

Diversified Healthcare Training Institute

School Catalog

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Volume 3

Governing Body

Beatrice Nwanneka Nnani, RN, Program/RN Administrator

Beatrice Nwanneka Nnani is a Registered Nurse licensed with the North Carolina Board of Nursing since 2016. She graduated from the School of Nursing of Queens University of Charlotte, NC, with a Bachelor of Nursing, BSN, degree. She also holds a Bachelor of Education degree in Health and Physical Education from the University of Nigeria, Nsukka, Nigeria. She is currently employed at Duke Raleigh Hospital as an RN.

Crystal Okafor, School Administrator

Crystal Okafor, a Registered Nurse and a graduate of North Carolina Central University, is currently serving as the Agency Director for A1-Omega Healthcare Services. She holds a master's in business, and an MBA in Finance from the University of Nigeria Nsukka and is pursuing her doctorate in Nursing Practice degree with a concentration in Psych Mental Health, set to graduate in May 2025 from Gardner Webb University. Crystal Okafor has been a Registered Nurse since 2017 and has worked with Duke Health System as a clinical Nurse II for over six years. She has 20 years of healthcare experience.

Officials

Beatrice Nnani RN, Program Coordinator
Crystal Okafor, RN, Administrator
Ubani Udeagha, RN Instructor
Em Toe, RN - Instructor

Faculty

Beatrice Nwanneka Nnani, RN Program Coordinator
Crystal Okafor, RN, Administrator
Ubani Udeagha, RN Instructor
Em Toe, RN - Instructor

Calendar: Holidays

Legal Holidays: The school shall observe the following holidays

New Year's Day
Martin Luther King Jr. day
Good Friday
Memorial day
Independence day
Labor day
Veteran's day
Thanksgiving
Christmas

Calendar- Academic sessions

Classes will be offered every 5-6 weeks. The School will operate from Tuesday-Friday from 8:00 AM to 3:00 PM.

*The classroom portion is a total of 40 hours. Students will receive a 10-minute morning break and a 10-minute afternoon break. Students will receive a 40-minute lunch break. Classes will last approximately 7 days of 6 hours duration from 8:00 AM-3:00 PM.

*The laboratory portion is a total of 40 hours. Students will receive a 10-minute morning break and a 10-minute afternoon break. Students will receive a 40-minute lunch break. The lab will last approximately 7 days of 6 hours duration from 8:00 AM-3:00 PM.

*The clinical portion is a total of 40 hours. Students will receive a 10-minute morning break and a 10-minute afternoon break. Students will receive a 40-minute lunch break. Clinicals will last approximately 7 days of 6 hours duration from 8:00 AM-3:00 PM.

In the event of severe weather conditions, such as hurricanes, ice storms, or other acts of nature that create hazardous conditions and/or extended power outages, administrators may find it necessary to close the school. In this case, students and faculty are advised to call an emergency number which will be contained in the handbook and will also be posted on the outside door and provided to students and faculty.

Policy/Regulations-Re: Leave Absences

Healthcare workers must be reliable employees. The resident's welfare is dependent on the worker being in the right place at the right time. We believe that it is essential within the curriculum to teach employability skills as an integral part of the education program.

*Excused Absences (these count toward the 20% of the total program hours a student misses before they are terminated.)

1. Illness of the student (medical evidence may be requested)
 2. Death in the family
 3. Emergency in the family.
 4. Religious holiday
 5. Subpoena by any law enforcement agency/jury duty
 6. Justifiable reasons approved in advance.
- All other absences are unexcused.

Make-Up Work

*Purpose: Establish a make-up work schedule for students attending the school.

*Policy: It is a requirement of the school that students with excused absences must follow a make-up work policy to continue to meet the requirements of the school before graduation from the school

*Procedure:

1. No more than 5% of the total course time hours for a program may be made up.
2. Make-up work shall:
 - a. Be supervised by an instructor approved for the class being made up;
 - b. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
 - c. Be completed within two weeks of the end of the grading period during which the absence occurred;
 - d. Be documented by the school as being completed, recording the date, time, and duration of the make-up session, the name of the supervising instructor, and
 - e. Be signed and dated by the student to acknowledge the make-up session.

Tardiness

Students are expected to be in class, at their desks, and prepared to work at the beginning of the school day, following breaks and lunch periods. Students who are not on time will be marked tardy by the instructor who will track tardiness and report 3 tardiness as an absence. If you arrive more than 5 minutes after class time begins, this is considered tardy. This school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

- (1) more than 12 hours of absence which is 10 % of the total clock hours.
- (2) any number of days if the student fails to return from an approved leave of absence as scheduled.
- (3) less than 40 clock hours in the classroom and 40 hours in the clinical setting as the student must have 80 hours combined

The school does not offer an attendance probation policy.

Interruptions for Unsatisfactory Attendance

It is the policy of this school that any student missing more than 6 hours of scheduled class days will withdraw or must arrange (for an additional fee) to continue classes either through a make-up session with the instructor or during the next scheduled course session. Students may be charged \$35.00 per hour for makeup coursework at the discretion of the School Director. No more than 5% of the total clock hours for a program may be made up.

Policy/Regulations-Re: Enrollment

The NC Board of Nursing and the NC Division of Health Service Regulation recommend that students must be at least 18 years old to register for a Nurse Aide I class. Students who are under 18 years old are not eligible to register and pay for a Nurse Aide 1 class.

Enrollment Date

Students are expected to enroll with the school at least one week before the start of classes to give room for background checks, drug tests, and immunization.

Specific Entrance Requirements/Course(s)

All prospective students are expected to have the equivalent of a high school diploma or GED. A copy of the high school diploma or GED must be submitted at the time of enrollment.

They are also required to possess the following:

1. A copy of high school diploma equivalent or GED
2. Ability to read, write, and speak English;
3. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from any communicable disease; and
4. Not listed on the Nurse Aide Registry in revoked status;
5. Have a current TB test or chest x-ray within the last 12 months showing no active TB or communicable disease processes
6. Obtain and submit a criminal background check
7. Obtain and submit drug test result

Policy/Regulations-Re: Standards of Progress

1. The school shall record a student's grades at the midpoint (40 hours) and end of each progressive evaluation period. The student will be given a progress report at the midpoint (1/2 way through the entire class period which is after 20 hours). A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated. Satisfactory progress is identified as achieving a grade of C (74.5%) or higher as outlined in the Grading section of this catalog.

2. When a student is placed on academic probation, the school shall counsel the student before the student returns to class. The date, action taken, and terms of probation shall be indicated in the student's permanent file. Any remedial work undertaken will be noted in the student record.

The program coordinator will audit student records for accuracy two weeks after the end of each course. The following will be maintained in the student record:

Completed Appendix A: attendance records to include dates of absences, materials/clinical experiences missed, and dates of made-up (see Make-Up policy below); tests or answer sheets labeled with test version (date); test scores and verification of students identity and documentation. Student records will be available to DHSR upon request.

The policies and expectations for students will contain more information than the DHS policy

Grading System

Students will be graded using a percentage system as follows:

89.5 – 100 = A Outstanding Achievement

79.5 – 89.4 = B Above Satisfactory

74.5 – 79.4 = C Satisfactory (The grade that must be achieved to pass/graduate)

59.5 – 74.4 = D

59.4 – Below = F

Conditions for Expulsion or Suspension for Unsatisfactory Grades or Progress

A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated. Satisfactory progress is identified as achieving a grade of C or higher as outlined in the Grading section of this catalog.

2. When a student is placed on academic probation, the school shall counsel the student before the student returns to class. The date, action taken, and terms of probation shall be indicated in the student's permanent file. Any remedial work undertaken will be noted in the student record.

Conditions for Reentrance for Students Dismissed for Unsatisfactory Progress

In cases of academic progress, the school may allow a student whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one progress evaluation period.

The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the first grading period. The school shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period and in the first test, that student's enrollment shall be terminated.

For attendance-related dismissal, it is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance if the following criteria are/are met:

- 1) The student has rectified the issue causing the attendance problem to begin with. (i.e. not having transportation, illness, etc.)
- 2) The student commits to arriving on time for classes.
- 3) The student may not reenter before the start of the next grading period if terminated for violation of the attendance policy.

Statement Re: Progress Records Kept & Furnished to Students (Transcripts)

The program coordinator will audit student records for accuracy two weeks after the end of each course. The following will be maintained in the student record:

Completed Appendix A: attendance records to include dates of absences, materials/clinical experiences missed, and dates of made-up (see Make-Up policy below); tests or answer sheets labeled with test version (date); test scores and verification of students identity and documentation. Student records will be available to DHSR upon request.

The policies and expectations for students will contain more information than the DHS policy.

Policy/Regulations-Conduct (Student Conduct Conditions for Dismissal for Unsatisfactory Conduct)

Students are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others
3. Non-compliance with the directives of school faculty and staff
4. Violation of written policies, rules, or procedures
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission
6. Damage to property or destruction of property
7. Creation of unsafe conditions

8. Carrying out a false alarm or creating an emergency such as a fire or a bomb threat
9. Hurting others, threatening others, or engaging in behavior that may result in harm to others
10. Selling, consuming, and/or possessing alcoholic beverages
11. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics
12. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building
13. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace

Detailed Schedule for Costs

Fees:

A non-refundable fee of \$50 is required to secure a seat. This amount will go towards the tuition fee if the student completes the class but is nonrefundable if the student fails to cancel one week before class starts.

Tuition: \$800.00

Lab fee: \$100.00

Workbook: \$20.00

Textbook: \$35.00

*CPR: \$60 (optional)

*The American Heart Association Basic Life Support CPR Certification is required.

Leave of Absence

Students may be considered for a leave of absence under the following circumstances: 1. Medical or Extended Illness – students will be considered for a leave of absence due to extended illness.

2. Family – a leave of absence for pregnancy, paternity, adoption leave, or parental care will be granted consistent with the Family Leave Act.

3. Military – a leave of absence will be approved for employees/students to perform military service or receive military training.

Leaves of absence for other reasons may be approved on an individual basis. The decision to grant leave will be left solely to the School Director. The length for a leave of absence is per FMLA law and for other types of absences due to illness, maybe up to 30 days in length.

Policy/Regulations-Re: Refund

Refund of an unused portion of Tuition, Fees, etc.

A. If a student does not enter the course

- A 100% refund if the student officially withdraws from the class five working days before the first day of class.
- A 100% refund will be made to the student who cancels within 24 hours of registration.

B. If a student withdraws from a course

- No more than 50% of tuition only will be refunded if the student officially withdraws from the class (by a written request) on or before the 10-percent date of scheduled hours. Refunds up to 50% only will be pro-rated.
- School books, lab fees, and CPR are non-refundable.

If any of the following occur prior to the first day of class, a student shall receive a one hundred percent (100%) refund, including non-refundable fees already paid:

- I. The student withdraws.
 - II. The student is caused to withdraw by the school.
 - III. The school cancels the class.
2. If the student withdraws or is caused to withdraw by the school on or before completing twenty-five percent (25%) of the period of enrollment for which the student was charged, the student shall receive a refund of seventy-five percent (75%), excluding any disclosed nonrefundable fees.

Description of Facilities (general)

Space

The school sits on 0.69 acres of land and occupies a total of 1362 square feet of space comprising a classroom, a laboratory, a break room, and toilet facilities with a sink. Hot and cold running water are connected to the sink.

Facilities/Equipment

Resident Room: Adequate space, lighting, and ventilation, a sink with hot and cold running water with hand faucets readily accessible to the room. Hospital bed with a regular mattress. Bedside table, simulated call light, Commode or toilet, Over-bed table, privacy curtain, Straight chair, Soiled linen hamper, Wastebasket, Wheelchair.

Toileting Supplies: Alcohol Swabs, Bedpans (fracture pan and full bedpan), Catheter, Funnel or irrigation syringe to fill the urinary drainage bag, Graduated container (clear plastic), Incontinence pads, Tape, Toilet tissue, Urinal Urinary drainage bag, Yellow food coloring or a substitute to color the water.

Measuring and Recording Supplies: Blood pressure cuff - multiple sizes, Device for measuring height (stand-up scale), Digital thermometers, Lubricant for rectal temperature, Scale (non-digital, stand-up scale), Stethoscope (single and double earpiece), Watch or clock with second hand for vital signs.

Linens: Bath blankets, Blanket/bedspread, Covered pillows for positioning (minimum of 4), Gowns and bedclothes, Lift Pad, Pillowcases, Sheets (flat and fitted), Towels, and Washcloths.

Clothing: (Normal and adaptive) Button front shirt, Non-skid footwear, Pants (sweat suit or elastic waist pants), Socks.

Mouth Care Supplies: Denture cleaner, Denture container, Dentures (full set of real ones), Drinking cups, Emesis basin for spitting, Mouthwash and swabs for oral care, Tongue blade, Toothbrush, Toothpaste, Water pitcher

Bath Supplies: Basin, Soap, soap dish.

Grooming Supplies: Brushes, Combs, Nail files or emery boards, Orangewood sticks, Shampoo, Lotion.

Nutrition Supplies: Jell-o or pudding. Clothing protectors, Cups, Dishes, Food trays Napkins, Spoon, knives and forks, Standard measurements for fluid containers, Straws

Ambulation/Transfer Supplies: Cane, Crutches, Transfer belt or gait belt, Walker

Miscellaneous: Disinfectant for cleaning supplies, Facial tissues, Paper towels, and dispenser, Pencil and paper for candidate's recording, Tape measure

Infection Control: Disinfectant for cleaning supplies, Disposable gloves (assorted sizes), Gauze, Goggles, Isolation gowns and masks, Isolation tags, and Plastic bags.

Teaching Supplies: Anatomical Chart, Charts forms, Incident/accident forms.

Course Outline

Subjects/Units: The school will adopt the North Carolina state-approved curriculum for the Nurse Aide 1 Training Program for its instructions.

Type of Skill to be Learned: The skill to be acquired will be such that it prepares the students to be efficient and effective in the discharge of their duties as qualified Nurse Aide 1 having fulfilled the requirements for listing on the Nurse Aide 1 registry program after meeting its competency requirements.

Approximate Duration of Time

The approximate duration of the program is expected to be 22 days excluding holidays and weekends.

Clock Hours

The total clock hours for the Nurse Aide 1 training program is approximately 120 hours whereas the Nurse Aide 1 refresher class is approximately 48 hours.

Credit Hours/Credit Hour Equivalent

The school does not operate on a credit-hour basis.

Policy/Regulations Re-Granting Credit

Previous Education Training

The school does not take into consideration any previous educational training in offering admissions for the Nurse Aide 1 training program except for re-certification.

Other

The school's physical address is:

5870 Faringdon Place Ste #2

Raleigh NC 27609

E-mail address: diversifiedhealthcareinc@gmail.com

Emergency Telephone #: (919) 464-8759

(919) 771-3429

