
- ATI resources available.
- Discussion and Group activities
- Reputable Internet sources

Evaluation/Assessment and Grades (*7)

To pass this courses the student: Must attain an 80% or higher of the 300 points possible

Course quizzes =	4x25 = 100 Points
Midterm=	1x75 = 75 Points
Project=	1x25 = 25 Points
Comprehensive Final=	1x100 = 100 Points

Grading Scale

- The grading scale is as follows:
A = 94-100
B = 87-93

C = 80-86
F = 79.99 or below

Other Information



**Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus**

Course Title (*1): Nursing III & Junior HS/Adolescent

Basic Information

Term- 4

Location-

Faculty with Credentials Responsible for Course (*8):

Instructor Phone- (Office)_____

Instructor Email:

Office Hours-

Course Theory Hours (*2) 86 Laboratory Hours (*3) 16 Adult & 2 Junior HS/Adolescent Clinical Hours (*3) 12 Adult & 4 Junior High School/Adolescent
Total lab/clinical hours 34

Teaching Assistant(s) & Credentials (*9):

Required Texts and other Bibliography of learning resources (*10):

Price, D. & Gwin, J. (2012). Pediatric nursing an introductory text (11thed.) St. Louis, Elsevier.

Nursing 2020 drug handbook (40thed). Wolters Kluwer.

Williams, L., & Hopper, P. (2019). Understanding medical surgical nursing (6thed.)

Philadelphia, F.A. Davis Company. And Video Skills

Williams, L., & Hopper, P. (2019). Student workbook for understanding medical surgical nursing (6thed.) Philadelphia, F.A. Davis Company.

Course Description (*4)

The Nursing III & Adolescent course provides the practical nurse student the information to acquire the knowledge and skills to complete the remaining body systems including the GI, musculoskeletal, neurologic, sensory and urinary systems. In addition, adolescent health will be discussed in this course. Laboratory and clinical experiences will once again enhance the student's knowledge and understanding of concepts learned in the classroom.

Course Theory/Laboratory/Clinical Objectives/Outcomes (*5)

Theory

1. Describe the care of patients with GI, musculoskeletal, neurologic, sensory, and urinary system conditions.
2. Identify the unique needs of the adolescent patient.
3. Integrate the information learned in the classroom and laboratory in final clinical experiences.

Laboratory

1. Perform satisfactorily, select nursing skills located in lab manual including: Snellen eye chart and previous skills recognizing that nursing practice is a goal directed and action oriented process.

Clinical

1. Satisfactorily provide nursing skills practiced in the laboratory on patients at a clinical site
under the direction of a clinical instructor. (ex: vital signs, assessments, dressing changes,
medication administration including IV therapy, assist with sports physical examinations on

- junior high and high school age adolescents)
2. Perform satisfactorily all 5 generic clinical objectives located on the clinical evaluation form

Teaching Strategies (*6)

- Lecture
- Take home and in class review exams
- ATI resources available.
- Discussion and Group activities
- Credible internet sources

Evaluation/Assessment and Grades (*7)

Course quizzes =	4x25 = 100 Points
Midterm=	1x75 = 75 Points
Project=	1x25 = 25 Points
Comprehensive Final=	1x100 = 100 Points

To pass this course the student: Must attain an 80% or higher of the 300 points possible in theory and be satisfactory in the laboratory and clinical areas.

Grading Scale

- The grading scale is as follows:
 - A = 94-100
 - B = 87-93
 - C = 80-86
 - F = 79.99 or below

Other Information



**Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus**

Course Title (*1): Geriatrics

Basic Information

Term- 4

Location-

Faculty with Credentials Responsible for Course (*8):

Instructor Phone- (Office) _____

Instructor Email:

Office Hours-

Teaching Assistant(s) & Credentials (*9):

Course Theory Hours (*2) 40 Laboratory Hours (*3) 0 Clinical Hours (*3) 12

Total lab/clinical hours 12

Required Texts and other Bibliography of learning resources (*10):

Anderson, M.A. (2016) Caring for older adults holistically (6thed). Philadelphia, PA:

F.A. Davis Company

Nursing 2020 drug handbook (40thed). Wolters Kluwer

Course Description (*4)

This course provides a focus on the physical, psychological, sociocultural, and spiritual aspects of aging. This course also provides knowledge, skills, and experience to recognize and approach common problems in older adults in healthcare settings.

Course Theory/Clinical Objectives/Outcomes (*5)

1. Define gerontological nursing.
2. Identify age-related changes with body systems.
3. Discuss the use of the nursing process minimum data set.
4. Discuss the role of the LPN in the management of care in older adults.
5. Describe the legal definition of elder abuse and the LPN's role in reporting it.
6. Identify risk factors for falls and pressure ulcers in the geriatric patient
7. Identify physiological changes of aging that affect pharmacotherapeutics in older adults.

Clinical

1. Satisfactorily provide nursing skills on geriatric patients at a clinical site under the direction of a clinical instructor. (ex: vital signs, physical and nutritional assessments, dressing changes, medication administration & IV therapy as available)
2. Perform satisfactorily all 5 generic clinical objectives located on the clinical evaluation form

Teaching Strategies (*6)

- Lecture & Take home and in class review exams
- ATI resources available.
- Discussion and Group activities
- Internet Resources

Evaluation/Assessment and Grades (*7)

Course quizzes =	4x25 = 100 Points
Midterm=	1x75 = 75 Points
Project=	1x25 = 25 Points
Comprehensive Final=	1x100 = 100 Points

To pass this courses the student: Must attain an 80% or higher of the 300 points possible in theory and be satisfactory in the laboratory and clinical areas.

Grading Scale

- The grading scale is as follows:
 - A = 94-100
 - B = 87-93
 - C = 80-86
 - F = 79.99 or below

Other Information



**Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus**

Course Title (*1): Nursing Science IV

Basic Information

Term- 4 **Location-**

Faculty with Credentials Responsible for Course (*8):

Instructor Phone- (Office) _____ **Instructor Email:**

Office Hours-

Teaching Assistant(s) & Credentials (*9): None

Course Theory Hours (*2) 48 **Laboratory Hours (*3)** 0 **Clinical Hours (*3)** 0

Total lab/clinical hours 0

Required Texts and other Bibliography of learning resources (*10):

Nix, S. (2017). Williams' basic nutrition and diet therapy (15thed.). St. Louis, MO. Elsevier Mosby

Nursing 2020 drug handbook (2019) (40thed). Wolters Kluwer.

Picker, G. (2013). Dosage calculations (9th ed.) Clifton Park, NJ. Delmar Cengage Learning.

Thompson, G. S. (2015). Understanding anatomy & physiology (2nd ed.) and Workbook. Philadelphia, PA: F. A. Davis Company.

Woodrow, R., Colbert B.J., Smith, D.M. (2019). Essentials of pharmacology for health professions (8thed.). Stamford, CT. Delmar CENGAGE Learning

Course Description (*4)

This course provides a continuing focus on nutrition, pharmacology, anatomy & physiology that coincides with the Nursing Course currently being taught in this Term. Safe pharmacotherapeutics and safe medication administration including the intravenous route will continue to be stressed.

Course Theory Objectives/Outcomes (*5)

1. Discussing body system coinciding with the Nursing Course being taught this term.
2. Explaining the function of each system and listing the organs of that system.
3. Describe the action of the medication in terms of the physiological impact on the specific body system.

4. Explain the basic scientific principles of nutrition and their applications related to that specific system.
5. Differentiate between various methods of medication administration.
6. Apply appropriate reasoning skills to prepare safe & accurate dosages of drugs.

Teaching Strategies (*6)

- Lecture
- Take home and in class review exams
- ATI resources available.
- Discussion and Group activities
- Internet Resources

Evaluation/Assessment and Grades (*7)

To pass this courses the student: Must attain an 80% or higher of the 300 points possible

Course quizzes =	4x25 = 100 Points
Midterm=	1x75 = 75 Points
Project=	1x25 = 25 Points
Comprehensive Final=	1x100 = 100 Points

To pass this course the student: Must attain an 80% or higher of the 300 points possible in theory and be satisfactory in the laboratory and clinical areas.

Grading Scale

- The grading scale is as follows:
 - A = 94-100**
 - B = 87-93**
 - C = 80-86**
 - F = 79.99 or below**

Other Information



**Practical Nurse Program Syllabus
Conforms to Rule 4723-5-19 (A) (1)-(11) OAC.
(*1)-(*10) noted on syllabus**

Course Title (*1): Nursing Review III

Basic Information

Term- 4

Location-

Faculty with Credentials Responsible for Course (*8):

Instructor Phone- (Office) _____ **Instructor Email:**

Office Hours-

Teaching Assistant(s) & Credentials (*9): none

Course Theory Hours (*2) 30 **Laboratory Hours (*3)** 0 **Clinical Hours (*3)** 0

Total lab/clinical hours 0

Required Texts and other Bibliography of learning resources (*10):

Kurzen, C. (2016). Contemporary practical/vocational nursing (8thed.). Philadelphia, PA. Wolters Kluwer.

Silvestri, L.A. (2018). Comprehensive review for the NCLEX -PN (7thed.).

St. Louis, MO: Elsevier

Course Description (*4)

This course provides a review of the previous content covered in the program. Practice NCLEX-PN style testing will be provided to assist the student for preparedness for the ATI exit examination. This will allow the student an opportunity to identify areas in which they need to further prepare for the NCLEX- PN examination that leads to licensure as a practical nurse.

Course Theory Objectives/Outcomes (*5)

1. Retain and enhance knowledge related to previous and current curriculum content.
2. Realize the importance of reviewing material discussed through ATI testing, Silvestri online and all textbook resources to improve preparedness for the NCLEX-PN exam.

Teaching Strategies (*6)

- Lecture
- Take home and in class review exams
- ATI resources available
- Discussion and Group activities
- Credible internet sources

Evaluation/Assessment and Grades (*7)

To pass this courses the student: Must attain an 80% or higher of the 300 points possible

Course quizzes =	4x 25	= 100 Points
Midterm=	1x75	= 75 Points
Project=	1x25	= 25 Points
Comprehensive Final=	1x100	= 100 Points

***Additionally the student must achieve a passing score on an exit assessment exam (ATI) determined by the provider of the examination in this course. Three (3) attempts to pass the examination are permitted. After three attempts a structured review must occur prior to subsequent attempts.

Grading Scale

- The grading scale is as follows:
 - A = 94-100
 - B = 87-93
 - C = 80-86
 - F = 79.99 or below

Other Information



MEDICATION AIDE (OBN)

Alia School of Nursing offers the Ohio Board of Nursing (OBN) approved Medication Aide (MAC) certificate program. In a 120-hour, seven-week course, our program prepares qualified Nurse Aides to administer medications to patients and residents in nursing care facilities, including Assisted Living (AL), Independent Living (IL), and Skilled Nursing Facilities (SNFs). Our MAC Program equips students with proven classroom and clinical strategies, as well as ensuring they understand all the requirements for taking the Ohio Medication Aide Board Examination. Our MAC Program meets the most current standards of the Ohio Administrative Code. We have flexible scheduling options for this seven-week course offered in both Day and Evening sessions.

CURRICULUM

Alia School of Nursing utilizes the Ohio Board of Nursing's Model Curriculum that complies with the curriculum requirements specified in Rule 4723-27-08 of the Ohio Administrative Code. A complete copy of the Model Curriculum may be found on the Board's website under the Medication Aide link. An outline of the curriculum as it will be presented over the course of the program will be made available in the form of a syllabus.

Alia School of Nursing's Medication Aide Training Program adopts the Board of Nursing Model Curriculum as written.

PROGRAM CONTENT

The lecture portion of the course will be taught using traditional lecture methods including but not limited to the use of PowerPoints, supplemental videos, and worksheets as relevant to the topic at hand. The laboratory portion of the program will utilize the guidelines from the Ohio Medication Aide Certified Candidate Handbook. Laboratory will be conducted in a skills lab using mock medications. Students will observe demonstrations and return demonstrations for each skill. Students will be required to successfully complete all clinical hours along with a successful return demonstration of all laboratory competencies prior to beginning clinical experiences.

The standard minimum curriculum for certified medication aides shall include courses, content, and expected outcomes, relative to the defined role of the certified medication aide, in the following areas with the minimum number of course hours specified:

2. Communication and interpersonal skills, four hours;
3. Resident rights related to medication administration, including the right of a resident to refuse medications, one hour;
4. The six rights of medication administration, three hours, including:
 - a. The right person;
 - b. The right drug;
 - c. The right dose;
 - d. The right time;
 - e. The right routine; and
 - f. The right documentation.
- (4) Drug terminology, storage and disposal, four hours, including:
 - (a) Medical terminology, symbols, and disposal, four hours, including:
 - (b) Dosage measurement;
 - (c) Reference resources;
 - (d) Principles of safe medication storage and disposal;
- (5) Fundamentals of the following body systems, twenty hours, including:
 - (a) Gastrointestinal;
 - (b) Musculoskeletal;
 - (c) Nervous and sensory;
 - (d) Urinary/renal;
 - (e) Cardiovascular;
 - (f) Respiratory;
 - (g) Endocrine;
 - (h) Male and female reproductive; and
 - (i) Integumentary and mucous membranes;
- Basic pharmacology, drug classifications and medications affecting body systems, twelve hours, including:
 - (a) Purposes of various medications;
 - (b) Schedule III, IV and V controlled substances;
- Safe administration of medications, twenty hours, including:

- (a) Oral medications;
 - (b) Topical medications;
 - (c) Eye, ear and nose medications;
 - (d) Vaginal medications;
 - (e) Rectal medications;
 - (f) Oral inhalants;
 - (g) Transdermal medications;
 - (h) Proper resident positioning;
 - (i) Measurements of apical pulse and blood pressure in association with routine medication administration
- Principles of infection control and standard blood and bodily fluid precautions including those set forth in Chapter 4723-20 of the OAC, two hours;
 - Documentation of medications in residents' clinical records, including as-needed medications, two hours;
 - Circumstances in which a certified medication aide should report to, or consult with, a nurse concerning a resident or residents to whom medications are administered, four hours, including:
 - (a) The potential need of a resident for the administration of an as-needed medication, as evidenced by a resident's expression or discomfort or other indication;
 - (b) A resident exercising the right to refuse medication administration;
 - (c) Any deviation from the delegation of medication administration instructions;
 - (d) Any observation about the condition of a resident that should cause concern to a certified medication aide.
 - (e) Error prevention of a resident that should cause concern to a certified medication aide
- (1) Medication errors, four hours, including:
- (a) Error prevention through promotion of safe medication administration practices;
 - (b) Timeliness and manner of reporting medication errors;
- (2) The role of the certified medication aide as set forth in Chapter 4723. Of the Revised Code and this chapter, four hours, including:
- (a) The fact that administration of medication is a nursing function that may only be performed by a certified medication aide when it has been delegated by a nurse in accordance with the provisions of this chapter;
 - (b) The settings in which medications may be administered by certified medication aides;
 - (c) The types of medications that may be administered by a certified medication aide as well as those that a certified medication aide may not administer; and
 - (d) The activities associated with the administration of medications that are prohibited for a certified medication aide.
- (3) The supervised clinical practice component of an approved medication aide training program shall be sufficient to assure the students are prepared to administer medications as a certified medication aide in a safe and effective manner, and shall satisfy the following
- (1) The supervised clinical practice component shall consist of not less than forty clock hours, including experience in tasks related to the administration of medication, and shall be conducted under the direction and supervision of a nurse.

- (2) The supervised clinical practice component shall take place in a nursing home or residential care facility with which the training program has a written agreement to provide nurse supervision of the student in accordance with this rule;
- (3) While engaged in medication administration, a student shall be under the one-on-one supervision of a nurse.
- (4) During the supervised clinical practice, the nurse supervising the medication aide shall inform the registered nurse program administrator of the student's progress in the supervised clinical practice.

PROGRAM OBJECTIVES

The objectives and outcomes of the Alia School of Nursing Medication Aide Training Program. The student shall:

1. Know the resident's rights related to medication administration
2. Identify the six rights of medication administration
3. Understand the fundamentals of the ten body systems
4. Demonstrate correct/safe technique including vital signs when administering medications
5. Display the principles of standard precautions
6. Document medications appropriately and understand reporting concerns
7. Calculate mathematical problems correctly
8. Identify medical terminology, symbols and accepted abbreviations
9. State the medications and routes permitted to be utilized by a Medication Aide.
10. Successfully complete the Board approved Medication Aide Program and pass the required Board approved examination.

PROGRAM LOCATION

The MAC Program consists of classroom-based learning activities and community-based clinical experiences. All classroom activities including lecture and laboratory take place at our offices located at 2800 Corporate Exchange Dr., Suite 410, Columbus, Ohio 43231. All clinical experiences take place in a long-term care facility in the Columbus metropolitan area.

EXAMINATION AND REQUIREMENTS FOR CERTIFICATION

A class of students shall complete the program in no fewer than 20 business days and no more than 90 days. Within 60 days of satisfactorily completing the required classroom and supervised clinical practice components, the student shall take a board approved examination.

The examination shall evaluate whether the student's reading, writing, mathematical skills, and knowledge of the standard minimum curriculum are sufficient to administer prescription medications safely.

A student who fails the examination may take the examination a second time within the six-month period immediately following notification of the examination results to the program.

A student who fails the examination a second time must enroll or re-enroll, and satisfactorily complete, a board approved training program in order to be eligible to take the examination

again.

The standard minimum curriculum for certified medication aides shall include courses, content and expected outcomes, relative to the defined role of the certified medication aide, in the following areas with the minimum number of course hours specified:

The minimum passing grade on the written component of a board-approved examination shall be 80 percent. A student must successfully complete each of the skills evaluation tasks included in the clinical component of a board-approved examination in order to pass.

The training program shall assure that a medication skills checklist is maintained for each student to record performance during the supervised clinical practice shall include the following:

- (1) Each skill necessary to safely administer medications in accordance with this chapter;
- (2) The date each skill is successfully demonstrated, or an indication that the student did not have an opportunity to perform the skill in a supervised clinical setting;
- (3) The name and signature of the nurse who supervised the student's successful performance of the skill

(G) The training program shall provide a copy of the medication skills checklist, certified by the program to be true and accurate, to each student upon completion of the medication aide training program.

(H) If a student did not have an opportunity to perform a skill listed on the medication skills checklist during the supervised clinical component of the training program the student shall comply with all of the following:

- (1) Upon employment as a certified medication aide, provide the employer with a certified copy of the medication skills checklist;
- (2) Refrain from performing any unchecked medication skill as a certified medication aide without direct nurse supervision until a nurse has observed satisfactory performance of the skill; and
- (3) Obtain the signature of the nurse who observed satisfactory performance of the skill by the certified medication aide on the date indicated on the medication skills checklist.

ENTRANCE EXAMINATION

The entrance examination is composed of 50 questions (25 Basic Math Assessment; 25 Basic English/Reading Comprehension). Students will have 60 minutes to complete the exam. The exam is administered by an Alia representative every Tuesday at 8AM and every eighth Saturday at 9 AM (contact the main office for upcoming dates). Students must complete the entrance exam with a minimum score of 75% for admissions into the program. Students must contact the main office to schedule for their entrance exam as space is limited.

Students must provide two forms of ID upon arrival one of which must be a photo ID. Students who do not pass the entrance exam must wait a minimum 14 days before scheduling to retake the exam. Students requiring testing accommodations will need to bring a copy of their IEP or a letter from an authorized healthcare provider outlining the nature of the accommodation

and the required accommodation.

ADMINISTRATION

SANDRA L. OSMAN, RN, MSN, FNP - PROGRAM ADMINISTRATOR

Sandra.Osman@AliaHealthCare.com

Sandra Osman graduated from Ohio University with her Masters of Science in Nursing (FNP) in 2017. Sandra is a Registered Nurse and Board-Certified Family Nurse Practitioner and currently serves as the Nurse Aide Training and Competency Evaluation Program (NATCEP) Administrator at Alia. She is currently working on her Doctor of Nursing Practice (DNP) at Ohio University. Sandra is a passionate clinician and educator with a goal of teaching others and passing on knowledge to the next generation. Although she oversees the NATCEP, Train-The-Trainer (TTT), and Certified Medication Aide (MA-C) Programs at Alia as the Program Administrator, her secondary role is that of Interim Program Administrator at The Alia School of Nursing in the Practical Nurse (PN) Program which includes both the PN and Registered Nurse (RN) Programs. In addition to having worked as a nurse on the ICU-Step Down Unit performing direct patient care for various levels of acuity and vented patients, she has over 15 years of teaching experience and is a seasoned lecturer. Sandra also worked as a Family Nurse Practitioner at ZN Medical Center in Columbus where she provided primary care services to an underserved/limited English speaking population including physical/gynecological exams, health assessments, prevention, diagnosis and treatment of acute and chronic illnesses with patients across the lifespan. Sandra holds a clinical position at a Regenerative Medicine Clinic where she keeps her clinical skills honed in the field of Regenerative Aesthetics by performing such procedures as microneedling, medithreading as well as Regenerative Therapies including stem cell, platelet-rich plasma, exosomal injection, A2M injection, and laser therapy.

The Program Administrator is responsible for oversight and assurance of current policies and the implementation of new policies in accordance with state and federal compliance within the NATCEP Unit and the Nursing Program and their respective requirements as outlined by the Ohio Department of Health (ODH) and the Ohio Board of Nursing (OBN).

ABED S. OSMAN - EXECUTIVE DIRECTOR

Abed.Osman@AliaHealthCare.com

Abed Osman began his medical career as a Phlebotomist at the University of Cincinnati Hospital. While attending the University of Arizona, he had his first exposure to the business sector of the Supplemental Medical Staffing Industry. Subsequently, he moved to New York with Nursefinders focusing on nurse recruitment and staffing for Hospitals and Skilled Nursing Facilities throughout the New England Region. He returned to his Ohio roots in 2001 where he became one of the founding members of Alia Healthcare along with his spouse, Sandra Osman. He has served faith-based communities in Central Ohio as Outreach Chairman of the Noor Islamic Cultural Center (NICC) while raising his family in Columbus where he currently resides.

The Executive Director is responsible for overseeing the administration, training programs, and strategic plan of Alia Healthcare. Other key duties include, but are not limited to, fundraising, marketing, and community outreach. The position reports directly to the

Board of Directors.

ACADEMIC FACULTY

CATHY A. LEARN, MSN, MA, RN - NURSING PROGRAM ADMINISTRATOR

Cathy.Learn@AliaHealthCare.com

Cathy Learn completed her graduate work at Carlow University in Pittsburgh, PA with a focus on nursing education and mentoring nursing faculty. Cathy received her Bachelors in Nursing Science (BSN) as well as her Associate of Applied Science (AAS) from Ohio University. She holds a double Masters Degree in Nursing Science (MSN) from the University of Phoenix as well as a Masters Degree in Education (MA) from The Ohio State University. Her past roles include Faculty/Assistant Administrator for the RN Program at Fortis College, Affiliate Faculty at Indiana Wesleyan University, and Faculty at Mid-East Career Center. She is a consultant in Ohio for Nursing Education Programs and has served as a member of the American and Ohio Nurses' Associations, and as an Advisory Board member at several nursing institutions.

DR. SHARON BARWICK, DNP, MSN, RN - NURSING PROGRAM INSTRUCTOR

Sharon.Barwick@AliaHealthCare.com

Doctor Barwick received her Doctorate of Organization and Education from Argosy University and holds a Master of Arts from the University of Akron. She completed her Bachelors of Science in Nursing and Technical Education at the University of Akron. Dr. Barwick has taught in the Nursing Programs at various institutions such as Fortis College, Brown Mackie College, North Coast Academy, and Larock Academy. Her clinical experience as Director of Nursing at skilled nursing facilities throughout Ohio makes her uniquely qualified to teach nursing students from the perspective of a nurse who has managed staff nurses at direct patient care facilities.

KEISHA HOOVER, RN, BSN - LECTURE INSTRUCTOR

Keisha.Hoover@AliaHealthCare.com

Keisha Hoover completed her Bachelor of Science in Nursing at MedCentral College of Nursing and went on to start her career in vocational training as a Nurse Aide Training Instructor at Companions of Ashland and as a Home Healthcare Supervisor at Lakeside Homecare in Ohio. Keisha joined the Alia team in 2018 as Primary Instructor in the NATCEP Program and currently serves as its Program Coordinator where she is responsible for the oversight of programmatic requirements as outlined by the NATCEP Division of the Ohio Department of Health (ODH).

SCOTT SITES, MSN, RN, RN-BC - LECTURE INSTRUCTOR

Scott.Sites@AliaHealthCare.com

Scott Sites holds a Masters of Science Nursing in Healthcare Leadership from Mount Saint Joseph University in Cincinnati, Ohio and a Bachelors of Arts in Psychology at Sinclair Community College in Dayton, Ohio. He began his career in Case Management at UnitedHealth Care then subsequently as a Clinical Lead/House Supervisor at West Chester Hospital and Bethesda North Hospital on the Telemetry and Medical-Surgical Units. He began his teaching career as an Adjunct Faculty member at Xavier University in Cincinnati teaching Nursing

Fundamentals to Freshman and Sophomore students in the BSN Program. Scott currently teaches Medication Aide and Pre-Nursing students at the Alia Cincinnati Campus.

MARY WALTERS, RN, BSN - LECTURE INSTRUCTOR

Mary.Walters@AliaHealthCare.com

Mary Walters is a seasoned instructor who completed her Bachelors of Science in Nursing from Indiana Wesleyan University. She comes to us from the sunny state of Florida after working as a Nurse Auditor at Spirit Home Care in Cincinnati and subsequently in the pharmaceutical industry. Mary began Case Management and Concurrent Review at organizations that include Humana in Port Charlotte, Florida, OASIS-C in Fort Myers, and BCBS in Jacksonville. Her illustrious teaching career began as an Adjunct Faculty member at Scarlet Oaks in the Baccalaureate and Associate Nursing Program.

ANTHONY BECKHAM, RN, BSN - CLINICAL INSTRUCTOR

Anthony.Beckham@AliaHealthCare.com

Anthony “Tony” Beckham received his Bachelor of Science in Biology in 1998 and went on to receive his Bachelor of Science in Nursing in 2012. Tony has over five years of patient care experience as a Registered Nurse and serves as a clinical instructor for the Alia School of Nursing NATCEP Program.

BARBARA DOUGLASS, RN - CLINICAL INSTRUCTOR

Barbara.Douglas@AliaHealthCare.com

Barbara Douglass began her medical career with her Associate of Applied Science in Medical records and Certification of Medical Transcription. She then went on to receive her Associate of Applied Science in Nursing, RN in 1993. Barbara has gained over 25 years of nursing experience over the course of her career and chose to add teaching to her skills list when she received her Train-The-Trainer Certification in 2009. Barbara is also certified as a CPR Instructor. Barbara joined Alia in 2019 and serves as a NATCEP Clinical Instructor and a CPR/BLS Instructor.

SHAWNRAE PHILLIPS - PHLEBOTOMY INSTRUCTOR

Shawnrae.Phillips@AliaHealthCare.com

Shawnrae Phillips graduated with her Bachelor’s Degree in Health Science from Purdue University. Shawnrae began her career as a Medical Assistant in 2001 and has over 10 years of experience in the healthcare field. Her teaching experience includes Medical Assistants, Phlebotomy, Diagnostics and Anatomy and Physiology. Shawnrae teaches the Phlebotomy Technician program at the Alia School of Nursing.

ANGELIQUE M. TUCKER, RN - LABORATORY INSTRUCTOR

Angelique.Tucker@AliaHealthCare.com

Angelique “Angie” Tucker is a Registered Nurse who comes to us from the state of Georgia where she gained her clinical experience working at Emory University Hospital in Decatur in the ICU and at Maxim HealthCare in Atlanta as an LPN in home healthcare. Angie joined the

Alia team in 2017 as a Laboratory Instructor in the Nurse Aide Training Program and teaches at both the Columbus and Cincinnati Campus.

STAFF

CATHERINE CORBETT - ACCOUNT MANAGER/HUMAN RESOURCE MANAGER

Catherine.Corbett@AliaHealthCare.com

Catherine “Sue” Corbett has extensive experience in human resources throughout her career ranging from her work as Medical Billing Specialist at the National Youth Advocacy Program and with Alpha Counseling as their Medical Billing Specialist. She has extensive office experience in the home health care sector as a scheduler and office manager. Sue is an avid reader; she loves painting and journal making.

The Human Resources Director plans, coordinates, and directs the administrative functions at Alia. Sue oversees the recruiting, interviewing, and hiring of all new staff; she consults with the administration on strategic planning and serves as a link between Alia’s management and its employees.

CARSON HAAS, BS - COLUMBUS CAMPUS DIRECTOR

Carson.Haas@AliaHealthCare.com

Carson Haas completed his undergraduate degree in Biology at The Ohio State University and currently serves at Alia as the Director of the Columbus Campus. His work at The Ohio State University Belury Research Lab as a Research Assistant where he investigated energy metabolism in mice cohorts with metabolic diseases with lipid intervention gave him the experience in muscle staining and imaging protocols, and exploratory research into relevant metabolic processes. Carson also currently serves as a Jr. Board Member Adviser and Volunteer assisting children and young teenagers at Nationwide Children’s Hospital as well as a Mentor and Volunteer at CHRIS-OHIO where he mentors young high school students in the Columbus area for the only state approved mentoring program that offers in-school mentoring, weekly interventions to assist with learning English, and cultural integration.

The Campus Director is responsible for overseeing the successful day-to-day functions of the campus including overseeing all programs conducted under the Alia School of Nursing and maintains the Columbus programs in accordance with the Ohio State Board of Career Colleges and Schools and other state governing bodies.

HELEN STENCIL - CLASS COORDINATOR

Helen.Stencil@AliaHealthCare.com

Helen is currently enrolled in the Nursing Program at Columbus State Community College with plans to practice in the psychiatric field of nursing. She has many years of customer service experience and enjoys assisting students with whatever needs they may have. Helen worked in HR at Amazon Fulfillment before joining the Alia team in 2022.

The Class Coordinator oversees the successful day to day functions for students including but

not limited to: Student Records, Clinical Placement, Payment Plans and Daily Attendance.

GOVERNING BODY

SANDRA OSMAN, COLUMBUS & CINCINNATI CAMPUS DIRECTOR

ABED OSMAN, EXECUTIVE DIRECTOR