

## COURSES

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### NURSE AIDE TRAINING PROGRAM

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112 Clock Hours/4 weeks Certificate Program/up to 40 Hours a week

The Nurse Aide program is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long-term care facilities. Graduates of this program will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence, while observing patient rights. They will learn how to perform basic first aid, CPR, take vital signs, apply the elements of basic nutrition in meal planning, and follow infection control measures. Additionally, they will be able to apply proper body mechanics in bed making, lifting, and turning patients. Graduates of this program may find entry-level employment as a nurse aide with hospitals and nursing homes.

### PROGRAM OUTLINE

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Course Number	Course Title	Lecture Hours	Lab Hours	Extern Hours	Total Hours
NA 101	Introduction to Long Term Care (LTC)	16	0	0	16
NA 102	Personal Care Skills	10	10	0	20
NA 103	Basic Nursing Skills	10	0	0	10
NA 104	Restorative Services	6	0	2	8
NA 105	Mental Health & Social Service Needs	6	0	0	6
NA 106	Social Skills	12	0	0	12
NA 107	Clinical Externship	0	0	40	40
Totals		60	10	42	112

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### Subject Descriptions

#### Nurse Aide Training

##### **NA-101: 16/0/0 Introduction to Long Term Care (LTC)**

Students completing this subject will discuss and be able to detail the history and importance of nurse aides on patient care. They will review the Omnibus Budget Reconciliation Act (OBRA) of 1987 and discuss its impact on improving the quality of life for residents of skilled nursing facilities. Students will be able to state the intent of OBRA and describe the OBRA requirements for Nurse Aide training and placement on the Texas Nurse Assistant Registry. They will discuss who can work as a Nurse Aide and be able to describe the purpose of LTC facilities, the types of residents of LTC facilities, common human needs and myths and feelings about aging. They will be able to describe the role of the Nurse Aide in LTC facilities and safety measures utilized to keep themselves and resident's injury free. They will compare and contrast what constitutes appropriate and inappropriate relationships with residents and how to ensure they always maintain proper relationships with residents. Additionally, they will be able to explain proper procedures in case of accident or incident and proper emergency measures/procedures. They will be able to describe proper infection control procedures and

the rights of residents in LTC facilities. Upon completion of this subject, students will be able to: 1) discuss the Nurse Aide's role as a member of the health care team; 2) recognize and prevent safety hazards; 3) describe safety measures; 4) list emergency measures and care; 5) describe effective infection control measures; 6) identify residents' rights and independence; 7) recall the rules of communication; 8) describe interpersonal skills and 9) discuss taking care of oneself. (Lec 16 CHR / Lab 00 CHR / Ext 00 CHR / Total 16 CHR) [Prerequisite: Non]

### **NA 102:10/10/0 Personal Care Skills**

In this subject, students will learn to use proper body mechanics and positioning when moving and lifting residents to avoid injury to themselves and residents. They will demonstrate skill in positioning and supporting residents in good body alignment in bed, chair and wheelchair. They will be able to state the guidelines and precautions for all of the moving and lifting procedures. Additionally, they will demonstrate various moving and lifting procedures. Students will discuss care of the resident's environment and the importance of respecting the resident's right to privacy and independence. They will discuss why the residents' personal belongings may be so important to them. They will be able to describe and demonstrate assisting residents with bathing, personal hygiene and grooming. Students will also be able to describe the roll of hydration and proper nutrition in maintaining residents' health. Lastly, they will be able to assist residents with bladder and bowel elimination and incontinence. Upon completion of this course, students will be able to: 1) position and move residents using proper body mechanics, 2) discuss care of the resident's environmental surroundings, 3) assist residents with bathing, toileting, perineal care and skin care, 4) discuss residents' hygiene and grooming needs and 5) list the nutritional, hydration and elimination needs of residents. (Lec 10 CHR / Lab 10 CHR / Ext 00 CHR / Total 20 CHR) [Prerequisite: NA 101: Introduction to Long Term Care (LTC)]

### **NA 103: 10/0/0 Basic Nursing Skills**

Students will learn the skills of basic nursing such as

- 1) promoting a restraint-proper environment,
- 2) correctly take, record and report vital signs, height and weight, 3) observing, reporting and charting resident condition, 4) nurse aide's role in admission, transfer and discharge of residents and 5) describe coping with death. Upon completion of this subject, students will be able to describe the importance of promoting a restraint-proper environment, when it is appropriate to use restraints, proper use of restraints, dangers of using restraints and the role of the Nurse Aide in avoiding the need for restraints. They will be able to state measures that could be used to avoid the need for restraints. Students will be able to discuss the importance of and be able to demonstrate correctly registering vital signs, height and weight of residents. Additionally, students will be able to explain how their skills of observation, reporting, and charting can lead to better care of residents. They will be able to describe the effects of admission, transfer and discharge on the residents' state of mind and how the Nurse Aide can help a new resident adjust to his or her new surroundings. Lastly, students will learn how to cope with death and how residents cope with their impending death. They will be able to recognize signs of approaching death and explain their role as a Nurse Aide in meeting the emotional needs of a dying resident. (Lec 10 CHR / Lab 00 CHR / Ext 00 CHR / Total 10 CHR) [Prerequisite: NA 102: Personal Care Skills]

### **NA 104:6/0/2 Restorative Services**

This subject is devoted to instructing students in how restorative skills promote physical and psychosocial health by allowing residents to attain and maintain the highest possible level of independence and functional ability. Students will discuss the Nurse Aide's role in restoration care. They will learn how to: 1) improve resident self-esteem, 2) use restorative approach in all aspects of care, 3) promote optimal physical and psychosocial wellness, 4) explain procedures and perform them, 5) encourage residents, 6) assist residents to function independently, 7) monitor residents' progress, 8) assist with restorative programs, 9) assist with adaptive and assistive devices, 10) use of prosthetic devices and 11) maintaining range of motion. (Lec 06 CHR / Lab 02 CHR / Ext 00 CHR / Total 08 CHR) [Prerequisite: NA 103: Basic Nursing}

#### **NA 105: 6/0/0 Mental Health and Social Service Needs**

During this portion of the program, students will learn about basic human needs. Upon completion of this subject, students will be able to recall and describe the five basic human needs as expressed in Maslow's Hierarchy of Needs. They will be able to describe how meeting higher-level needs requires meeting lower level needs first. They will describe how the unfulfilled needs of a resident may lead to behavioral problems and how cognitive impairment may lead to the resident's perception that his or her needs not being met. Students will also be able to describe developmental tasks of older adults and normal psychological responses to loss and/or change. Upon completion of this subject students will be able to describe: 1) the five basic human needs expressed in Maslow's Hierarchy of Needs, 2) how to meet their own basic needs, 3) how to respond to the residents' appropriate and inappropriate sexual behavior, 4) human needs of the residents, 5) how to assist residents in cultural and religious practices, 6) how to respond to major losses/changes associated with aging, 7) the effects of losses and changes to human needs, 8) developmental tasks of older adults and 9) normal psychological responses to losses/changes. (Lec 06 CHR / Lab 00 CHR / Ext 00 CHR / Total 06 CHR) [Prerequisite: NA 104: Restorative Services]

#### **NA-116: 12/0/0 Social Skills**

In this subject, students will discuss and discover how to avoid, recognize and resolve conflict. They will learn that recognizing the potential for conflict is the first step in prevention. Upon completion of this subject, students will be able to recall the five main approaches people use when in conflict with one another: 1) Avoidance, 2) Accommodation, 3) Competition, 4) Collaboration and 5) Compromise. In addition, students will become familiar with the use and benefits of using technology in LTC facilities. They will discuss and be able to describe how the use of technology such as electronic health care records and documentation can improve the resident's care and safety. They will discuss and be able to give examples of appropriate and inappropriate use of social media in the workplace. They will also discuss the consequences of inappropriate use of social media. (Lec 12 CHR / Lab 00 CHR / Ext 00 CHR / Total 12 CHR) [Prerequisite: NA 105: Mental Health and Social Service Needs]

#### **NA 117: 0/0/40 Nurse Aide Clinical Externship**

During Clinical Externship, students will put into practice skills acquired in previous subjects. Under close supervision, students will demonstrate provision of basic care to patients; communication and interaction with patients, family members, and fellow health team members; and assisting patients in attaining and maintaining maximum functional independence, while observing patient rights. They will demonstrate basic first aid procedures, CPR, taking and recording vital signs, applying the elements of basic nutrition in meal planning, and following infection control measures. Additionally, they will demonstrate proper body mechanics in bed making, lifting and turning patients. (Lec 00 CHR / Lab 00 CHR / Ext 40 CHR / Total 40 CHR) [Prerequisite: NA-106: Social Skills]

## GRADUATION REQUIREMENTS

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To graduate a student must complete their program within 150% of the length of the program and must:

- ✓ Complete all required courses with a passing grade.
- ✓ Achieved a cumulative Grade Point Average of 2.0 or greater.
- ✓ Completely fulfill all financial obligations to the institution.
- ✓ Successfully complete a minimum of 80% of all scheduled classroom/lab hours and 100% of all scheduled externship hours.

Graduates will receive a certificate of completion.

## PROFESSIONAL TRUCK DRIVER PROGRAM (CLASS A CDL)

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210 Clock Hours/4 weeks Certificate Program/40 Hours a week

The Professional Truck Driver Program consists of 160 hours of instruction taught over a period of 4 weeks of both actual driving and observation time. Professional Truck Driver Program will include in-depth study of DOT safety rules and regulations. All students must be prepared for vigorous study of the material and homework assignments. Students will be taught with various types of tractor/trailer/bus and truck combinations and will be given defensive driving techniques and skills, required for emergencies procedures during driving. All students will drive on the open road, on the freeway, highway and city traffic conditions. Heavy emphasis put on defensive driving skills, backing the trailer and emergency procedures. All graduates will receive a certificate upon completion of the program. Upon completion of this program, the graduate will be able to:

- Describe vehicle safety and accident prevention procedures.
- Comply with vehicle operating regulations.
- Demonstrate proper cargo handling and documentation procedures.
- Demonstrate pre-trip preparation procedures.
- Demonstrate vehicle inspection procedures.
- Perform vehicle maintenance and servicing procedures.
- Demonstrate basic vehicle control procedures.
- Demonstrate backing, coupling and uncoupling skills.
- Demonstrate basic vehicle maneuvers.
- Demonstrate road driving skills.
- Describe hazardous driving skills.
- Obtain a Texas Commercial Vehicle Driver's License Class A

Course Number	Course Title	Module	Lecture Hours	Range/behind Wheel	Total Hours
TD 1.0	Orientation	1	5		6
TD 1.1-1.5	Control System	1	5		6
TD 1.6-1.8	Coupling & Uncoupling	1	20		21
TD 2.0-2.8	Visual Research	1	10		11
TD 2.9	Skid Control	2		6	8
TD 3.0	CSA: A Drivers Guide	2		6	8
TD 3.1	CSA: The 7 Basic	2		6	8
TD 3.2	Handling Cargo	2		8	10
TD 3.3	Cargo Documentation	2		8	10
TD 3.4	Hazardous Materials	2		8	10
TD 3.5	Security of Cargo	2		8	10
TD 3.6	International Driving	2		8	10
TD 4.0	Vehicle System with Air Brakes	3		8	11
TD 4.1	Preventive Maintenance	3		8	11
TD 4.2	Malfunction	3		8	11
TD 5.0	Hours of Service	3		8	11
TD 5.1	Accident Procedure	3		8	11
TD 5.2	Health and Safety	3		4	7
TD 5.3	Trip Planning	3		4	7
TD 5.4	Public and Employer Relations	3		4	7
TD 5.5	Basic Business Practices for Truck Drivers	3		4	7
TD 5.6	Electronic Logging Devices	3		6	9
	Total	50	40	120	210

## Basic Operation

### 1.0 Orientation

(Module 1 / Lec 06 CHR / R/B Wheel 00 CHR / Total 6 CHR) [Prerequisite: None]

The student will be provided with a basic understanding of the trucking industry, compliance with applicable regulations, the procedure for obtaining a CDL, the driver's qualifications he/she is subject to in this industry, and the commercial motor vehicle.

### 1.1 Control System

(Module 1 / Lec 06 CHR / R/B Wheel 00 CHR / Total 6 CHR) [Prerequisite: 1.0 Orientation]

The student will be able to identify each of the controls and instruments required to operate the vehicle safely and efficiently.

### 1.2 Vehicle Inspection

The student will understand/perform the appropriate and systematic vehicle inspection as required by the Federal Motor Carrier Safety Regulations regarding vehicle inspections. The student will be able to identify damaged, loose, and/or missing parts, report system defects, and understand that undiscovered malfunctions or vehicle problems can be unsafe and costly.

### 1.3 Basic Control with Right/Left turn Procedures

The student will know and understand how to start, warm-up, and shut down the engine. The student will know how to put the tractor-trailer in motion, how to stop the tractor-trailer and learn the proper straight line backing and right/left turning techniques.

### 1.4 Shifting

The student will be introduced to shifting patterns and procedures so he/she can efficiently perform basic gear shifting maneuvers such as shift up and down through the gears on a variety of types of conventional transmissions. The student will learn the techniques of double clutching and time shifts, allowing for smooth and fuel-efficient performance and how to select the proper gear for speed and highway conditions.

### 1.5 Backing

The student will learn to execute one of the most difficult, yet important, maneuvers in trucking; backing a tractor-trailer. It is stressed throughout this lesson of instruction that it takes practice and patience to successfully back a tractor-trailer. It is also stressed that accuracy is more important than speed in this procedure.

## 1.6 Coupling & Uncoupling

(Module 1 / Lec 20 CHR / R/B Wheel 00 CHR / Total 21 CHR) [Prerequisite: 1.1-1.5 Control System]

The student will learn the step-by-step procedures used to couple and uncouple most standard tractor-trailer combination rigs. Given the serious hazards that exist for drivers performing the coupling/uncoupling procedure, it is vital that they do it “by the numbers.” The importance of following these procedures in the order in which they are presented is stressed, keeping in mind that the procedures may vary slightly from vehicle to vehicle depending on the equipment being used.

## 1.7 General Knowledge plus Defensive Driving

It is a Federal requirement that each state must have minimum standards for the licensing of commercial drivers. This course contains information on safe driving and general information that all commercial drivers should know such as, inspection of equipment, safety, and driving skills while on the road.

## 1.8 Special Rigs

The student will be introduced to the characteristics of special rigs. There are a wide variety of tractors and trailers in the trucking industry and there is a need for specialized training before operating them.

Safe Operating Practices

## 2.0 Visual Research

(Module 1 / Lec 10 CHR / R/B Wheel 00 CHR / Total 11 CHR) [Prerequisite: 1.6-1.8 Coupling & Uncoupling]

The student will learn the skills needed to perform a safe and effective visual search while on the road. This includes the basics of seeing ahead and to the sides, including the importance of scanning at least 12 seconds ahead of the vehicle. Instruction also covers the two types of mirrors found on most tractors and the proper use of those mirrors - the basics of seeing to the rear.

## 2.1 Communication

The student will be introduced to the basic principles of communication. This includes appropriate processes and procedures a professional driver should follow when communicating to others. The student will also have a basic understanding of the cues/clues other drivers give when communicating their intentions.

## 2.2 Speed Management

The student will learn/understand the science of speed and stopping distance; the role surface conditions play in speed management; the importance of adjusting speed for curves and grades; the relationship between speed and visibility; the influence of speed on traffic management; and the how and why of obeying the speed limit.

## 2.3 Space Management

The student will know/understand the importance and concept of maintaining a cushion of space while operating a tractor-trailer as well as space management when executing a turn.

## 2.4 Night Driving

The student will know/understand the unique challenges of night driving and the changes in general procedures a driver must make when driving under the cover of darkness.

## 2.5 Extreme Driving Conditions

The student will learn how to safely operate under extreme driving conditions such as snow, ice, cold/hot temperatures, and the challenges of mountain driving.

## 2.6 Hazard Perception

The student will be introduced to the visible characteristics of road conditions that present a hazard to safe operation and the characteristics of other road users that make them a potential danger.

## 2.7 Railroad Crossings

The student will be introduced to the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations requiring drivers to slow down and/or stop at rail crossings, and the safest methods available for crossing railroad tracks.

## 2.8 Emergency Maneuvers

The student will be introduced to the importance of, and methods for, carrying out evasive steering, emergency stops, off road recoveries, and proper responses to brake failures and blowouts.



## 2.9 Skid Control & Recovery

(Module 2 / Lec 00 CHR / R/B Wheel 06 CHR / Total 8 CHR) [Prerequisite: 2.0-2.8 Visual Research]

The student will be introduced to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids.

### Advanced Operating Practices

## 3.0 CSA 2014: A Driver's Guide

(Module 2 / Lec 00 CHR / R/B Wheel 06 CHR / Total 8 CHR) [Prerequisite: 2.9 Skid Control]

The student will be familiar with the Comprehensive Safety Analysis (CSA) 2014 program of the Federal Motor Carrier Safety Administration, which is the driver and carrier monitoring and evaluation system. The goal of CSA 2014 is to reduce crashes, injuries and fatalities on the nation's highways.

### 3.1 CSA: The 7 Basic's

(Module 2 / Lec 00 CHR / R/B Wheel 06 CHR / Total 8 CHR) [Prerequisite: 3.0 CSA 2014: A Drivers Guide]

The student is given an in-depth knowledge of the heart of the CSA safety measurement process which has seven categories of 'safety related behaviors' referred to as Behavior Analysis and Safety Improvement Categories (BASIC's).

### 3.2 Handling Cargo

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.1 CSA: The Basic's]

The student will learn the importance of properly handling cargo, including proper and legal securement, proper weight distributions, and safe loading. This includes the Federal Motor Carrier Safety Regulations on this topic as well as safe operating practices.

### 3.3 Cargo Documentation

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.2 Handling Cargo]

The student will be introduced to the basics of freight documentation, as well as pick-up and delivery.

### 3.4 Hazardous Materials with Tanker Solution

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.3 Cargo Documentation]. The student will be given a general overview of hazardous materials basics, as well as some of the responsibilities associated with hazmat transportation and tanker solutions.

### 3.5 Security of cargo, truck and driver

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.4 Hazardous Materials with Tanker Solution]

The student will be made aware of the many security issues facing truck drivers today, stressing throughout this lesson that security is paramount to the safety and success of every driver and that they are the first line of defense when it comes to the security of the truck, the load, and themselves.

### 3.6 International Driving

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.5 Security of cargo, truck and driver]

The student will be given a general understanding of the many differences involved with operating a commercial motor vehicle in a foreign country. Cross-border issues are discussed as well as safety, security, and regulatory issues.

## Vehicle Maintenance

### 4.0 Vehicle Systems with Air Brakes

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 3.6 International Driving]

The student will be introduced to the design of a tractor-trailer, the vehicle's key systems and parts so he/she will know the key components and the function of each key component. The student will have a basic understanding of the importance of troubleshooting and maintenance and receive additional training about air brakes in the class and on the street

#### 4.1 Preventive Maintenance

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 4.0 Vehicle Systems with Air Brakes]

The student will know/understand the importance of preventive maintenance and servicing to prevent breakdowns and accidents.

#### 4.2 Diagnosing and Reporting Malfunction

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 4.1 Preventive Maintenance]

The student will have a basic understanding of diagnosing and reporting vehicle malfunctions as well as the driver's role in troubleshooting.

## Non-vehicle Activities

### 5.0 Hours of Service Requirements

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 4.2 Malfunction]

The student will learn the basic concepts and requirements of the hours-of-service in the Federal Motor Carrier Safety Regulations (FMCSR) which includes operating within the legal limits and accurately completing a driver's record of duty status (driver's log). A daily log is required from each student during the full course.

#### 5.1 Accident Procedures

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 5.0 Hours of Service]

The student will learn the basic responsibilities at the scene of an accident, how to evaluate an accident to determine preventability and how to prevent fires.

#### 5.2 Personal Health and Safety

(Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.1 Accident Procedures]

The student will know/understand the following: personal health and driving; the dangers of driver fatigue; the effects of alcohol/controlled substances on the human body and federal regulations surrounding alcohol/controlled substance consumption; the importance of safety in the work environment; and the necessity of transportation security measures.

**5.3 Trip Planning** (Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.2 Health and Safety]

The student will be introduced to the techniques used to plan the most effective and efficient trip plan possible. This includes taking into consideration all aspects of the trip from having proper paperwork on hand to planning an efficient and legal route of travel with an accurate estimation of time, fuel and expenses.

#### 5.4 Public and Employer Relations

(Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.3 Trip Planning] The student will be aware of the drivers' highly visible and important role in representing the trucking industry, appropriate contact with the public, good customer relations, job requirements and how to apply for a job.

#### 5.5 Basic Business Practices for Truck Drivers

(Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.4 Public and Employer Relations]

The student will be introduced to the basic business concept and ideas that are important for them to be successful in the transportation industry.

#### 5.6 Electronic Logging Devices

(Module 3 / Lec 00 CHR / R/B Wheel 06 CHR / Total 9 CHR) [Prerequisite: 5.5 Basic Business Practices for Truck Drivers]

The student will be introduced to the basic business concept and ideas that are important for them to be successful in the transportation industry.

### GRADUATION REQUIREMENTS

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To graduate a student must complete their program within 150% of the length of the program and must:

- ✓ Complete all required courses with a passing grade.
- ✓ Achieved a cumulative Grade Point Average of 2.0 or greater.
- ✓ Completely fulfill all financial obligations to the institution.
- ✓ Successfully complete a minimum of 80% of all scheduled classroom/lab hours and 100% of all scheduled externship hours.

Graduates will receive a certificate of completion

### PASSENGER BUS/BOBTAIL PROGRAM (CLASS B/P CDL)

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210 Clock Hours/4 weeks Certificate Program/40 Hours a week

This course will include an in-depth study of DOT safety rules and regulations. Class B Bus drivers are employed as drivers of commercial vehicles designed to transport property. These vehicles have a gross combination weight rating of 26,001 or more pounds. Drivers can be employed to drive local, state or interstate distances depending on their needs. Bus driver training is a study of Pre-trip/Vehicle Inspections, Backing and Parking, Passengers Documents, Safety equipment. The Bus/Bobtail Driver Course consists of 160 hours over a period of four weeks of both actual driving and observation time. All graduates will receive a certificate upon completion. Upon completion of this program, the graduate will be able to:

- Operate vehicle safely and efficiently in traffic, passing and turning.
- Exhibit good general driving ability and habits.
- Demonstrate ability to give emergency first aid.
- Describe vehicle safety and accident prevention procedures.
- Comply with vehicle operating regulations.
- Demonstrate proper cargo handling and documentation procedures.
- Demonstrate pre-trip preparation procedures.
- Demonstrate vehicle inspection procedures.