

MARYLAND BOARD OF NURSING
BOARD MEETING
OPEN AGENDA

DATE: August 24, 2016

TIME: 9:00 A.M.

PLACE: Maryland Board of Nursing
4140 Patterson Avenue
Baltimore, Maryland

BUSINESS:

PLEASE NOTE: THE MEETING WILL BE IN OPEN SESSION FROM 9:00 A.M. UNTIL APPROXIMATELY 10:00 A.M. WITH EXECUTIVE (CLOSED) SESSION IMMEDIATELY FOLLOWING.

1. Call to Order

- A. Roll Call and Declaration of Quorum
- B. Audience Introduction
- C. Acceptance of Previous Month's Minutes

2. Consent Agenda

- A. Nurse Practitioner Programs (Q. Horton)
 - 1. Drexel University, Philadelphia, PA, Adult-Gerontology Primary Care, Masters and Post Masters
 - 2. Morningside College, Sioux City, IA, Family, Masters and Post Masters Certificate
 - 3. Morningside College, Sioux City, IA, Adult-Gerontology Primary Care, Post Masters Certificate
 - 4. University of California San Francisco, San Francisco, CA, Acute Care Pediatric, Masters
 - 5. University of Indianapolis, Indianapolis, IN, Neonatal, Masters
 - 6. University of Southern Mississippi, Hattiesburg, MS, Family, Masters and Post Graduate Certificate

7. Widener University, Chester, PA Family, Post Masters and Masters
- B. Certificate Training Programs / Facilities (C. Redd and Jill Callan)
1. Request for Approval to Renew CNA-GNA Training Programs
 - a. Columbia Nursing Assistant Academy, Inc.
 - b. Bladensburg High School
 - c. Suitland High School
 - d. Prince George's Community College – CNA-GNA
 - e. American Red Cross
 2. Request for Approval to Renew CNA Training Programs
 - a. Montgomery County School Health Services
 - b. Baltimore County Public Schools, Office of Health Services
 3. Request for Approval of CNA Training Program-Clinical Facility
 - a. Columbia Nursing Assistant Academy-Golden Living Cumberland
- C. Request for Approval of Nurse Refresher Program – Faculty (C. Redd)
- Hagerstown Community College – Ms. Robin A. Banfe
- D. Clinical Site approval for Nurse Refresher (C. Redd)
- University of Delaware – Rhode Island Hospital
- E. Board Appointed Committee Member (C. Redd)
1. CNA Advisory Committee
 - a. Naomi Pilla (CNA Designee)
 - b. Wendy Shaffer-Yingling (Representative of the Department Designee)
 - c. Carmen Young (Acute Care Nurse Designee)
- F. Prince George's Community College, Department of Nursing Waiver of Graduate Degree in Nursing Satisfied (Dr. Kennedy)

3. Discussion of Items Removed from Consent Agenda

- 4. Education** (Dr. P. Kennedy)
No Report

5. **Practice**

No Report

6. **Licensure & Certification** (C. Redd and J. Callan)

- a. Site visit report – Goldenstar Education Center(Comar 39.02.08)
- b. Trinity Nursing Academy, update and corrective action plan (Program Director to be present)
- c. Howard Community College CNA Hybrid Course (Powerpoint Presentation, sent to the Education Committee)

7. **Advanced Practice**

No Report

8. **Administrative and Legislative** (S. Devaris)

No Report

9. **Committee Reports** (A. Tyminski)

Electrology Practice Committee

10. **Other** (M.K. Goetter)

- a. Managing for Results (MFR) data and Supporting Data

STATE OF MARYLAND



MARYLAND BOARD OF NURSING
4140 PATTERSON AVENUE
BALTIMORE, MARYLAND 21215-2254

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(410) 585-1978 AUTOMATED VERIFICATION
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2A

MEMORANDUM

TO: Maryland Board of Nursing
RE: Approval of Nurse Practitioner Programs
DATE: August 24, 2016

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1. Drexel University, Philadelphia, PA, Adult-Gerontology Primary Care, Masters and Post Masters
 2. Morningside College, Sioux City, IA, Family, Masters and Post Masters Certificate
 3. Morningside College, Sioux City, IA, Adult-Gerontology Primary Care, Post Masters Certificate
 4. University of California San Francisco, San Francisco, CA, Acute Care Pediatric, Masters
 5. University of Indianapolis, Indianapolis, IN, Neonatal, Masters
 6. University of Southern Mississippi, Hattiesburg, MS, Family, Masters and Post Graduate Certificate
 7. Widener University, Chester, PA Family, Post Masters and Masters

cc: File



MEMORANDUM

2.B1

FROM: Jill Callan, BSN, RN
Nurse Program Consultant I
Maryland Board of Nursing
TO: The Board
DATE: August 24, 2016
IN RE: Request for Approval to Renew CNA-GNA Training Programs

The following renewal applications have been reviewed and have satisfied all criteria as outlined in COMAR 10.39.02 for CNA/GNA Training Programs in the State of Maryland:

- 1. Columbia Nursing Assistant Academy, Inc.**
- 2. Bladensburg High School**
- 3. Suitland High School**
- 4. Prince George's Community College- CNA to GNA**
- 5. American Red Cross**



MEMORANDUM

2.B2

FROM: Jill Callan, BSN, RN
Nurse Program Consultant I
Maryland Board of Nursing

TO: The Board

DATE: August 24, 2016

IN RE: Request for Approval to Renew CNA Training Programs (School Health)

The following renewal applications have been reviewed and have satisfied all COMAR 10.39.02 regulations for CNA Training Programs in the State of Maryland:

1. Montgomery County School Health Services
2. Baltimore County Public Schools, Office of Health Services



MEMORANDUM

2.B3

FROM: Cheyenne Redd, MSN, RN
Director of Licensure & Certification
Maryland Board of Nursing

TO: The Board

DATE: August 24, 2016

IN RE: Request for Approval of CNA Training Program-Clinical Facility

The following clinical facility has been reviewed and have satisfied all requirements of COMAR 10.39.02 for CNA Training Programs-Clinical Facilities in the State of Maryland:

Columbia Nursing Assistant Academy is requesting the use of Golden Living-Cumberland for the clinical portion of their CNA training program. Golden Living-Cumberland is a skilled nursing facility with 134 beds. This facility offers short term/skilled services and long term care.

Golden Living-Cumberland employs Registered Nurses, Licensed Practical Nurses and Geriatric Nursing Assistants. This facility seventeen registered nurses, and eleven licensed practical nurses. They have a total of forty-one GNAs.

Columbia Nursing Assistant Academy will maintain the 1:8 instructor/student ratio for this clinical placement.



MEMORANDUM

2.C

FROM: Cheyenne Redd, MSN, RN
Director of Licensure & Certification
Maryland Board of Nursing

TO: The Board

DATE: August 24, 2016

IN RE: Request for Approval of Nurse Refresher Program-Faculty

The following nurse faculty has been reviewed and have satisfied all criteria as outlined in COMAR 10.27.01.15 (B) for Faculty in a nurse refresher course in the State of Maryland:

Hagerstown Community College is seeking approval of Ms. Robin A Banfe to teach in the nurse refresher program. Ms. Banfe has an active RN in Maryland. She obtain her Bachelor of Science degree in Nursing from Shepard College in 1997. She has taught in the Nursing and Continuing Education departments since 2007.

Robin A. Banfe, MS, RNC-MNN

Phone: [REDACTED]
Email: [REDACTED]

Teaching * Course Coordinator * Clinical Instructor * Simulation Lab

PROFESSIONAL SUMMARY:

Nineteen years of professional nursing with expertise in teaching and clinical care in maternal/obstetrics, newborn care and medical/surgical units. Seven years of teaching excellence for nursing students of associate degree program and continuing education. Expertise in classroom, clinical, simulation, and laboratory didactics to instruct, evaluate, and manage teaching processes. Highly skilled in performing needs assessments, research, and coordination to manage program development or revisions.

EDUCATION:

Masters of Science Degree in Health Services Leadership and Management, 2010,
University of Maryland School of Nursing, Baltimore, Maryland
Post-Master's Certificate in Teaching in Nursing and Health Professions, 2010,
University of Maryland School of Nursing, Baltimore, Maryland
Bachelor of Science Degree in Nursing, 1997,
Shepherd College, Shepherdstown, West Virginia

LICENSURE, CERTIFICATION, PROFESSIONAL ORGANIZATIONS:

Registered Nurse, Maryland State Board of Nursing, # R135024, expires 2015
Certification, Maternal Newborn Nurse, expires 2019
Basic Life Support, American Heart Association, expires 2017

TEACHING EXPERIENCE:

Adjunct Instructor for Continuing Education	2013-2014
Hagerstown Community College	Hagerstown, Maryland

- Instruct classes for nurses returning to the profession
- Facilitate and evaluate frequently used skills in skills lab
- Develop, facilitate, and evaluate a medical/surgical simulation scenario

Instructor of Nursing in Obstetrics

Hagerstown Community College

2007 - 2012

Hagerstown, Maryland

- Design, coordinate and delivery of didactics for clinical, laboratory, lecture and simulation activities for medical/surgical and obstetrical classes.
- Instruct, supervise and evaluate nursing students at clinical sites
- Develop, facilitate, and evaluate medical/surgical and obstetrical simulation scenarios
- Develop and implement periodic formative and summative evaluation methods to guide program development and achieve learning objectives
- Faculty Advisor for Student Nurses Association
- Participant of State and NLN onsite review process and achieved new status of NLN Accreditation during tenure

CLINICAL LEADERSHIP EXPERIENCE:**Community Health Nurse II/Nurse Case Manager** 2015- current

Washington County Health Department

Clinical Nurse, Shenandoah Women's Health

Shenandoah Valley Medical System

2014- 2015

Martinsburg, West Virginia

Clinical Nurse, Family Centered Care Unit

Inova Loudoun Hospital

2013

Leesburg, Virginia

Clinical Nurse, Neonatal Intensive Care Unit

Shady Grove Adventist Hospital

2009 - 2010

Rockville, Maryland

Clinical Resource Nurse, Special Care Nursery

2006- 2008

Clinical Resource Nurse, Family Birthing Center

2000-2006

Clinical Nurse, PRN

1999-2000

Clinical Resource Nurse, Rehabilitation Unit

1997-1999

Washington County Hospital Association

Hagerstown, Maryland

- Delivery of complex nursing care with application of critical thinking, expert skill level, and high level technology
- Perform as charge nurse to support process for patient satisfaction, monitor patient flow and manage staffing assignments
- Perform telephone assessment and coordinates intervention as needed

REFERENCES: Available upon request



MEMORANDUM

2.D

FROM: Cheyenne Redd, MSN, RN
Director of Licensure & Certification
Maryland Board of Nursing

TO: The Board

DATE: August 24, 2016

IN RE: Clinical Site Approval for Nurse Refresher in Rhode Island

The University of Delaware, College of Sciences, located in Newark Delaware, is an approved Maryland nurse refresher course (online theory) with clinical sites located at several Maryland hospitals. The University of Delaware is requesting approval for a clinical site in Rhode Island (a compact state). The rationale is the program has a student who has a non-renewed Maryland nursing license and live in Maryland; however, the student is closer to Rhode Island Hospital than the Maryland hospitals the program utilizes. This would lead to easier access for this nurse and other Maryland nurses to complete their clinical rotation and become eligible to apply to reinstate their Maryland nursing license as active, after successful completion of the required nurse refresher course. Attached is the clinical agreement, CV of the nurse who will be precepting the applicant, and the Nursys Quickconfirm document of the preceptor.

This is a request for the Board to allow nurses (or an informational item) who reside in Maryland and are enrolled in the University of Delaware Nurse Refresher course conduct their clinical rotation in Rhode Island hospital, per the clinical contract agreement.

KATHLEEN NEWLANDS BROWN, R.N., B.S.N.



RHODE ISLAND RN LICENSE: 47267

EDUCATION

Rhode Island College B.S. Nursing	2008
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EXPERIENCE

Rhode Island Hospital Registered Nurse, 2 North Jane Brown	2009 – Present
Rhode Island Hospital Certified Nursing Assistant	2006 - 2009
North Bay Manor Certified Nursing Assistant	2005 - 2006



QuickConfirm License Verification Report

Primary Source Boards of Nursing Report Summary for

KATHLEEN ANN NEWLANDS [NCSBN ID: 21381979]

Thursday, June 23 2016 08:03:31 AM

Disclaimer of Representations and Warranties

Through a written agreement, participating individual state boards of nursing designate Nursys as a primary source equivalent database. NCSBN posts the information in Nursys when, and as, submitted by the individual state boards of nursing. NCSBN may not make any changes to the submitted information and disclaims any responsibility to update or verify such information as it is received from the individual state boards of nursing. Nursys displays the dates on which a board of nursing updated its information in Nursys.

This report is not sufficient when applying to another board of nursing for licensure. Use the "Nurse License Verification for Endorsement" service to request the required verification of licensure.

Contact the board of nursing for details about the Nurse Practice Act, which includes nurse scope of practice and privileges and information about advanced nursing practice roles (practice privileges, prescription authority, dispensing privileges & independent practice privileges).

Name on license	Type	State	License	Active	Original Issue Date	Expiration Date	Compact Status	Discipline	Discipline Against Privilege to Practice
NEWLANDS, KATHLEEN ANN	RN	RHODE ISLAND	RN47267	YES	04/06/2009	03/01/2017	MULTISTATE	NO	NO

License type information

- **RN:** Registered Nurse
- **PN:** Practical Nurse (aka Licensed Practical Nurse (LPN), Vocational Nurse (VN), Licensed Vocational Nurse (LVN))
- **CNP:** Certified Nurse Practitioner
- **CNS:** Clinical Nurse Specialist
- **CNM:** Certified Nurse Midwife
- **CRNA:** Certified Registered Nurse Anesthetist

Nurse Licensure Compact (NLC) information

- **Multistate licensure privilege:** Authority to practice as a licensed nurse in a remote state under the current license issued by the individual's home state provided both states are party to the Nurse Licensure Compact and the privilege is not otherwise restricted.
- **Single state license:** A license issued by a state board of nursing that authorizes practice only in the state of issuance.
- **Privilege to Practice (PTP):** Multistate licensure privilege is the authority under the Nurse Licensure Compact (NLC) to practice nursing in any compact party state that is not the state of licensure. All party states have the authority in accordance with existing state due process law to take actions against the nurse's privilege such as: revocation, suspension, probation or any other action which affects a nurse's authorization to practice.



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CLINICAL EDUCATION AGREEMENT

This Agreement between the University of Delaware a not-for-profit institution of higher education and accredited by the Middle States Association of Colleges and Secondary Schools ("School") and Rhode Island Hospital, a Rhode Island not-for-profit corporation ("Facility"), is made as of the fifteenth day of May and shall continue in effect until terminated as herein provided.

In consideration of the mutual promises set forth herein, the parties hereto agree that a program of supervised clinical and didactic experience in the area of (check one or more as applicable): Physical Therapy, Occupational Therapy, Speech Pathology, Respiratory Therapy, Nursing, Paramedic, Emergency Medical Technician, _____ [Other] (the "Program") shall be conducted by Facility for students of School under the following terms and conditions:

I. Responsibilities of School:

A. Student Qualifications.

1. **Pre-Requisites:** School shall ensure that only those students who have successfully completed all the prerequisite courses and/or previous clinical educational experiences as specifically requested or required by Facility and as are necessary to perform the tasks and services reasonably expected to be assigned to students in the Program in a safe and effective manner shall participate in the Program. If Facility currently requires, or at any time during the term of this Agreement adopts a policy requiring, previous clinical educational experience as a condition of participation in the Program, Facility shall set forth in writing the nature of such requirements and the specific clinical educational experience required as a condition of participation in the Program.
2. **Background Checks:** The School represents and warrants that it has completed a criminal background check within the six (6) month period immediately preceding the start date for any Student, and the results of such background checks did not reveal any information that the Facility has deemed to be disqualifying for work on its premises, as communicated by the Facility to the School. The School further represents and warrants that because the Facility may primarily provide services to minors, the School's agents, students or employees who will work on the Facility's premises have signed and returned to the Facility the statement attached as Exhibit #1. A student's failure or refusal to submit the attached statement, and to amend such statement as needed during an assignment, shall be grounds for immediate dismissal from the program.

- #### **B. Student Records/School Curriculum.** School shall inform Facility in writing of the level of training each student has received prior to his/her participation in the Program and, upon request, shall provide Facility with a copy of each such student's academic/educational record to the extent the School is allowed to provide such record under state and federal law. Facility understands that its personnel may use such record only to determine eligibility for participation in the Program or in furtherance of the clinical experience for the student, and such record may not be disclosed to any person not affiliated with the Program without the

student's prior written consent unless permitted under applicable law. School also shall provide Facility with current information about its curriculum and clinical educational goals and objectives and shall promptly forward to Facility any change to its curriculum or clinical educational goals prior to the effective date of such change.

- C. **Insurance.** School agrees and represents that each student and faculty member assigned to the Program shall be covered by General and Professional Liability insurance with limits of at least \$1,000,000 per occurrence and at least \$3,000,000 in the aggregate. School shall, upon request of Facility, furnish to Facility a certificate evidencing such insurance. School shall maintain such insurance in full force and effect during the term of this Agreement and such insurance shall contain a provision that the insurer will not cancel or change the policy or policies without first providing Facility thirty (30) days prior written notice.
- D. **Program Coordination.** School will designate a faculty member of School as its Academic Coordinator of Clinical Education (ACCE) to work with an employee of Facility designated by Facility as its Coordinator of Clinical Education (CCE) in order to coordinate the academic and clinical aspects of each student's education. School shall have faculty available to students on site, if necessary under the circumstances, or readily accessible by telephone throughout the clinical period during which students are providing care. Each student's name and other relevant information shall be provided by School to Facility at least thirty (30) days prior to the start of such student's participation in the Program. The parties agree, however, that the School's ACCE is not permitted to access any identifiable information of patients of the Facility in the course of performing services under this Agreement. If such access is believed to be crucial at any point during the term of this Agreement, the parties agree to contact the Office of the General Counsel at Facility for guidance on whether such access is permissible under applicable law under the circumstances presented.
- E. **Program Cancellations.** In the event that it becomes necessary to change a student assignment to the Program, School shall notify Facility of such change at least one month in advance of the scheduled beginning of the assignment so that Facility can plan accordingly. If a last-minute cancellation or change is necessary, the ACCE shall call the CCE immediately.
- F. **Adherence to Facility Policies.** School shall inform its students and faculty participating in the Program of the requirement that they adhere to all of the policies and procedures of Facility, as in effect from time to time, including those relating to employee/student immunizations and health, maintenance of health insurance and delivery of the health care at Facility and the students' role in it. The student will be required to submit the necessary health information to the site prior to starting their placement.
- G. **Patient Confidentiality/Return of Records/Surveys.** The parties agree that all students participating in the Program and performing services under this Agreement shall be considered members of the workforce of Facility for purposes of compliance with the Health Care Portability and Accountability Act of 1996 and the regulations promulgated there under ("HIPAA"). As such, School shall inform students that they are required by law to comply with all HIPAA policies and procedures of Facility as well as all other federal and state laws

concerning patient confidentiality, and the School will further inform students that they must attend all HIPAA training sessions and related activities required by Facility. The parties agree that neither School nor any faculty member of School, including the ACCE, shall have the right to access patient identifiable information under this Agreement.

Furthermore, School agrees and shall inform each of its students and faculty participating in the Program that they must agree not to copy or use any confidential information of Facility, whether or not such information is patient related, for its or his/her benefit or the benefit of any third party, and School agrees that it shall take such measures as are necessary to cause its students and faculty to adhere to this provision. School also agrees that it shall inform students participating in the Program to return promptly all of Facility's records and other property in student's possession at the conclusion or termination of student's participation in the Program. School further agrees, and shall inform its students and faculty that they must agree, not to engage in any research, including but not limited to any formal or informal survey or other study, relating in any way to Facility or its patients, without first obtaining Facility's written approval. This provision shall survive termination or expiration of this Agreement.

- H. **Certifications/Approvals**. School agrees and represents that it and its faculty currently have in effect, and will continue to have in effect during the term of this Agreement, all licenses, certifications, permits and approvals necessary to operate as an educational facility and to provide the type of instruction or education which it and they offer to students and/or for which School offers degrees.
- I. **Promotional Material**. School agrees that it will not publish, list or describe Facility or the Program in any marketing or promotional material or in any curriculum description or student handbook of any kind, nature or description without first obtaining Facility's written permission.

II. Responsibilities of Facility:

- A. **Program Objectives**. Facility shall provide a supervised program of clinical and didactic experience for qualified students of School based on objectives compatible with those of School. Before or contemporaneous with its execution of this Agreement, School shall provide Facility with a summary of its objectives concerning the academic aspects of the education it offers to students as well as its expectations of the objectives concerning the clinical experience to be provided by Facility in connection with the Program. Facility will provide qualified personnel to supervise the students directly during the clinical experience.

Facility shall designate and submit in writing to School the name and professional and academic credentials of the CCE, as well as the names and credentials of each student supervisor assigned by Facility to the Program.

- B. **Program Instruction/Patient Care/Assignment of Reimbursement**. Facility shall allow School's students participating in the Program to work with the appropriate Facility

personnel, assisting when and where appropriate and applicable, and observing them in the performance of their daily duties; provided, however, that no student shall perform any patient care task in or on behalf of Facility without the assistance, presence or permission, as the case may be under the circumstances, of an active member of Facility's professional staff. Students shall not and may not access areas of the Facility unrelated to their Program activities at Facility nor shall they be present in the Facility, except as a visitor or a patient, at times beyond those scheduled for Program activities. Facility shall retain full responsibility for patient care and welfare in the organization, administration, staffing, operation and financing of its services and the maintenance of standards accepted for the efficient management by the appropriate accrediting body. Facility may bill for the patient care services of School's students delivered at Facility and School shall not bill for such services. School agrees to assign, if deemed necessary by Facility, to Facility all rights to bill for such services, regardless of the class or type of patient to whom such services are or were delivered and regardless of the payor involved.

- C. **Program Plan.** Within thirty (30) days after the execution of this Agreement, upon School's request, Facility will submit to School a description of its current plan for the clinical experience, including objectives, learning activities, responsibilities of the students, nature of the supervision provided, and such other information as may be necessary to outline the content of the clinical experience offered throughout the Program.
- D. **Orientation.** Facility agrees to provide a brief orientation to the students assigned to the Program, including instruction on the relevant policies and procedures of Facility. Facility shall inform School and each student participating in the Program at least sixty (60) days prior to such student's participation of Facility's current policy on required immunizations and physical exams for students in general. Facility further agrees to provide the same information and protection to the students in matters of health and safety as it provides to its employees in compliance with the standards set by the Occupational Safety and Health Administration (OSHA) and applicable law.
- E. **Program Participation Limit/Scheduling.** The number of School's students who can participate in the Program for any given period of time shall be determined by Facility from time to time in its sole discretion and will be a function of Facility's philosophy, available space, patient population and staffing resources. School and Facility shall mutually determine from time to time the length of time appropriate for student assignments to the Program. In addition, Facility and School shall mutually determine from time to time the schedule of days and hours students shall be assigned to the Program.
- F. **Program Changes.** Facility agrees to inform School of any changes in staffing or in the Program that will affect the clinical experience of School's students. Facility will use its best efforts to inform School of such changes at least one month prior to the implementation of such changes.
- G. **Emergency Care.** Facility agrees to provide immediate emergency medical care to School's faculty and students participating in the Program, at their own expense, in the event of injury or illness occurring at Facility's premises. The parties acknowledge and agree that such

medical care or services provided by Facility shall be the financial responsibility of the student or faculty receiving such care and/or services.

- H. Program Evaluations.** Facility agrees, upon request, to inform periodically both School and each student participating in the Program of such student's level of clinical growth and competence and to complete, upon request of School, up to three evaluation reports on forms to be provided by School. Upon request of School, the evaluation process will include a conference between the student and Facility's applicable supervisor at the time the final report is completed. Facility shall use reasonable efforts to ensure the evaluation report is sent to School by the date requested. Facility further agrees to maintain during the term of this Agreement such other records as School may reasonably request to evaluate each student's performance in the Program.
- I. Suspension From Program.** Facility, in its sole discretion, may temporarily or permanently suspend, and/or may request School to permanently or temporarily withdraw, as Facility deems appropriate under the circumstances, any student from the Program who has failed to comply with Facility's policies and procedures or whose conduct, competence, attitude or health status may have a detrimental effect on Facility's professional staff or its patients. Facility shall use its best efforts to notify School of the need for such temporary or permanent suspension or withdrawal as soon as possible. Wherever possible, as determined by Facility in its sole discretion, such suspension or withdrawal shall be planned cooperatively by Facility and School, and any grievance against any student shall be discussed with the student and School's ACCE; provided, however, that certain circumstances may exist, as interpreted by Facility in its sole discretion, which require Facility to suspend a student effective immediately in which event there shall be no opportunity to provide prior notice or to work cooperatively with School in resolving any grievance involving such student.
- J. Inspection of Records/Facility.** Facility agrees, upon reasonable request made by School at any time during the term of this Agreement or within three (3) years after the termination of the Agreement, to permit inspection by School and appropriate accrediting agencies between the hours of 9:00 A.M. and 5:00 P.M., Monday through Friday only, of Facility's student records, or other records or items or premises of Facility which pertain in any way to the Program or to the School's students. Facility agrees not to dispose of or destroy such records for a period of at least three (3) years after the termination of this Agreement.
- K. Insurance.** Facility agrees and represents that its employees and agents shall be covered by General and Professional Liability insurance with limits of at least \$1,000,000 per occurrence and at least \$3,000,000 in the aggregate. Facility shall, upon request of School, furnish to School a certificate evidencing such insurance. Facility shall maintain such insurance in full force and effect during the term of this Agreement and such insurance shall contain a provision that the insurer will not cancel or change the policy or policies without first providing School thirty (30) days prior written notice.

III. Additional Responsibilities of School and Facility:

- A. Indemnification.** School agrees to defend, indemnify, and hold harmless Facility and its staff, directors, trustees, partners, limited partners, officers, contractors and employees from

and against all claims, judgments and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage arising out of the acts or omissions of the School's students, faculty members, employees or agents or relating to School's, or any student's or faculty member's breach, of this Agreement, including those obligations pertaining to patient confidentiality. Facility agrees to defend, indemnify and hold harmless School and its trustees, officers, employees and students from and against any and all claims, judgments and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage arising out of conditions existing at the Facility, to the extent the same are not caused by the acts or omissions of School's students, faculty members, employees or agents, or arising out of the acts or omissions of Facility's employees or agents in connection with the Program. Each party agrees that it shall give the other party prompt notice of any claim, threatened or made, or suit instituted against it, which could result in a claim for indemnification pursuant to the terms hereof. This Section III 1 shall survive any termination or the expiration of this Agreement.

- B. Unlawful Discrimination.** It is mutually agreed that no person shall be subject to unlawful discrimination in connection with the Program on the basis of race, color, religion, sex, sexual orientation, gender identity or gender expression, genetic information, national origin, age, veteran status, disability or any other legally protected characterization.
- C. Entire Agreement/Amendments.** This Agreement contains the entire agreement and understanding of the parties hereto relating to the subject matter hereof and supersedes all other prior understandings or agreements, written or oral, relating to the subject matter hereof. This Agreement may be modified only by written amendment signed by duly authorized representatives of each party.
- D. Independent Contractor.** This Agreement is not intended, and shall not be construed, to create an employment, partnership, joint venture or principal-agent relationship between Facility and School or between Facility and the students in the Program. School, and School's employees, faculty and students, and Facility shall be treated for all purposes as independent contractors. The parties understand and agree that no student will be covered under the Facility's workers compensation policy or covered by the Facility's self-insurance fund if the Facility is self-insured for purposes of workers compensation. Facility shall not be obligated to provide any type of wages or other compensation or insurance coverage to students participating in the Program.
- E. Termination.** This Agreement may be terminated at any time by either party upon sixty days' notice in writing to the other at the address set forth below; provided, however, (a) if at any time, in the sole judgment of Facility, (i) the existence of this Agreement compromises the safety or welfare of patients or the quality of care provided to patients or (ii) the quality of academic training provided to students is such that it undermines the delivery of healthcare services by Facility to patients or (b) for any breach of this Agreement by School, Facility may terminate this Agreement, without notice, effective immediately. Any termination upon sixty (60) days notice shall not take effect until the students already accepted for placement in the Program have completed their scheduled clinical training:

If to Facility:

John Fedo, PhD, RN, NE-BC

593 Eddy St

Providence, RI 02902

With a copy to :

Human Resources

[LIFESPAN AFFILIATE NAME AND ADDRESS]

If to School:

Diane Beatty, Program Coordinator

UD, PCS Resource Center

Suite 200

Newark, DE 19711

- F. **Waiver.** The failure of either party to insist in any one or more instances upon the performance of any term or condition of this Agreement shall not be construed to be a waiver of future performance of any such term or condition, but the obligation of the other party to strictly perform such term or condition shall continue in full force and effect.
- G. **Governing Law.** This Agreement shall be construed and interpreted in accordance with the laws of the State of Rhode Island, as in effect from time to time.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the year and day first above written.

Rhode Island Hospital

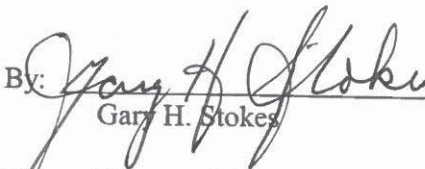
By:


John Fedo

Title: Director, Practice Integration, Nursing
Professional Practice and Research & Nursing
Informatics

University of Delaware

By:


Gary H. Stokes

Title: Director, Risk Management

EXHIBIT #1: Student's Attestation

In accordance with R.I. General Laws Chapter 11-37.3, I certify that I am not currently registered, or required by law to be registered, as a sex offender in Rhode Island or in any other jurisdiction, as a result of being convicted of a sexual offense against a minor. If, during my placement at the Facility, I am convicted of a relevant offense and am required by law to be registered as a sex offender in Rhode Island or in any other jurisdiction, I shall immediately notify my School of this change and my School shall immediately notify the Facility and remove me from any Facility/Lifespan premises. If I fail to so notify my School of such a change in my status, I understand that my School or the Lifespan Facility may remove me from the Lifespan Facility's premises immediately and/or the Facility may have grounds for an immediate termination of its contract with my School.

Print Name: _____

Signature: _____

Date: _____



MEMORANDUM

2.E

FROM: Cheyenne Redd, MSN, RN
Director of Licensure & Certification
Maryland Board of Nursing

TO: The Board

DATE: August 24, 2016

IN RE: CNA Advisory Committee-New Member (Naomi Pilla, CNA)

Naomi Pilla is currently an active Certified Nursing Assistant. Ms. Pilla has experience in assisting patients with ADLs, computer based documentation, functioning in a healthcare team, data collection and patient care. Ms. Pilla has an expressed interest in the protection of the public. She was made aware of the duties expected of a member of the CNA Advisory Committee set forth in Maryland Annotated Code, Health Occupations Article, section 8-6A-13(f). She is being considered for the acute care nursing assistant designation noted in in Maryland Annotated Code, Health Occupations Article, section 8-6A-13(b)(8).

NAOMI PILLA

OBJECTIVE

Seeking a position with Maryland Board of Nursing CNA Advisory Committee to utilize my education in Healthcare Administration and Public Policy jointly with my patient care experience in order to promote and implement the standards of CNA practice as established by the profession

EDUCATION

2013-2016 UMBC Catonsville, MD

- Major: Healthcare Administration and Public Policy
- Minor: Biology, Psychology
- GPA: 3.2

EXPERIENCE

2015-2016 Washington Adventist Hospital Takoma Park, MD

Patient Care Technician

- Obtained vital signs and documented in computer system
- Assist in patient care services including bathing, feeding, toileting and other general hygiene and personal care
- Transfer and position patients as required
- Attend professional educational trainings and workshops for professional growth
- Respong to patients concerns and inquirires in a professional manner
- Monitor patient's health conidition and report any abnormatilities promptly
- Make periodic rounds in order to ensure patients needs are met
- Floated between hospital departments to provide needed support
- Adhered to HIPPA requirements and maintained all confidentiality
- Followed health system guidelines to ensure accurate care

2014-2016 Potomac Valley Sports Medicine Columbia, MD

Physical Therapist Aide

- Assist physical therapists with therapy activities
- Schedule appointments and oversee exercise routines

- Manage and operate equipment relevant to physical therapy exercises
- Help patients shift from wheelchairs to therapy beds
- Administer various modalities post patient's exercise routine
- Maintain and disinfect treatment supplies after use
- Process paper work and create patient progress reports

2012-2014 SASDAC Silver Spring, MD

Assitant Secretary

- Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports.
- Maintained office scheduling and event calendars.
- Composed, typed, and distributed meeting agendas and minutes, routine correspondences and reports.
- Set up and handled incoming mail and office filing systems.
- Collected and coordinated the flow of internal and external information.
- Organized events both internal and external

INTERSHIP AND RESEARCH

2011-2012 Howard University Washington D.C.

Research Intern

- Provided administrative and research support in the development of antibiotics used in the treatment of eye infections

Present Maryland Department of Health and Mental Hygiene
Baltimore, MD

Intern

- Provided administrative and programmatic support in the implementation of House Bille 771 by developing state documents, forms, and guidelines

VOLUNTEER

2010-2012 Washington Adventist Hospital Takoma Park, MD

PACU Volunteer

- Provided administrative, programmatic and clinical support

Mammography Volunteer

- Provided administrative support

CCU Volunteer

- Provided administrative and programmatic support

2010-2011 Holy Cross Hospital Silver Spring, MD

Provided administrative and clinical support

2010-2012 Fairland Nursing Home and Rehabilitation Silver Spring,
MD

- Provided administrative and programmatic support



MEMORANDUM

2.E

FROM: Cheyenne Redd, MSN, RN
Director of Licensure & Certification
Maryland Board of Nursing

TO: The Board

DATE: August 24, 2016

IN RE: CNA Advisory Committee-New Member (Wendy Shaffer-Yingling, RN-BC, BSN)

Wendy Shaffer-Yingling is currently an active registered nurse for the State of Maryland Department of Health and Mental Hygiene Developmental Disabilities Administration as a Regional Nurse Administrator. Ms. Shaffer-Yingling has experience as an expert witness (nursing, sexual abuse, child abuse, domestic violence, etc.) for District, Circuit and Administrative courts. She strives to maintain high standards of practice through evaluation of patient care and implementing necessary changes to programs and policies. Ms. Shaffer-Yingling has held positions as the Director of Forensic Nursing Services, Emergency Room staff nurse, Chemotherapy nurse, as well as many other positions. Ms. Shaffer-Yingling has an expressed interest in the protection of the public. She was made aware of the duties expected of a member of the CNA Advisory Committee set forth in Maryland Annotated Code, Health Occupations Article, section 8-6A-13(f). She is being considered for the Representative of the Department designation (DHMH) noted in Maryland Annotated Code, Health Occupations Article, section 8-6A-13(b)(8).

Wendy Shaffer-Yingling, RN-BC, BSN

Curriculum Vitae

Executive Summary

Experienced nursing professional with a focus on high standards of practice, evaluating patient care for quality and implementing necessary changes to programs and policies.

Professional Accomplishments and Affiliations

- Nursing Spectrum Magazine Notable Nurses, 2010
- Carroll Hospital Center WOW service award, 2009
- Carroll Hospital Center Daisy Award, 2009; Nominee 2013
- Carroll Hospital Center Best of the Best Nominee, 2009
- International Association of Forensic Nursing; Member 2009-2014
- Emergency Nurses Association, Member; 2009-2012
- Carroll Hospital Center Clinical Ladder; Clinical Nurse IV, Member 2007-2014
- Carroll Hospital Center Clinical Ladder; Chair Person Education, 2011; Co-Chair 2010
- Carroll Hospital Center; Medication Reconciliation and Mediation Safety Committee(s) 2009-2015
- Carroll Hospital Center Emergency Department Best Practice Committee; Member 2007-2009, Co-Chair 2010, Chair Person 2011, Member 2012-2014
- Carroll Hospital Center, Surviving Sepsis Committee; Emergency Department Representative 2009-2014.
- Carroll County Advocacy and Investigation Center (CCAIC); Forensic Nurse Consultant 2009-2014
- Carroll County Health Department, Fetal Infant Mortality Review Board (FIMR); Forensic Nurse Consultant 2009-2014
- Carroll County Health Department, Child Fatality Review Board (CFR), Forensic Nurse Consultant 2009-2014
- Carroll County Vulnerable Adult Task Force; Forensic Nurse Consultant 2011-2014
- Carroll County Domestic Violence Coordinating Council; Forensic Nurse Consultant 2011-2014
- Carroll County Patient Care Advisory Committee; Nurse Consultant/Member 1997-1999
- National Association of Directors of Nursing (NADONA); Member 1997-1999

Court Qualified Testifying Expert (District, Circuit and Administrative), in the following subject matter:

- Nursing
- Forensic Nursing
- Utilization Review
- Medical Necessity
- Sexual Assault
- Child Abuse
- Domestic Violence
- Emergency Nursing

- Injury Identification and Documentation
- Strangulation Identification and Documentation

Certifications and Licensures

- Maryland Board of Nursing; Registered Nurse, R111702 1991-Present
- Maryland Board of Nursing Advanced Practice Certified Forensic Nurse Examiner 2009-2014
- American Red Cross; Pediatric Advanced Life Support Provider (PALS), 2000-2016
- American Red Cross ; Advanced Cardiac Life Support Provider (ACLS), 2000-2015
- American Red Cross; Cardiopulmonary Resuscitation-Healthcare Provider, 1987- 2017
- Labor Relations Alternatives Inc.; Certified Investigator; 2014
- Johns Hopkins University ; Forensic Nurse Examiner; Adult and Pediatric; 2009
- Board of Certification for Emergency Nurses (BCEN); Certified in Emergency Nursing, 2004-2009
- Sinai Hospital, Certificate; Critical Care Consortium, 2001
- The American Nurses Credentialing Center (ANCC); Certified in Gerontology, 1996-2001
- The Oncology Nurses Credentialing Corporation (ONCC); Certified in Oncology, 1999-2004
- Catonsville Community College; Certificate "Train the Trainer", 1994

Presentations

- Speaker, "State Wide Nurses Quarterly Webinar" Eastern Developmental Disabilities, March 30, 2016
- Presenter/Speaker, DDA RN Case Manager/Delegating Nurse Training, Central Maryland DDA, March 15-16 2016
- Speaker, "Mental Health Aspects in caring for Individuals with Intellectual and Developmental Disabilities, Southern Maryland DDA March 3, 2016
- Speaker, "CMS Final Rule", Town Hall Meeting, Ramada Inn Hagerstown Maryland, February 29, 2016
- Presenter/Speaker, DDA RN Case Manager/Delegating Nurse Training, Southern Maryland DDA, November 4-5 2015
- Speaker, "Learning About the GI System and a Healthy Bowel", Central Maryland DDA, December 2, 2015
- Speaker, "Dysphagia Training", Southern Maryland DDA December 8, 2015
- Speaker "Individuals with Disabilities and Forensic Involvement", Western Maryland DDA, December 10, 2015
- Speaker, "Forensic Nursing"- Carroll Community College Senior Nursing Student Class; Spring 2011, Fall Class 2012, Spring 2013
- Speaker, "Pediatric Cardiac Assessment, Anomalies and Emergencies"- Carroll Community College Emergency Care Consortium; 2010
- Speaker, "Pediatric Respiratory Assessment, Anomalies and Emergencies"- Carroll Community College Emergency Care Consortium; 2010
- Presenter & Planner, "What is SAFE"- Carroll Hospital Center Clinical Ladder Meeting; 2010
- Speaker, "What is SAFE"- Carroll Hospital Center Patient Care Coordinator Meeting, 2010
- Presenter, Disparities in Care in the Community, Villa Julie College; 2007
- Speaker "Munchausen Syndrome by Proxy", Villa Julie College; 2007

- Speaker "Elder Abuse", Villa Julie College; 2007
- Speaker, "What is Family Violence"- Recognition, Assessment, Treatment and Documentation for Victims of Domestic Violence Carroll Hospital Center- Emergency Department; 2009
- Presenter & Planner, Carroll Hospital Center – Emergency Department, Chest Tube Set up; 2009
- Presenter & Planner, "Community Investigation Report for Westminster MD 21157"- Villa Julie College; 2007
- Speaker, "Aortic Aneurysm"- Villa Julie College; 2007
- Speaker, "Is it Unethical for Nurses to Refuse to Administer Plan B"- Villa Julie College; 2007
- Speaker, "Childhood Obesity"- Villa Julie College; 2006
- Speaker," Advance Directives- Everyone's Right"- Carroll Community College; 2006
- Speaker, "Being Scared" Care giving practice of vulnerable patients- Villa Julie College; 2005
- Speaker, "Drugs of Abuse- The Effect on the Body "Villa Julie College; 2005

Employment History

October 2015-Present	<p style="text-align: center;">Nursing Program Consultant Administrator II</p> <p style="text-align: center;">Working Title: Regional Nurse Administrator</p>	<p style="text-align: center;">The State of Maryland Department of Health and Mental Hygiene Developmental Disabilities Administration, Hagerstown, MD.</p>
2013-2015	<p style="text-align: center;">Nursing Program Consultant Administrator II</p>	<p style="text-align: center;">The State of Maryland Department of Health and Mental Hygiene Division of Nursing Services, Baltimore, MD.</p>
1999-2014	<p>Positions held throughout tenure:: Forensic Nursing Department- Director of Forensic Nursing Services, Coordinator of Adult Forensic Nursing Services Forensic Nurse Examiner; Emergency Department Staff Nurse, Charge Nurse, Team Leader, Acting Manager, Mentor/Preceptor; IV Team-Staff Nurse; Oncology Unit-Charge</p>	<p style="text-align: center;">Carroll Hospital Center, Westminster, MD.</p>

	Nurse, Team Leader, Chemotherapy Nurse, Radiation Nurse, Staff Nurse.	
1997-1999	Director of Nursing	Golden Age Guest Home, Eldersburg, MD.
1996-1997 and 1988-1989	Positions Held-Assistant Director of Nursing, Director of Staff Development, Staff LPN	Beverly Enterprises, Westminster, MD.
1995-1996	Staff RN	Favorite Nurses, Baltimore, MD.
1994-1996	Staff R.N.	Community Home Health, Owings, Mills MD.
1991-1992	MICU/SICU Staff RN	Life Bridge Health, Baltimore, MD.
1988-1997	Positions Held-Assistant Director of Nursing, Director of Staff Development, Director of Quality Assurance, Weekend Supervisor, CPR Instructor, Nursing Assistant Training Instructor, Unit Manager, Corporate Compliance Manager, Shift Supervisor, Staff Nurse	Future Care Management, Various Facilities throughout the State of Maryland
1987-1989	Staff Medical Assistant, Staff LPN	MedCare Walk in Clinic, Westminster, MD.
1986-1988	Private Duty Nursing Staff Home Health Aide	Helping Hands Nursing Agency, Westminster, MD.
Education		
2007	Bachelor's Degree Science of Nursing. Graduated with honors- Summa Cum Laude	Villa Julie College, Stevenson, MD.
1991	Associate of Arts- Field of Study; Nursing	Catonsville Community College, Catonsville, MD.
1988	Certificate in Practical Nursing	Carroll County Career and Technology Center, Westminster, MD.
Volunteer Work		

-Access Carroll Inc.; Access Carroll is a community health care center with a mission to provide integrated health services for low-income residents of Carroll County, Maryland.

-Girl Scouts of the USA

-Hill YMCA; Soccer, T-Ball Coaching

- CCY YMCA Piranhas' Swim Team

-Westminster Riding Club Swim Team

- Carroll County School System

-Carroll Child Care Center Inc.



MEMORANDUM

2.E

FROM: Cheyenne Redd, MSN, RN
Director of Licensure & Certification
Maryland Board of Nursing

TO: The Board

DATE: August 24, 2016

IN RE: CNA Advisory Committee-New Member (Carmen Young, RN, BSN, CMSRN)

Carmen Young is currently an active registered nurse for University of MD Medical Center. Ms. Young has experience in managing and supervising employees as a charge nurse. She strives to provide leadership for staff by improving and sustaining the quality of patient care. Ms. Young has experience in a 20 bed neurological/neurosurgical unit as well as a rehabilitation/subacute facility. She is a member of the Stroke Nurse Fellowship Program, American Heart Association and Medical-Surgical Nurses Organization. In addition, she maintains her certification as a Certified Medical-Surgical Registered Nurse. Ms. Young has an expressed interest in the protection of the public. She was made aware of the duties expected of a member of the CNA Advisory Committee set forth in Maryland Annotated Code, Health Occupations Article, section 8-6A-13(f). She is being considered for the acute care RN designation noted in Maryland Annotated Code, Health Occupations Article, section 8-6A-13(b)(8).

Carmen Young, RN BSN, CMSRN
License #R135107

Objective

Experienced nurse with over 16+ years in providing patient-driven and quality-focused nursing care. Seeks for a position that will expound upon the skills already possess thus contributing to the long term mission of the organization.

Education

Bachelor of Science Nursing Degree (BSN) December 2015- Liberty University, Lynchburg, VA

Associate Science Nursing Degree (ASN) May 1997 - Howard Community College, Columbia, MD

Experience

University of Maryland Medical Center - 22 South Green Street, Baltimore, MD

March 1999 – Present: Neurological/Neurosurgical 20 bed unit

Charge Nurse which includes but not limited to: Manage, coordinate and supervise up to nine health care employees, Promote expediency of bed flow by earmarking discharges and transfers, Effectively coordinate nursing personnel with appropriate patient care assignments, Collaborate with the hospital Nurse Coordinator regarding appropriateness of patient placement on the unit, Ensure adequate staffing for the next three days, Attend bed flow with hospital charge nurses led by the Director and Manager of Patient Care Services, Attend Neurology/Neurosurgical rounds with health care team members to facilitate a comprehensive plan of care, Establish a rapport and build relationships with patients and family members through attention to detail in defining needs and providing service and solutions, Provides leadership in improving and sustaining the quality of patient care in a diverse patient population, Mediate disputes/conflict resolution between patients, physicians and nurses, Facilitate Joint Commission survey visits by providing subject matter expertise on nursing process improvements, patient safety and documentation

Clinical Nurse II for up to 10 patients, Provide and tailor teaching to patients related to their specific disease process, Monitor and execute protocols for Intermediate Care patients requiring acute medical intervention, Establish priorities in multiple-demanding situations, Coordinate discharge planning with health care team members, Execute appropriate referrals, i.e., Joslin Diabetes Center, Wound/Ostomy Nurse, Dietitian/Nutritionist for patients, Delegate and prioritize tasks to technicians, Orient newly hired nurses and technicians, Precept student nurses, Development, implement and monitor patients plan of care, Attend on unit patient safety rounds with physicians and nurse practitioners targeting

health concerns and patient(s) issues, Serves as a clinical/educational resource for nursing staff, Prepare written professional performance evaluations for staff, Prioritized health care tasks in accordance with individual patient needs, Maintain and update documentation to comply with hospital and legal requirements, Delegate tasks as necessary to ensure effective and efficient work flow, Skilled in EPIC Portfolio, PowerChart and Microsoft Word computer programs

Lorien Nursing and Rehabilitation, Subacute Facility – 6334 Cedar Lane, Columbia, MD
August 1997 – March 1999

Clinical Nurse for up to 20 patients, Managed patients on mechanical ventilators, Reevaluated on a quarterly basis patients medication administration and treatment records to ensure accuracy, Trained newly hired nurses and nursing assistants,

Professional Certifications/Licensure and Academic Societies Memberships

Maryland Board of Nursing Licensure expires July 2017

Stroke Nurse Fellowship Program (SNFP) - August 2015 - Present

Certified Medical-Surgical Registered Nurse (CRNMS) - May 2008 to Present

Basic Life Support Certification (BLS) - January 2015 - January 2017

Member of the American Heart Association - August 2009 - Present

Member of the Medical-Surgical Nurses Organization May 2008 - Present

Teaching (1) March 1999 – Present: (1) Provide Accu-Check(glucose) training to newly hired nursing staff and recertify assessment of glucose competency (2) August 2002 - Present: Hospital wide Marathon Teaching nurses on current policies and practices (3) October 2008 – January 2010: Instructor, Basic Cardio-Pulmonary Life Support to employees and affiliates at The University of Maryland Medical Center

Formal Mentorship/Coaching (1) August 2002 – Present: Precept Senior student nurses completing 180 hours of clinical experience towards completing their BSN through various nursing schools (2) June 2001 – Present: Orient and or precept newly hired nurses, nurse technicians and secretaries

Committee Appointments: (1) January 2008 – Present: Staff Nurse Council Committee Chaired by Lisa Rowen, Vice President of Nursing - University of Maryland Medical Center. A governing body that is comprised of nurses representing various units within the hospital. It addresses concerns and issues that relates to nursing scope of practice. This committee analyzes, strategizes and implements solutions to best practices, Provides a monthly

synopsis of Staff Nurse council meeting content through email and monthly staff meetings
(2) October 2011- Present: Ethics Consult Service - A committee comprise of Physicians, Lawyers, Nurses, Social Workers, Executive Staff. Seeks to explain medical facts, discuss options for care, explain choices, offer guidance and work out disagreements between physicians and patients (3) Unit executor champion for Hourly Caring Rounds

Honors and Awards: 2002, 2005, 2012 Certificate of Recognition, Living Excellence in Nursing,
2003, 2005, 2011 nominated for the Student Mentoring award

Community Service (1) May 2011-2012 University of Maryland Medical Center: Received a Certificate of Participation for volunteering, leading and coordinating the Stroke information table held at Lexington Market (2) February 2010: Volunteer at Hollifield Station Elementary & Pataspco Middle School assisting school nursing staff with hearing and vision screening of students



2F

To: Maryland Board of Directors

From: Patricia Kennedy, EdD, RN
Director of Education

Date: August 24, 2016

Re: Prince George's Community College, Department of Nursing Waiver of
Graduate Degree in Nursing Satisfied

Dr. Cheryl Dover, Chair notified the Board (7/28/16) that the waiver of the graduate degree in nursing criteria for Nina Brown has been satisfied (COMAR 10.27.03.08B(b)). Ms. Nina Brown, MSN, RN was graduated from Stevenson University in December 2015.



July 28, 2016

Dr. Patricia Kennedy, EdD, RN
Director of Education
Maryland Board of Nursing
4140 Patterson Avenue
Baltimore, Maryland 21215-2254

Dear Dr. Kennedy:

Ms. Nina Brown, MSN, RN, was granted a waiver of a Master's Degree in Nursing by the Maryland Board of Nursing in October 2014. She graduated from Stevenson University with a Master's Degree in Nursing Education December 2015. She is employed by Prince George's Community College as a full-time nursing faculty in a continuing tenure track position.

The Nurse Practice Act requires completion of a minimum of nine credits within the first 24 months and completion of the graduate degree within 36 months of employment. Ms. Brown meets the requirements and fulfills her waiver obligation under COMAR 10.27.03.08B(b).

If additional information is required, please do not hesitate to contact me at dovercd@pgcc.edu

Sincerely,

Cheryl Dover

Cheryl Dover, DNP, MS, RN, NE-BC
Chair, Professor
Department of Nursing



2G

* * * * * M E M O R A N D U M * * * * *

To: Maryland Board of Directors

From: Patricia Kennedy, EdD, RN, Director of Education

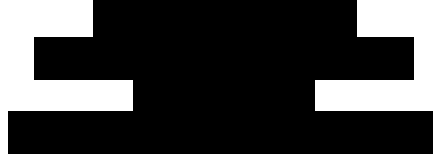
Date: August 24, 2016

Re: FYI— Montgomery College has a new Associate Dean/Director of Nursing

This past spring 2016, Monique Davis, PhD, RN was selected for the full-time position of Associate Dean of Health Sciences and Director of Nursing. She served as Interim Associate/Dean from July 2015 to spring 2016. Dr. Davis has served in several middle management positions and completed the NLN Leadership Institute as well as other leadership and administrator courses through Montgomery College's Center for Professional Development.

Dr. Monique Davis meets the Nurse Practice Act nursing program administrator requirements (COMAR 10.27.03.07A(1)-(2)).

DR. MONIQUE DENISE DAVIS
PhD, MSN, RN



Objective

- Obtain a position that fosters an environment of professional growth to provide exceptional educational experiences for students and colleagues

Education

- Dec. 2014, PhD in Education, Specialization Nursing Education, Capella University, Minneapolis, MN
 - Dissertation Title: “A Quasi-Experimental Study Examining The Impact Of Web-Based Simulation On The Critical Thinking Skills Of Associate Degree Nursing Students”
- May 2007, Master’s of Science with a concentration in Nursing Education, Marymount University, Arlington, VA
- May 2000, Bachelor’s of Science in Nursing, University of Delaware, Newark, DE

Leadership Experience

- Associate Dean/ Director of Nursing at Montgomery College – Feb. 1, 2016
- Interim Associate Dean/ Director of Nursing at Montgomery College - August 2015 until Feb. 1, 2016.
- Participant of the Inaugural Cohort Presidential Innovation Leadership Institute with Dr. Pollard August 2015-June 2016
- National League for Nursing LEAD program participant January 2015- December 2015.
- Participant of Facilitative Leadership training in January 2015
- Participant of Skillful Supervisors Program August 2014- May 2015
- Participant in Crucial Conversations Training in February 2015
- Serve on the Evaluation Committee, Curriculum revision development team, and Accreditation Steering Committee

- Develop and facilitate the implementation of the Dual Admission Program with Montgomery College and University of Maryland School of Nursing
- Serve as Clinical Coordinator-develop registration processes, manage clinical placements, and assist with faculty and staff workload, revise student and faculty handbooks
- Grant Writing-assist Associate Dean and Director with grant requests and assist with completion and submission of grant annual reports.
- Course Coordinator for Fundamentals of Nursing, previously served as course coordinator for Health Assessment Course, Introduction to Nursing Professionalism Course and LPN to ADN Transition Course
- Served as the Student Success Committee Chair 2011-2013
- As a Lippincott Nursing Education Consultant, serving as a super-user and provide training for software program at Montgomery College and to other nursing programs, share experiences of best educational practices with other nursing programs, and offer support to nursing programs undergoing curriculum revisions.

Teaching Experience

- August 2007 to present-Associate Professor of Nursing at Montgomery College, Fundamentals of Nursing, Health Assessment, Management and Leadership, Pediatrics and Community, Pharmacology and LPN to RN Transition Course; previous Coordinator of Health Assessment course, Introduction to Nursing Professionalism course, Coordinator of Fundamentals of Nursing
- University of Maryland University College-October 2014-present: Adjunct Assistant Professor. Online theory instruction for research course in the RN to BSN program.
- Excelsior College-2013-currently: Adjunct Course Instructor. Theory instruction of community nursing concepts online in the RN to BSN program.
- Bowie State University- Summer 2012 and Fall 2012: Adjunct faculty taught pediatrics theory course to students in the acceleration and the traditional programs.
- Nursing Support Program II Grant Recipient July 2010 to June 2013-Three year grant with an emphasis on recruitment and retention efforts for the Associate Degree Nursing Program at Montgomery College. Project Manager for the

- Retention efforts: develop tracking systems of “at-risk” students; develop/ implement/oversee faculty-led tutoring, independent study courses that parallel core nursing courses, and integrate the use of simulation to enhance learning experiences.
- Chamberlain College of Nursing- 2009 -2011 Adjunct faculty member teaching nursing research course online for RN to BSN students.
 - Textbook reviewer for Pearson Hall 2009, 2010: Ball, J., Bindler, R. & Cowen, K. (2012) *Principles of Pediatric Nursing: Caring for Children* (5th ed.). Upper Saddle River, New Jersey: Pearson
 - Textbook reviewer for Davis Publishing 2009, 2010: Richardson, B. (2010) *Pediatric Success: A course review applying critical thinking to test taking*. Philadelphia, PA: F. A. Davis Company.
 - Instructional Design Fellowship participant at Montgomery College for Online/ Hybrid Course Development 2009-2010
 - Maryland Higher Education Commission (MHEC) Grant recipient 2007, 2008, 2009.
 - Summer 2009 to present-Developed, Administratively Coordinates, and teaches the Advanced Placement Matriculation Plan for LPN students transitioning to Associate Degree Nursing Studies
 - Spring 2009 to present-Preceptor and Facilitator of educational learning experiences of Master’s Degree Nursing Education Students from University of Maryland, University of North Carolina at Greensboro, Regis University and Marymount University
 - May 2007 to 2008: Clinical Instructor for Pediatrics and Part-time Faculty member at Georgetown University
 - February 2007 to May 2007: Instruction and program development with hospital educators at Holy Cross Hospital
 - January 2007 to May 2007: Lactation Consultant Course Conference Planning with INOVA Learning Network; guest speaker/ lecturer
 - January 2007 to May 2007: Online course development RN to BSN program, Assistant lecturer and examination construction for Community Nursing at Marymount University

- January 2007 to September 2007: Lecturer and examination construction for Pediatric course, Assistant Coordinator with Collaborative Program at Howard University
- August 2006-December 2006: Lecturer and examination construction for Health Assessment and Nursing Therapeutics courses at Howard University
- August 2006-December 2006: Instructor for laboratory experiences in Health Assessment and Therapeutics courses at Howard University
- June 2005 to present: Clinical Instructor and Assistant Lecturer for Pediatric course at Marymount University

Clinical Experience

- Strong Pediatric experience in primary, acute, and emergent care areas, Community Health, Pediatric Hematology/Oncology, School Health Nursing, Women's Medical/Surgical and Maternal/Child Care (includes Ante-partum, Labor and Delivery, Post-partum, NICU, and Lactation Consultation)
- Jan. 2000 **Study Abroad Nursing Experience**, Vienna, Austria

Related Work Experience

August 2007- present	Montgomery College , Takoma Park, MD <ul style="list-style-type: none"> • Associate Dean/ Director of Nursing • Interim Associate Dean/ Director of Nursing • Full-Time Professor of Nursing • Nursing Enrichment Program Coordinator • LPN to RN Program Coordinator • Fundamentals of Nursing Course Coordinator • Health Assessment Course Coordinator • Introduction to Professionalism In Nursing Course Coordinator • Clinical Coordinator for Nursing Program
October 2014 to present	University of Maryland University College , Largo, MD <ul style="list-style-type: none"> • Online RN to BSN Adjunct Faculty
May 2013-present	Excelsior College , Albany New York <ul style="list-style-type: none"> • Online RN to BSN Adjunct Course Instructor
May 2012-present	Bowie State University , Bowie, MD <ul style="list-style-type: none"> • Pediatric Theory Lecturer • Pediatric Simulation Facilitator
August 2009- Aug. 2011	Chamberlain College of Nursing

- Adjunct Research Educator

May 2007-2010

Georgetown University, Washington, DC

- Adjunct Pediatrics Clinical Faculty

August 2006-Sept. 2007

Howard University, Washington, DC

- Adjunct Clinical Instructor
- Full-Time Faculty-Pediatrics/Community

- June 2005-2014 **Marymount University**, Arlington, VA
- Adjunct Pediatric Clinical Instructor
 - Adjunct Lecturer
- Dec. 2002- 2009 **Holy Cross Hospital**, Silver Spring, MD
- Antepartum, Labor/Delivery PACU and Recovery, NICU, Pediatrics, Pediatric Emergency Department, Postpartum, Women's Surgical Unit
 - Charge Nurse on Pediatric Unit
 - Preceptor of Novice/New Employees
- Aug. 2002- Sept. 2003 **Home-Call, Inc.**, Largo, MD
- Clinical Field Registered Nurse Specialist
 - Pediatrics/ Maternal Child
- July 2000- Dec. 2002 **Children's National Medical Center**, Washington, DC
- Registered Nurse-Community Health Specialist-DC Public School Health Nurse
 - Registered Nurse-Pediatric Hematology/Oncology Specialist
 - Graduated Nurse Intern Program
- June 1999-Jan. 2000 **Children's Hospital of Philadelphia**, Philadelphia, PA
- Summer Nurse Extern
 - Nurse Technician
- Sept. 1998-May 2000 **Nurses 'N Kids' At Home**, Newark, DE
- Certified Nursing Assistant

Certifications

- RN Licensure in the District of Columbia and Maryland
- Nursing Excellence Strategic Planning Team Holy Cross Hospital (2002-2003)
- NLN Simulation Online Modules completed Summer 2011-The simulation training has been beneficial for my professional development to enhance the development and creation of simulation experiences for students. The use of simulation has been a valuable experience for students to demonstrate their clinical skills:
 - National League for Nursing Debriefing and Guided Reflection 8/2011
 - National League for Nursing Integrating Concepts into Simulation 8/2011
 - National League for Nursing Designing and Developing Simulation 8/2011
 - National League for Nursing Curriculum Integration 8/2011

Organizations/Community Service

- American Nurses Association
- The LIGHT Christian Ministries Administrator (2012- present)
- Bright Light Baptist Church Youth Ministry (1994-2012)
- Chi Eta Phi Nursing Sorority, Inc. (1999-2000)
- Maryland Nurses Association
- National League for Nursing

REFERENCES AVAILABLE UPON REQUEST



August 9, 2016

Pat Kennedy, EdD, RN
Director of Education
Maryland Board of Nursing
4140 Patterson Avenue
Baltimore, MD 21215-2254

RE: Montgomery College Nursing Program

Dear Pat,

Dr. Monique Davis was selected as the Interim Associate Dean/Director of Nursing in July 2015, and I am now delighted to say that she has been selected for the full-time position of Associate Dean of Health Sciences and Director of Nursing this past Spring 2016. We are thrilled to have her continue in this role which has been performed very successfully!

Dr. Davis had been a nursing faculty member at Montgomery College since August 2007. Monique has served in a variety of roles, including course coordinator, the faculty lead for the retention project, and the Nursing Clinical Coordinator. She successfully completed her experience in the NLN Leadership Institute as you know.

As a component of orientation to the role of administrator, Dr. Davis did participate in New Administrator courses through Montgomery College, beginning in August 2015. She also successfully completed the Facilitative Leadership program, Skillful Supervisors Fellowship and Crucial Conversations courses through Montgomery College's Center for Professional Development, as well as other offerings.

I am including a copy of Dr. Davis resume. Dr. Davis continues to be an excellent director for the program. Her contact information is Monique.davis@montgomerycollege.edu, 240-567-5529 or 240-567-5530. Let me know if you need any more information.

Thank you,

Angie Pickwick, M.S.
Dean of Health Sciences
Montgomery College
7600 Takoma Avenue
Takoma Park, MD 20912-4197
Office: 240-567-5557
angie.pickwick@montgomerycollege.edu



MEMORANDUM

6A

FROM: Jill Callan, BSN, RN
Nurse Program Consultant I
Maryland Board of Nursing

TO: The Board

DATE: August 24, 2016

IN RE: Report on site visit to Goldenstar Education Center

Non-compliance per COMAR 10.39.02.08 1, 2, 3, (C, D & E):

The following Nurse Aide Training Program was visited on July 12, 2016. Three student files were randomly selected and reviewed. There were no records on attendance, student grades, skills or written final exams. A follow-up unannounced site visit was performed by Alan Gallegos, Associate Director - Career and Workforce education Maryland Higher Education Commission revealed the following; (See addendum)



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

James D. Fielder, Jr., Ph.D.
Secretary

July 27, 2016

Julius Owosela
CEO/Director
Goldenstar Education Center, Inc.
6201 Riverdale Road Suite 104
Riverdale, Maryland 20737

RE: School Visit

Dear Mr. Owosela,

On July 21, 2016, I conducted a school visit to review Goldenstar Education Center Inc's (the School) records, use of approved documents, and general school operation. This letter provides an overview of my visit and summary of what was discussed during our exit interview.

Goldenstar Education Center, Inc. is not correctly maintaining school records or using the documents approved by the Maryland Higher Education Commission (MHEC) as part of the student files. Specifically:

- Student files do not contain a signed Enrollment Agreement. Admission paperwork found in student files is inconsistent throughout the files; however, in all cases the approved Enrollment Agreement was not included in the student file. Currently, documents included in student files pertain to the minimum requirements to become a CNA/GNA, such as CPR certification, legal working status documents, and a criminal background check. By failing to use the approved Enrollment Agreement, Goldenstar Education Center Inc. has violated the Code of Maryland Regulations (COMAR) 13B.01.01.11.A.(1-2).
- In addition to the failure to maintain student records in regard to enrollment procedures, the School has not maintained an adequate record of student's academic accomplishments while enrolled at the school. This includes a failure to document daily attendance, failure to document student outcomes such as completion or withdrawal. By not using the School's approved transcript, the School has no record of academic outcomes for any students. As discussed, this is problematic for students who may need to prove their educational accomplishments for purposes of obtaining licensure or certification, or otherwise furthering their educational pursuits. Failing use the approved transcript violates COMAR 13B.01.01.11.A.(3-6), 13B.01.01.11.B-D, G.
- Additionally, the student files do not contain the School's approved account ledger card, indicating total cost of training, payments made, a running balance, and the final balance upon completion or withdrawal from the School. This violates COMAR 13B.01.01.11.E.
- Finally, it was discovered that Goldenstar Education Center Inc. has not properly informed MHEC about a change in the administrative office location of the School. It appears as though Goldenstar Education Center has changed locations from the 1st floor, Suite 104, to Suite 204, located on the second floor of the building. COMAR 13B.01.01.04.B.(8) states: "The approval of a school is limited to the location and programs for which application has been made and

approval granted. Application shall be made to the Secretary for additional locations as well as changes in locations and programs as provided by these regulations." By not submitting a Change of Location Application to the Maryland Higher Education Commission before changing the administrative location within the building, Goldenstar Education Center Inc. has violated COMAR 13B.01.01.04.B.(8)..

Taken in total, the COMAR violations discovered during my visit are significant, and consequential for current and former students of Goldenstar Education Center Inc. COMAR 13B.01.01.20 provides possible courses of action for the Secretary of Higher Education when it is discovered that a Private Career School is in violation of Maryland law. These actions include withdrawal of approval, notices of deficiencies compelling the School to remedy the deficiencies within 30 days, and fines up to \$5,000.00 for each COMAR or statutory violation or violation of the conditions on which any approval issued to the school was based. At this time, I am not recommending punitive action to the Secretary of Higher Education. Instead, I recommend that the School has 120 calendar days from the date of this letter to bring student files into compliance and put into place systems to ensure regulatory compliance in the future. At the end of the 120 calendar day window, I will return to Goldenstar Education Center Inc. to inspect student records. I expect that all student records will include a MHEC approved transcript. Additionally, I expect that all students enrolled after July 22, 2016 will have signed an MHEC approved Enrollment Agreement and that their student file will include up to date attendance records, academic achievements, and account ledgers that reflect all payment activity. If, upon my subsequent visit, I find that student records are not adequately maintained, I will recommend further sanctions to the Secretary of Higher Education, following the guidelines set forth in COMAR 13B.01.01.20.

Thank you for your cooperation in this matter, should you have any questions, do not hesitate to contact me at Alan.Gallegos@maryland.gov / 410-767-3296.

Sincerely,



Alan Gallegos
Associate Director, Career & Workforce Education

AGG

Enclosure: Goldenstar Education Inc. Enrollment Agreement as approved by MHEC
Goldenstar Education Inc. Student Transcript as approved by MHEC
Goldenstar Education Inc. Account Ledger as approved by MHEC
MHEC Change of Location Application
COMAR 13B.01.01: Minimum Requirements for Private Career Schools

cc: Emily A.A. Dow, Ph.D. Assistant Secretary, Academic Affairs, MHEC



MEMORANDUM

6B

FROM: Jill Callan, BSN, RN
Nurse Program Consultant I
Maryland Board of Nursing

TO: The Board

DATE: August 4, 2016

IN RE: Request for discussion per non-compliance of Trinity Nursing Assistant Academy in regard to COMAR 10.39.02.05D (3) & 10.39.02.06C(6) & 10.39.02.07(2)

The below items were requested from Trinity Nursing Assistant Academy at the July 27, 2016 Board meeting to be submitted by Trinity at the August 4, 2016.

Documentation that was requested in the letter sent out from the MBON on June 27, 2016 that were to be brought to the July 27th meeting:

1. A revised plan of correction that includes details about the corrective action that Trinity has developed,
2. Provide for Board inspection a completed Facility Agreement,
3. Documented evidence that the letters detailed in the June 27th letter were sent to the "current and potential students,"

Documentation requested at the July 27 Board meeting:

4. A copy of your information model that you provide to your student for the clinical portion of the training. Per the Board this should include how the students should operate in the clinical setting and learning objectives,
5. Document how you will prove each student received the information model before clinical instruction began,
6. A copy of your student handbook that details your policies and procedures.

The following items were electronically submitted on 8/10 & 8/12 by Trinity Nursing Assistant Academy. (See addendum)

Maryland Board of Nursing

4140 Patterson Avenue

Baltimore, Maryland

21215

Trinity Nursing Academy

170 Thomas Johnson Drive, suite 201,

Frederick, Md, 21702

July 7th, 2016

To, The Board Staff

Re- Notification and Warning of Non- Compliance to COMAR 10.39.02.06C; 10.39.02.05D (5); 10.39.02.07A (2)

Trinity Nursing Academy is in and has been in the process of obtaining and receiving an approval letter from Buckingham Choice, and 5 other health care facilities In Frederick, Maryland. The facilities has requested for and received all documents pertaining to approving the school to allow clinical training for the students.

The school had a contract signed in May 2016, with Citizens rehabilitation Centre, also in Frederick, and the school was in the process of scheduling a clinical appointment/date with the facility. Then, a letter was sent to the facility requiring further information of the clinical site, by Ms. Redd at the Maryland Board of Nursing and Citizens suddenly withdrew the previously approval given to Trinity Nursing Academy, which sends Trinity back to seeking from another facility(ies)

I called and sent an email to enquire why the sudden change instead I received an email from the facility stating “unfortunately we will not be able to allow clinical at the facility at this time”.

This was an approval agreement that has been signed and sent to the board by the school and was in the process of scheduling clinical dates.

Unfortunately, this situation is very frustrating to all involved, the school and the students, but, the school is continuously and presently looking for other choices and continuously looking for a suitable facility for the school.

Corrective Plan for COMAR 10.39.02.05d(5)

The course instructor and assistants are and will be responsible for providing Supervision and clinical evaluation of each trainee at the clinical site.

At the beginning of the program the school was following a model observed in other training program but was changed once we observe needed corrections at the facility.

The course instructor is currently enrolled in an online program- NCSBN Learning Extension, taking a course on “Delegating Effectively” and certificate of completion will be presented once completed.

Corrective actions Plan for COMAR 10.39.02.06C(6)

The school is working with various facilities in Frederick and other areas for a clinical agreement, especially with Buckingham Choice since June after Citizens Rehabilitation facility cancelled.

Once the approval is completed, all students involved will be taken for the clinical rotation immediately.

Corrective Actions to COMAR 10.39.02.07(2)

40hrs will be devoted to clinical training experiences in a clinical facility. Clinical starts at 7am and ends at 4pm.

I am appealing to the board to be lenient with Trinity Nursing Academy in this situation. We are actively looking for a clinical site. It is very surprising that it is taking this long for a facility agreement to occur in Frederick: Why, I am concerned, Is it Race, or Color or what.

The school had been in compliance with all requirements and will continue to be in compliant per the regulation body requirement. The School requires the best for all students and works with Instructors (Registered Nurse) that requires nothing but the best and will continue to do that. Please have Mercy upon Trinity Nursing Academy. It is a disciplined program and a learning environment. It is a program that has moved people from welfare to Job opportunities and should be encouraged.

I have received calls from some hiring Institutes commenting on the way and manner the new hire(s) has comported themselves and well knowledgeable right from hiring.

The students are aware of the clinical situation, that the school is in the process of signing an agreement and are waiting to receive calls from the school coordinator for a scheduled date.

Thank You so much

God Bless You All

Simimeadows

AFFILIATION AGREEMENT BETWEEN

BUCKINGHAM'S CHOICE

AND

TRINITY NURSING ACADEMY INC.

This agreement made on the 1ST day of AUGUST, 2016 by and between BUCKINGHAM'S CHOICE, INC., hereinafter referred to as the "Facility" and Trinity Nursing Academy Inc., hereinafter referred to as the "School".

Whereas the School desires that its Nursing Assistant students obtain clinical nursing experience and the Facility is agreeable to participate in this program with the School. Now, THEREFORE, the parties hereto agree, as follows:

The Agreement shall commence on the date inserted above and terminates on JULY 31, 2017. It will be reviewed yearly unless terminated by either party giving thirty (30) days advance written notice, with provision for the safeguarding of the students currently enrolled and in the process of completing clinical training. Amendments to this Agreement may be made at any time upon written consent of the Facility and the School.

The school agrees that it will:

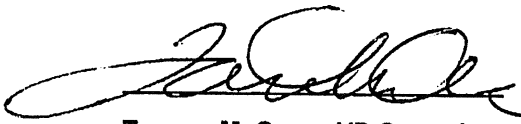
- a. Furnish at its sole expense the necessary instructors who are Registered Nurses to provide teaching, guidance and evaluation of the students. Faculty members will work with appropriate Facility personnel in determining the needs of residents assigned to the students.
- b. Notify the appropriate person at the Facility no less than fifteen (15) days prior to the beginning of each clinical session with the estimated number of students and date the School plans to utilize the Facility.
- c. Direct its instructors and students to abide by all regulations and policies of the Facility.
- d. Assume the cost of any breakage or damage to equipment due to the negligence of the School's instructors and/or students.
- e. Assume sole responsibility for the health program of its instructors and students, provided that in the event of sudden illness or injury occurring to an instructor or student while at the Facility under the Agreement, the Facility will arrange for emergency treatment and will notify the Director of the School of the illness or injury.

- f. Furnish the Facility with a current (within one year) statement to the effect that each student and instructor is in good health and free from communicable disease, such as TB testing. Background Checks are completed by the school upon acceptance into the program and also done at the completion of the program which is a requirement by the Maryland Board of Nursing. Drug screen will be conducted as an on - need basis.
- g. Obtain and keep in effect general and professional liability insurance for a minimum of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, for any injuries, accidents, and/or property damage covering the students and instructors while functioning at the Facility pursuant to this Agreement. The School agrees to furnish the Facility with a certificate evidencing that said insurance in force at the commencement of each academic session and agrees not to cancel said insurance without giving the Facility thirty (30) days' notice of its intention to cancel.
- h. Pay all salaries of its instructors who will remain employees of the School under said School's supervision and control.
- i. Indemnify and hold the Facility harmless from all and any claims, damages, judgments, actions, and causes of actions arising out of its students and instructors, including the costs and legal fees incurred in defending any and all claims and or lawsuits.
- j. Make no distinction among students covered by this Agreement on the basis of race, color, sex religion, national origin, age, marital status, sexual orientation, family responsibility, matriculation, political affiliation, and physical handicap, source of income and place of residence or business. These distinctions include but are not limited to the following:
 - Denying a student any service or benefit ordinarily available to students.
 - Providing any service or benefit to a student, which is different than benefits provided to other students under this Agreement.
 - Subjecting a student to segregation or separate treatment in any matter related under this agreement.
 - Treating a student differently from others in determining whether he/she satisfies any admission enrollment, quota eligibility, membership or other requirement or condition which individuals must meet in order to be provided any benefits under this Agreement.

The Facility agrees that it will:

1. Allow instructors from the School opportunity for orientation to the Facility and to the areas involved in teaching.

2. Provide emergency first-aid for injuries to students and instructors on the Facility premises and inform the School immediately of the accident.
3. Plan together with the School's instructors for numbers of students placed and appropriate use of the Facility, including the assignments of students to resident areas, attendance by the students at conference and lectures given by the Facility staff and preceptorship of students by Facility staff. The use of the Facility by the students and instructors shall be subject to the ultimate control of the Facility and shall not interfere with client/patient care.
4. Provide conference room space and assistance in arrangements of the Facility during the time of the Agreement.
5. Indemnify and hold the School harmless from all and any claims, damages, judgments, actions, and causes of actions not arising out of its students and instructors, including the costs and legal fees incurred in defending any and all claims and/or lawsuits.
6. Trinity Nursing Academy and its faculty and other employees will comply with all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). The School will inform Students of their obligation to comply with all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under HIPAA. School will inform Students that they are required to comply with all Facility policies and procedures provided to School regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. If during the term of this Agreement, the Department of Health and Human Services, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal determines that the School is a Business Associate, as described in the federal privacy regulations, or if the parties otherwise reasonably determine that School will likely be so defined as a Business Associate under such federal privacy regulations, the parties shall promptly agree upon such procedures and requirements relating to handling private health information as will ensure compliance with applicable governmental requirements and regulations.


Tamara M. Curry, VP Operations - *Integrace*

Buckingham's Choice

Name of Facility

3200 Baker Cir,
Adamstown, MD 21710
301 874 5630

Address and Tel. of Facility

08/01/2016
Date

Sim Meadows
School Director, TNA

Trinity Nursing Academy

Name of School

170 Thomas Johnson Drive
Frederick, Maryland 21702
301 792 8998
301 662 6500

Address and Tel. of Facility

8/01/2016
Date

Trinity Nursing Academy
170 Thomas Johnson Drive,
Suite 201, Frederick,
Md 21702
July 18th, 2016

Dear Students,

This is to notify you that the school is currently under investigation by the Maryland Board of Nursing for its non-compliance of COMAR 10.39.02.06C, 10.39.02.05D (5), 10.39.02.07A. Also the board may withdraw approval of Trinity Nursing Academy to operate a CNA/GNA training program as pursuant to COMAR 10.39.02.09B (1).

As you all know, the school has been in continuous pursuit of gaining another facility approval for our clinical rotation. We recently did have an approval from Citizens Rehabilitation Centre, but suddenly Citizens Rehab center backed out of the agreement.

At this time, Buckingham's Choice facility in Adamstown, Maryland, has shown great interest and is expected to give the school the approval for clinical site. Once the approval is achieved the clinical for all affected students will begin immediately, planning to start clinical by the first or second week in August 2016.

So pray along with me that this does not happen, as the school has changed many lives, people moving from food stamp, social welfare back to the workforce and able to maintain lives and family.

Thank you for allowing Trinity Nursing Academy to serve you. It has been very rough but I do hope to maintain stability very soon.

Sorry for this unexpected situation and May God bless us all. I appreciate your patience.

Thank You

Simi Meadows

TRINITY NURSING ACADEMY CLINICAL RULES AND STUDENT EXPECTATIONS

Clinical begins on the 5th week of training, it is a one week session and it starts on a Monday & ends on a Friday. The Clinical site is at Buckingham choice in Adamstown Maryland. Uniform are expected to be worn to clinical with comfortable, non-skid shoes.

Program Goals and Objectives

- Incorporate principles from nursing assistant training to provide competent care to clients in geriatric settings/approved affiliated facility.
- Apply knowledge of specific disease conditions in the prevention, treatment, nursing care and rehabilitation of clients.
- Differentiate the role of Nurse Assistant within the medical team.
- Adhere to professional standards incorporating legal and ethical responsibilities of a Nurse Assistant.
- Perform duties as delegated by the instructional registered nurse affiliated to Trinity Nursing Academy.

Student expectations

1. Students are expected to behave professionally when interacting with other students, instructors and residents when at the clinical sites.
2. Remember you are a guest at the clinical site, so you must work in accordance of the facility rules and guidance.
3. The clinical instructor will schedule assignments and break time.
4. No student should move within and around the facility without the instructor's awareness/knowledge/permission.
5. All students are expected to attend 100% of clinical hours and report to facility on time. Tardiness is strongly discouraged. So please plan babysitting before clinical days. Incomplete clinical hours will result in incomplete CNA course work.
6. No use of cellphone during clinical hours. All cellphones must be on vibration during clinical hours and should be attended to when on break or at the end of the day.

7. No other language should be spoken in clinical location except English. Also keep your voices down while communicating with each other.
8. Keep patient information confidential, except with the instructors when used as a teaching experience.
9. In clinical areas, you are not allowed to initiate any skill without an instructor present.
10. Our instructor ratio is 1 instructor to 8 students, and you are required to be with an instructor at all times during clinical hours except for bathroom breaks.
11. Post clinical conference will be conducted at facility if space available or at Trinity Nursing Academy facility.
12. Clinical hours are from 700am to 400pm, with 1hour break time
This is a great opportunity to learn and engage with the clients/residents.
Enjoy the week and have a great experience.

Student Signature ----- Date -----

Trinity Nursing Academy Rep. Signature ----- Date -----



Trinity Nursing Academy Inc.

SCHOOL CATALOG

2015 - 2016

Publication Date: September 1, 2015

Volume 2

SCHOOL CATALOG

2015 - 2016

Trinity Nursing Academy Inc.

Certified Nursing Assistant Program

SIMI MEADOWS, MSN RN

DIRECTOR OF NURSING/SCHOOL DIRECTOR

Corporate Office: 22313 Bertie Farm Court, Laytonsville MD 20882

School Location: 170 Thomas Johnson Drive, Suite 201,L#2 Frederick MD 21702

Telephone: 301-792-8998

Introduction

This catalog contains current information on Trinity Nursing Academy Inc.'s (TNA) Certified Nursing Assistant program, the requirements and policies for the 2015 - 2016 school year. TNA is approved by Maryland Higher Education Commission and Maryland Board of Nursing.

Americans with Disabilities Act

ADA Statement: Qualified, self-identified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at TNA. For further assistance, please contact the office at 301-792-8998, for more information.

Disclaimer

Information in this catalog describes Trinity Nursing Academy's CNA program at the time of publication. However, changes may be made in policies, the calendar, curriculum or costs. Such changes will be announced prior to their effective date and an amendment to the catalog will be published.

School Mission

The mission of Trinity Nursing Academy is to provide entry level nursing assistant education to men and women from diverse backgrounds and cultures. Upon successful completion of the certified nursing assistant program, the community and Washington metro area will be provided with certified nursing assistants who are competent, qualified, dedicated and caring to practice assisted nursing in this culturally diverse and constantly changing population and environment.

Vision

The vision of Trinity Nursing Academy is to be a leader of nurse assistant training and consulting services to allied health professionals and organizations.

Program Objectives

The objective of TNA's training program is to:

- Apply the nursing process holistically to assist in meeting the client's needs in all age groups.
- Use appropriate knowledge, skills, abilities, and available resources in practice environment to provide safe and competent care.
- Collaborate and communicate effectively with clients, their family members and the health care team.
- Demonstrate accountability for self and other health care team members through evaluation of the quality of care delivered and client health outcomes based upon the established standards within the scope of nursing.
- Develop a personal code of behavior based upon the principles of professional development and the promotion of nursing as a lifelong endeavor.

Corporate Structure

Trinity Nursing Academy, Inc. is a Maryland registered corporation, located in Frederick, Maryland. The company is 100% owned and controlled by Simi Meadows. The company's boards of directors are:

President - Simi Meadows

Treasurer - Richard Meadows

School Staff

Trinity Nursing Academy's initial staff is made up of:

- a. The school director: Simi Meadows
- b. Instructional Staff: Simi Meadows RN, Victoria Gardner, RN
- c. Administrative Staff: Richard Meadows

Facility and Resources

Trinity Nursing Academy occupies a space close to 1,100 square feet at its school located at 170 Thomas Johnson Drive, Suite 201, L#2 Frederick MD 21702. The space will consist of:

- One classroom (17.5' x 15')
(Lab/instructional skills will take place in the classroom)
- Learning Resource/Library (6' x 8')
- Student's Room (5' x 8')
- Administrative office/Conference (5' x 7')
- Room will be used for State Skill Testing/class skills observations (10.9 x 9.11)

The school space is well lit, well equipped, and temperature controlled to provide students with a professional environment conducive to learning. There is public parking and access to public transportation. There are also local areas to eat in the area during a typical lunch time.

The school facility will:

- ✓ Provide classroom instruction, laboratory and a laboratory practice area.
- ✓ Comply with all Maryland regulations with respect to fire hazards, healthy, safety, and similar requirements.

- ✓ Provide and maintain a physical location with learning conditions appropriate for the programs of study offered and for the size of the school's staff and student body.
- ✓ A safe and secure environment for students and staff.
- ✓ Equipment required for instruction will be determined by the occupational objectives, and will be comparable to that found in business establishments offering employment in the occupation for which the instruction is being offered.
- ✓ All equipment provided will be in good working order and shall be sufficient quantity and quality to meet the maximum authorized enrollment of any class.

Clinical Sites

Clinical instruction is provided in conjunction with classroom theory and laboratory. The purpose of the clinical experience is to bring the material to its practical application. Each student must demonstrate 100% accuracy of the essential OBRA procedures. The skilled nursing/adult care facility that the school has signed an agreement with for the clinical instruction portion of the program is:

Homewood at Crumlands Farm located at 7407 Willow Road, Frederick MD 21702, which is a 60 beds skilled unit and 60 beds Memory care unit, totaling 120 beds facility. Home wood at Crumlands facility is located 3.5 miles away from the school.

Equipment and Supplies

Trinity Nursing Academy will utilize different equipment and supplies in its certified nursing assistant program to include:

- Stethoscopes, Blood pressure cuff
- Aneroid Sphygmomanometer
- Balance Scale
- Wheelchair, Gait Belts, Walkers
- Hygiene supplies- Tooth Brush, tooth paste
- Bed Pans
- Hospital Bed with half side rails
- Bedside Commode

- Hand washing equipment and gloves
- Pillows, Blankets, Bed pads, Flat sheets, Fitted sheets, & Pillow cases
- Audio-visual equipment and media
- Gloves, working sink & running water
- Clothing protector
- Manikin - for skills labs

Program Calendar

- a. Academic Calendar for 2015-2016: The school's academic program will run during the following period:

Day Program

- September 30 - October 25
- November 4 - December 2
- January 13 - February 10
- February 17 - March 14
- March 24 - April 18
- April 28 - May 23

Evening Program

- June 2 - July 4
- July 14th - August 22nd
- August 25th - Sept 26th
- December 8th- Jan 9th
- February 16th - March 20th
- March 23rd- April 24th

Weekend Program

- Every Saturday - Sunday October 3rd - December 11 2015
- Every Saturday - March 5th - May 13th 2016
- Every Saturday September 3rd - November 11th 2016

b. School Calendar: The academy will be closed during the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas Day

Trinity Nursing Academy will be closed annually between the second week of December and the first week of January as the school prepares for the next academic year.

Emergency Closing

In the event that inclement weather forces the school to cancel, delay or reschedule classes, students are advised to listen to local radio and television stations or to call the academy to hear a recorded message. In addition, the school will observe the same emergency notifications as Frederick County public schools system (K-12). For example, if a notification goes out that public schools will open two hours late, Trinity Nursing Academy will also open two hours late. Since TNA is committed to providing all scheduled class hours, loss of class time related to uncontrollable circumstances will result in rescheduling additional class hours.

In the event of inclement weather on a weekend, the Director of Nurses/owner will make a definite decision about school closure and inform all weekend enrolled students and loss of class time will be made up before the end date of the weekend program.

Enrollment Prerequisites and other Requirements

The maximum enrollment in the Day, Evening or Weekend program is 12 students, so enrollment is on a first come, first served basis due to the limited space. Prospective students may contact the school during office hours (Monday to Friday, 9am - 5pm) to obtain program and enrollment information. In order to enroll for the program, students

- ✓ Must provide evidence of being at least 16 years old at the time of registration
- ✓ Provide evidence of a negative TB test or chest X-ray within the previous 12 months
- ✓ Must provide proof of a valid driver's license or state issued identification
- ✓ Pay the registration fee of \$100 (Visa, MasterCard, money order, check or cash)
- ✓ Must provide evidence of high school completion (a diploma or transcript) or GED. Students who do not have a high school diploma or GED must take the SRA reading index examination and achieve a minimum score of 70%.
- ✓ Criminal Background check must be done prior to attending class.

Once a completed application is received and registration has been paid, the student will be enrolled in the class session of their choice (either day or evening, or weekend).

Background Check

All prospective students are required to undergo a criminal background check before the first day of the CNA program. The results are used to determine if the prospective student is qualified to work with patients needing medical attention.

1. The purpose of these rules is to provide for the reasonable screening of potential individuals in order to determine if they have a history of criminal behavior such that they should not be allowed to oversee, live or work closely with, or provide services to vulnerable people.
2. These rules are to be applied when evaluating any potential criminal history of an individual and determining the individual's suitability based upon such history. Criminal convictions may affect a student's ability to be licensed.
3. The student is required to complete the criminal record check consent/authorization form included in the application packet.
4. The form can be submitted to Trinity Nursing Academy's administrative office for processing.
5. All expenses incurred with the criminal background check are the responsibility of the prospective students.

6. Based on the results of the background check, TNA's school director makes the final determination to enroll the prospective student in the training program
7. If the result of the criminal background check precludes a student from the qualification to work with patients needing medical attention, then the school will issue a full refund of tuition and fees to the respective student.

The following criminal background check history will disqualify an individual from consideration for admission into the program.

- Felony convictions involving crimes against persons
- Felony convictions for the sale, possession, distribution, or transfer of narcotics or controlled substances
- Registered sex offender

Cancellation

TNA reserves the right to cancel or postpone any class session prior to the scheduled start date for which there is insufficient number of registrations. If TNA's program is cancelled or rescheduled at a time during which the student is unable to attend, all tuition and fees paid for that particular program will be refunded in full.

Transfer Credit

Trinity Nursing Academy does not accept transfer credits from other schools or certified nursing assistant programs.

Program Information

Trinity Nursing Academy promotes excellence in healthcare training by providing experienced Registered Nurse instructors and a supportive and instructive classroom and clinical experience.

The focus of the program is to learn how to provide a compassionate, supportive and safe environment to individuals requiring medical care. The program teaches the student how to assist with activities of daily living, care for different age populations in the comfort of their home, be observant to changes in health by having knowledge

of the changes in aging and common health issues, attend to the resident's physical comfort and how to give emotional and social support to the resident and the family.

TNA's certified nursing assistant program is based a total of 130 clock hours - 60 hours theory/lecture, 30 hours skills lab and 40 hours clinical. Teaching methodologies include lectures, demonstrations, videos, PowerPoint, handouts, role playing, and pre and post clinical review of experiences. The program will initially begin with 12 students in the classroom - that is a ratio of 1 instructor to 12 students in the classroom and 1 instructor to 8 students in the clinical setting. A two hour clinical site orientation will be conducted the Saturday before the commencement of clinical sessions. This is to ensure that students are familiar with the clinical setting.

The class instruction will be delivered in a format free of bias, race, culture and gender. Provisions will be made on an individual basis to accommodate learning difficulties and one on one learning time (to read handout material or prepare for oral quizzes). All classes will be taught in English. Each student is required to use the approved text book for assignments and study.

The approved text books includes-

Textbook: Hartman's Nursing Assistant Care: Long Term care and Home care, 2nd edition by Susan Alvare, Hedman, Jetta Fuzy and Suzanne Rymer, Hartman publishing Inc. 2013
Workbook: Hartman's Nursing Assistant Care: Long term Care & Home care, 2nd edition, Hartman Publishing Inc. 2013.

Vocational Objectives

Upon successful completion of this program, students will graduate as nursing assistants (they become certified through the Maryland Board of Nursing) and shall be expected to successfully perform the following skills procedures:

- First Aid for Choking
- Hand washing
- Donning & Removing PPE (Gowns & Gloves)
- Counting & recording respiration
Provides catheter care for female

Measures & records weight of ambulatory client

- Counting and Recording a Person’s Pulse
- Measures and Record Blood Pressure
- Measures & records Urinary Output
- Transfer a Person from Bed to wheel chair
- Providing Denture Care
- Give modified bed bath (face & one arm, hand and underarm)
- Assist resident with transfer
- Helping a Person Dress/Undress
- Measuring a Person’s Height and Weight
- Shampoos Hair in Bed
- Assist a person with feeding/meals
- Positions patient on side
- Collecting Urine/Stool/Sputum Specimens
- Applying Elastic Stockings
- Dresses client with affected (weak) Right arm
- Providing Post Mortem Care

- Perform Foot Care
- Takes/Record Oral Temp
- Turning & Repositioning in Bed
- Repositioning a Person in a Chair
- Mouth Care
- Feeding client who cannot feed self
- Brushing and Combing a Person’s Hair
- Cleaning a Person’s Fingernails and Toenails
- Making an Occupied/Unoccupied Bed
- Assisting the patient with use of Commode/Bedpan/Urinal
- Provide Perineal Care
- Emptying a Urinary Drainage Bag
- Assisting a patient to ambulate using transfer belt
- Performs Modified Passive Range of Motion (knee & shoulder)
- Provides foot care
- Applying Compresses

Completion Award: Upon successful completion of the program, the student will receive an achievement certificate for program completion from Trinity Nursing Academy and will be eligible to apply for certification as a nursing assistant by the Maryland Board of Nursing and will also be eligible to sit for the Geriatric Nursing Assistant (GNA) exam / NNAAP Exam (National Nurse Aide Assessment Program) through the American Red Cross.

Certified Nursing Assistant Program

Trinity Nursing Academy's certified nursing assistant program is physically, emotionally, and academically demanding. Students often work during the program, but are encouraged not to work more than 20 hrs. per week, as it may interfere with their ability to successfully complete the program due to the demand to study and rest. The academy runs a day program during the course of the year and an evening program during the summer months (two consecutive classes between June and August) and a weekend program in the fall, winter, and spring.

Instructor Ratio:

Trinity Nursing Academy's instructor/student ratio is:

Classroom & Lab: **Ratio 1:12** Instructor (RN): Students

Classroom will be used as the lab during skills training, and all supplies will be moved into the classroom

Clinical: **Ratio 1:8** Clinical Instructor (RN): in clinical site/facility

Schedule Options

Trinity Nursing Academy runs a day, evening and a weekend program, which is a total of 130 instructional clock hours (this is excluding the total amount of non-instructional hours for lunch-break). Students have the choice of selecting from the following options:

Day Option

Day - 5 week Schedule

- **Day:** Monday - Friday; 9am - 2pm; 4 instructional hours per day, 22.5hrs instructional hours per week, 4 weeks. Total program length of 5 weeks, (Classroom/Lab: 9am-2pm with a 30-minute meal break).
- **Day Clinical:** Monday - Friday; 7am - 4pm; 8 instructional clock hours per day, 40 instructional hours per week, 1 week. (Clinical: 7am - 4pm with a 60-minute meal break.)

Evening - 5 week Schedule

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- **Evening:** Monday - Friday; 5pm - 10pm; 4.5 instructional hours per day, 22.5 instructional hours per week, 4 weeks. Classroom/lab: 5pm-10pm with a 30-minute meal break)
- **Evening Clinical:** Monday - Friday; 7am - 4pm; 8 instructional clock hours per day, 40 instructional hours per week, 1 week. (Clinical: 7am-4pm with a 60-minute meal break)

(Evening schedules run six times a year in the months of June, July, August, December, February, & March)

Weekend Program

- **Weekend:** Every Saturday - Sunday; October 3rd - December 11 2015
- **Weekend:** Every Saturday - Sunday; March 5th - May 13th 2016
- **Weekend:** Every Saturday - Sunday; September 3rd - November 11th 2016
- **Weekend Clinical:** Monday - Friday; 7am - 4pm; 8 instructional clock hours per day, 40 instructional hours per week, 1 week. (Clinical: 7am-4pm with a 60-minute meal break) weekend clinical will run last week of weekend option schedules.

Clinical Orientation

There will be a two hour **non-instructional** orientation of all students to the clinical facility. The orientation session will take place the Saturday before clinical begins. The orientation hours will be from 9am- 11am

Outline for Day Schedule Option

CERTIFIED NURSING ASSISTANT DAY PROGRAM						
Week 1	Monday: Orientation; complete forms Understanding Health Care setting- Chpt.1 Hand washing skill	Tuesday: Nursing Care & the Care team. Chpt. 2 Bed making skills- Unoccupied & Occupied	Wednesday: Legal & Ethical chpt.3 Residents Rights Abuse Prevention	Thursday: The Healthy Human Body: Chpt. 9 Measure & record weight & height	Friday: Quiz1-Chpt- 1,2,3,9 Human Needs & Human Development- Chpt.8 Assist Client to Ambulate skill	Total weekly Hours
Class Hrs	9a-12p	9a-12p	9a-12p	9a-12p	9a-12p	15

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Skills Lab Hrs	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	7.5
Break	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	2.5
Week 2	Monday: Communication & Cultural diversity Chpt. 4 Finger Nail care on one hand skill	Tuesday: Confusion, Dementia, Alzheimer's-Chpt 19 Foot Care on one foot skill	Wednesday: Mental Health & Mental illness Chpt. 20 Provide mouth care Denture Care skill	Thursday: Quiz 2- Chpt 4,8,19,20 Transferring, & Discharging Chpt-11 Medical term, abrv. Handouts Residents Units Chpt. 12	Friday: Basic nursing skills. - chpt-14 Vital signs- count, record BP, Radial pulse, & respiration skills. Takes/Record oral Temp	
Class Hrs	9a-12p	9a-12p	9a-12p	9a-12p	9a-12p	15
Skills Lab Hrs	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	7.5
Break	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	2.5
Week 3	Monday: Common Chronic & Acute conditions Chpt 18 Apply Knee high elastic stockings Vital signs- skills contd.	Tuesday: Personal care skills. Chpt 13. Hygiene, Adl's & grooming Gives Modified bath skill Shampooing hair in bed	Wednesday: Quiz 3- chpt-11,12,13,14,18, Positioning, Transfers, & Ambulation chpt.10 Position client on side skill, Transfer client from bed to wheel chair skill	Thursday: Safety & body mechanics chpt.6 Passive range of motion for one shoulder skill. Passive range of motion for one knee & ankle skills	Friday: Quiz 4/Midterm all chapters covered till now. Nutrition & Hydration. Chpt 15 Feeding skills Intake & output	
Class Hrs	9a-12p	9a-12p	9a-12p	9a-12p	9a-12p	15
Skills Lab Hrs	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	7.5
Break	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	2.5
Week 4	Monday: Urinary elimination chpt.16 Bowel elimination Chpt 17 Measure & Records urine output Assist with use of bedpan	Tuesday: Infection control Chpt. 5 Personal protective equipment & gloving Dresses Client with affected arm skill	Wednesday: Quiz 5-Chpt-5,15,16,17 Rehabilitation & Restorative care Chpt 21 Provide Perineal care Catheter care skills	Thursday: Death & Dying Chpt 23 Post Mortem Care Medical emergency care & disaster preparation Chpt 7 1 st Aid & disaster guidelines. MOLST FORM discussion	Friday: Final Exam 5pm- 7pm Caring for your career & yourself chpt.24 Skills practice and check off	
Class Hrs	9a-12p	9a-12p	9a-12p	9a-12p	9a-12p	15
Skills Lab Hrs	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	7.5
Break	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	2.5
Week 5	Monday: Clinical Training & Evaluation	Tuesday: Clinical Training & Evaluation	Wednesday: Clinical Training & Evaluation	Thursday: Clinical Training & Evaluation	Friday: Clinical Training & Evaluation	
Clinical	7am-1p, 2p-4p	7am-1p, 2p-4p	7am-1p, 2p-4p	7am-1p, 2p-4p	7am-1p, 2p-4p	40
Break	1p-2p	1p-2p	1p-2p	1p-2p	1p-2p	5
Orientation day at clinical site will be the Saturday before clinical begins. Orientation hours will be from 9am- 11am (Clinical site orientation hours not included in total clinical hours)						2
Total Theory/Lecture Hours						60
Total Lab Hours						30
Total Clinical Hours						40
Total Program Hours						132

Outline for evening Schedule Option

CERTIFIED NURSING ASSISTANT EVENING PROGRAM						
Week 1	Monday: Orientation; complete forms Understanding Health Care setting- Chpt. 1 Hand washing skill	Tuesday: Nursing Care & the Care team. Chpt. 2 Bed making skills- Unoccupied & Occupied	Wednesday: Legal & Ethical chpt.3 Residents Rights Abuse Prevention	Thursday: The Healthy Human Body: Chpt. 9 Measure & record weight & height	Friday: Quiz1-Chpt- 1,2,3,9 Human Needs & Human Development- Chpt.8 Assist Client to Ambulate skill	Total weekly Hours

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Class Hrs	5p-8p	5p-8p	5p-8p	5p-8p	5p-8p	15
Skills Lab Hrs	8.30p-10p	8.30p-10p	8.30p-10p	8.30p-10p	8.30p-10p	7.5
Break	8p-8.30p	8p-8.30p	8p-8.30p	8p-8.30p	8p-8.30p	2.5
Week 2	Monday: Communication & Cultural diversity Chpt. 4 Finger Nail care on one hand skill	Tuesday: Confusion, Dementia, Alzheimer's-Chpt 19 Foot Care on one foot skill	Wednesday: Mental Health & Mental illness Chpt. 20 Provide mouth care Denture Care skill	Thursday: Quiz 2- Chpt 4,8,19,20 Transferring, & Discharging Chpt-11 Medical term, abrv. Handouts Residents Unit Chpt. 12	Friday: Basic nursing skills. - chpt-14 Vital signs- count, record BP, Radial pulse, & respiration skills. Takes/Record Oral Temp	
Class Hrs	5p-8p	5p-8p	5p-8p	5p-8p	5p-8p	15
Skills Lab Hrs	8.30p-10p	8.30p-10p	8.30p-10p	8.30p-10p	8.30p-10p	7.5
Break	8p-8.30p	8p-8.30p	8p-8.30p	8p-8.30p	8p-8.30p	2.5
Week 3	Monday: Common Chronic & Acute conditions Chpt 18 Apply Knee high elastic stockings Vital signs- skills contd.	Tuesday: Personal care skills. Chpt 13. Hygiene, Adl's & grooming Gives Modified bath skill Shampoos Hair in Bed	Wednesday: Quiz 3- chpt-11,12,13,14,18, Positioning, Transfers, & Ambulation chpt.10 Position client on side skill, Transfer client from bed to wheel chair skill	Thursday: Safety & body mechanics chpt.6 Passive range of motion for one shoulder skill. Passive range of motion for one knee & ankle skills	Friday: Quiz 4/Midterm all chapters covered till now. Nutrition & Hydration. Chpt 15 Feeding skills. Intake & Output	
Class Hrs	5p-8p	5p-8p	5p-8p	5p-8p	5p-8p	15
Skills Lab Hrs	8.30p-10p	8.30p-10p	8.30p-10p	8.30p-10p	8.30p-10p	7.5
Break	8p-8.30p	8p-8.30p	8p-8.30p	8p-8.30p	8p-8.30p	2.5
Week 4	Monday: Urinary elimination chpt.16 Bowel elimination Chpt 17 Measure & Records urine output Assist with use of bedpan	Tuesday: Infection control Chpt. 5 Personal protective equipment & gloving Dresses Client with affected arm skill	Wednesday: Quiz 5-Chpt-5,15,16,17 Rehabilitation & Restorative care Chpt 21 Provide Perineal care Catheter care skills	Thursday: Death & Dying Chpt 23 Post Mortem Care Medical emergency care & disaster preparation Chpt 7 1 st Aid & disaster guidelines. MOLST FORM Discussion	Friday: Final Exam 5pm- 7pm Caring for your career & yourself chpt.24 Skills practice and check off	
Class Hrs	5p-8p	5p-8p	5p-8p	5p-8p	5p-8p	15
Skills Lab Hrs	8.30p-10p	8.30p-10p	8.30p-10p	8.30p-10p	8.30p-10p	7.5
Break	8p-8.30p	8p-8.30p	8p-8.30p	8p-8.30p	8p-8.30p	2.5
Week 5	Monday: Clinical Training & Evaluation	Tuesday: Clinical Training & Evaluation	Wednesday: Clinical Training & Evaluation	Thursday: Clinical Training & Evaluation	Friday: Clinical Training & Evaluation	
Clinical	7am-1p, 2p-4p	7am-1p, 2p-4p	7am-1p, 2p-4p	7am-1p, 2p-4p	7am-1p, 2p-4p	40
Break	1p-2p	1p-2p	1p-2p	1p-2p	1p-2p	5
Orientation day at clinical site will be the Saturday before clinical begins. Orientation hours will be from 9am- 11am (Clinical site orientation hours not included in total clinical hours)						2
Total Theory/Lecture Hours						60
Total Lab Hours						30
Total Clinical Hours						40
Total Program Hours						130

Outline for Weekend Schedule Option

CERTIFIED NURSING ASSISTANT EVENING PROGRAM						
Instructional Week	Saturday: Orientation; complete forms Understanding Health Care setting- Chpt.1 Hand washing skill	Sunday: Nursing Care & the Care team. Chpt. 2 Bed making skills- Unoccupied & Occupied	Saturday: Legal & Ethical chpt.3 Residents Rights Abuse Prevention	Sunday: The Healthy Human Body: Chpt. 9 Measure & record weight & height	Saturday: Quiz1-Chpt- 1,2,3,9 Human Needs & Human Development- Chpt.8	Total weekly Hours

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					Assist Client to Ambulate skill	
Class Hrs	9a-12p	9a-12p	9a-12p	9a-12p	9a-12p	15
Skills Lab Hrs	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	7.5
Break	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	2.5
Instructional Week	Sunday: Communication & Cultural diversity Chpt. 4 Finger Nail care on one hand skill	Saturday: Confusion, Dementia, Alzheimer's-Chpt 19 Foot Care on one foot skill	Sunday: Mental Health & Mental illness Chpt. 20 Provide mouth care Denture Care skill	Saturday: Quiz 2- Chpt 4,8,19,20 Transferring, & Discharging Chpt-11 Handouts Residents Units Chpt.12	Sunday: Basic nursing skills. - chpt-14 Vital signs- count, record BP, Radial pulse, & respiration skills,Takes/Record Oral Temp	
Class Hrs	9a-12p	9a-12p	9a-12p	9a-12p	9a-12p	15
Skills Lab Hrs	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	7.5
Break	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	2.5
Instructional Week	Saturday: Common Chronic & Acute conditions Chpt 18 Apply Knee high elastic stockings Vital signs- skills contd.	Sunday: Personal care skills. Chpt 13. Hygiene, Adl's & grooming Gives Modified bath skill Shampoos Hair in Bed	Saturday: Quiz 3- chpt-11,12,13,14,18, Positioning, Transfers, & Ambulation chpt.10 Position client on side skill, Transfer client from bed to wheel chair skill	Sunday: Safety & body mechanics chpt.6 Passive range of motion for one shoulder skill. Passive range of motion for one knee & ankle skills	Saturday: Quiz 4/Midterm all chapters covered till now. Nutrition & Hydration. Chpt 15 Feeding skills Intake & output	
Class Hrs	9a-12p	9a-12p	9a-12p	9a-12p	9a-12p	15
Skills Lab Hrs	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	7.5
Break	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	2.5
Instructional Week	Sunday: Urinary elimination chpt.16 Bowel elimination Chpt 17 Measure & Records urine output Assist with use of bedpan	Saturday: Infection control Chpt. 5 Personal protective equipment & gloving Dresses Client with affected arm skill	Sunday: Quiz 5-Chpt-5,15,16,17 Rehabilitation & Restorative care Chpt 21 Provide Perineal care Catheter care skills	Saturday: Death & Dying Chpt 23 Post Mortem Care Medical emergency care & disaster preparation Chpt 7 1 st Aid & disaster guidelines. MOLST FORM discussion	Sunday Final Exam 5pm- 7pm Caring for your career & yourself chpt.24 Skills practice and check off	
Class Hrs	9a-12p	9a-12p	9a-12p	9a-12p	9a-12p	15
Skills Lab Hrs	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	12.30p-2p	7.5
Break	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	12p-12.30p	2.5
Clinical Week	Monday: Clinical Training & Evaluation	Tuesday: Clinical Training & Evaluation	Wednesday: Clinical Training & Evaluation	Thursday: Clinical Training & Evaluation	Friday: Clinical Training & Evaluation	
Clinical	7am-1p, 2p-4p	7am-1p, 2p-4p	7am-1p, 2p-4p	7am-1p, 2p-4p	7am-1p, 2p-4p	40
Break	1p-2p	1p-2p	1p-2p	1p-2p	1p-2p	5
Orientation day at clinical site will be the Saturday before clinical begins. Orientation hours will be from 9am- 11am (Clinical site orientation hours not included in total clinical hours)						2
Total Theory/Lecture Hours						60
Total Lab Hours						30
Total Clinical Hours						40
Total Program Hours						132

Learning Resources

Trinity Nursing Academy will provide resources for learning obtaining information to assist with class assignments and preparing for clinical experiences. Class assignments may include independent use of interactive video materials, which are available in the

computer lab or library. Students will be required to present a current student ID (available during registration) to check out any materials from the library.

Competencies during the Program

Each student will:

- Demonstrate willingness to learn and work as a team in the classroom, skills lab, and clinical setting and will show motivation and positive work attributes in both conduct and appearance.
- Students must successfully complete all 130 clock hours of the program at a minimum 90% attendance rate, with no more than 9 clock hours missed and made-up in classroom/lab, and no more than 4 clock hours missed and made up in clinical; and that all missed classroom/lab work and hours must be made up prior to entering clinical.
- The final grade is based on the following weights: Weekly quizzes = 60%; Final Examination = 30%; Classroom Presentation = 10%. A cumulative average score of 70% or "C" is required to graduate.
- Exhibits positive behaviors in the classroom, clinical site, with residents, clinical site employees and with other students.
- Demonstrate sensitivity to emotional, social and mental health during interaction
- Perform basic nursing and personal care skills
- Demonstrate skills and behaviors that assist in attaining and maintaining independence of the residents.
- Skills competency of 100% for all skills, as verified by the clinical instructor
- Upon successful completion, each student will be presented a certificate of completion.

Competencies at Graduation

All graduated students will:

- Exhibit desirable employee traits and values in appearance, communication, teamwork, integrity, knowledge and competency
- Competently perform basic personal care skills

- Demonstrate behavior that supports and promotes residents rights and safety
- Demonstrate sensitivity to emotional, social and mental health needs during all interaction with residents
- Gain a well-rounded knowledge base of chronic illnesses affecting the elderly and the needs of residents with multiple chronic illnesses
- Interact appropriately with residents of all cognitive levels.

Graduation requirements

In order to graduate, all students must:

- i. Students must successfully complete all 130 clock hours of the program at a minimum 90% attendance rate, with no more than 9 clock hours missed and made-up in classroom/lab, and no more than 4 clock hours missed and made up in clinical; and that all missed classroom/lab work and hours must be made up prior to entering clinical.
- ii. The student must achieve a cumulative grade of 70% or "C" or higher and have a "P" (pass) in clinical and laboratory classes.
- iii. The student must not have any outstanding financial obligations to the school.

Costs for CNA Program

Students enrolled in the CNA program, must follow the fee schedule and refund policy descry bed in the current TNA catalog. Program fees are outlined below and all payment due must be made to Trinity Nursing Academy.

Program Cost:

School Fees

Registration Fee: \$100 (includes criminal background check)

Tuition: \$1,000

Other Charges

¹Books \$49

Workbook \$19

Total Cost: \$1,168

**Students may purchase books, supplies and materials (such as textbooks, uniforms, nurses' shoes and watch with second hand) from the school or on the open market provided they meet the requirements of the program.*

Additional Costs

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MBON CNA Certification: \$20 (payable to MBON upon successful completion of the program)

Criminal Background Check: \$38 (payable to CJIS when making MBON certification application)

CPR \$60 Payable to CPR instructor of your choice or from school

GNA application: \$105 (money order payable to American Red Cross) for examination to be

registered with MBON as G.N.A upon attaining a passing score on the exam

Uniform Fee (wine colored scrubs): \$20/scrub set Uniform to be worn for classroom instruction & clinical, with comfortable nursing shoes.

Payment Schedule: The registration fee is due: before classes begin

Tuition is payable: in 2 installments: \$500 due 1st week of the program, \$500 due at the beginning of the 2nd week of the program

(description of payment plan)

Payment for all other charges is due: before classes begin if item purchased at school

Program Performance

Trinity Nursing Academy prospective students can obtain from the Maryland Higher Education Commission information regarding the performance of each of the school's approved programs. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate and pass rate of graduates on any licensure examination. This information can be obtained by contacting:

Maryland Higher Education Commission

6 N. Liberty Street, 10th Floor, Baltimore MD 21201

Phone: (410) 767-3301 Toll Free: (800) 974-0203

Web site: www.mhec.state.md.us

SCHOOL AND STUDENT POLICIES

Attendance Policy

1. Attendance is an essential part of this training program. Students are expected to be in attendance and on-time at all classes and clinical sessions.
2. Students must successfully complete all 130 clock hours of the program at a minimum 90% attendance rate, with no more than 9 clock hours missed and made-up in classroom/lab, and no more than 4 clock hours missed and made up in clinical; and that all missed classroom/lab work and hours must be made up prior to entering clinical. "All missed clinical hours must be made up by the student by the scheduled end date of the program in order to graduate"
3. Attendance is tracked on a daily basis and when an absence trend is noticed, the student will receive counseling before being dismissed from the program if more than 9 classroom/lab hours or 4 hours of clinical hours are missed.
4. All missed time will be tracked by the school, including that owed to tardiness or early departures. If a student arrives for class or clinical after 1 minute, the student will be marked as tardy on the attendance roster. Any student who is 15 or more minutes of a clock hour late to class, or leaves class 15 or more minutes of a clock hour early, will be charged for missing the full hour.
5. Trinity Nursing Academy's early and frequent evaluation points are conducted twice a week and is ongoing throughout the program. Students will be notified in writing, twice a week, of accruing missed hours and immediately counseled once they have missed 5 hours. Students are required to make up any work that is missed up to a maximum of 13 hours, before the scheduled end date of the program. TNA has no probationary period, therefore should any student exceed the maximum number of missed hours (13 clock hours) they will be dismissed from the program.
6. Any planned absence must be requested in writing. This will be documented and kept in the student's records. If the planned absence, combined with all the time missed, will be longer than 13 hours, the student will be directed to withdraw from the program and re-enroll when they expect to complete the program uninterrupted.
7. All absences are recorded daily and are required to be made up prior to the scheduled end date of the program.
8. In the event of an absence, students will have the opportunity to make up the time missed, either during lectures or labs, up to a maximum of 13 clock hours. Make-up

classes will be scheduled every Saturday during the program to allow students make up missed hours either during lecture/theory classes or with clinical hours. Weekend classes will have an opportunity to make up missed hours either during lecture or with clinical hours after class every Saturday and Sunday.

9. 90% attendance rate is required for the clinical evaluation portion of the program and missed hours must be made up the student by the scheduled end date of the program.
10. CPR certification is compulsory in the program. The topic is included in the curriculum and all students must attend the CPR and First Aid class.
11. No family members or friends are allowed in the classroom or skills lab or clinical rotation.

Withdrawal and Re-Enrollment Policy

There are two types of program withdrawal:

WDP - Student requested withdraw, student passing at the time of withdrawal

WDF - School withdraws student, student failing at the time of withdrawal

A student desiring to withdraw from the certified nursing assistant program should put the request in writing. Stopping payment on a check or failing to pay for the program does not constitute official withdrawal. The school will process a refund within 30 days of the last date of attendance. Students are allowed to re-enroll after dismissal only once, but the wait time for re-enrollment is 30 days.

Student Code of Conduct

1. All TNA students shall comply with all rules and policies listed here and in the dress code policy. Students who violate the rules will be disciplined and may be dismissed from the program, in which case, a refund will be issued, per the school's refund policy. The following represent the minimum expectations of behavior:
2. Cheating - Students are expected to do their own work. Anyone caught cheating will be immediately dismissed from the training program.

3. Smoking - TNA and its clinical sites are smoke-free facilities; the use or possession of tobacco of any kind is prohibited in the school and clinical facility and on the grounds.
4. Food and Drinks - No drinks or snacks will be permitted in the instructional area at any time. These items may be consumed ONLY in the vending machine area and during scheduled break.
5. Profanity - The use of profanity and/or obscenities will not be permitted at the school or the clinical facility and could result in dismissal from the program.
6. Obscene Material - Materials that are deemed obscene including magazines, photographs, drawings, books, notes, etc. are prohibited on school property and at the clinical facility. Possession of obscene material will result in dismissal from the program.
7. Theft - Theft of property from the school, the facility, or any person is prohibited and will result in dismissal from the program.
8. Drugs and Alcohol - The sale, possession, or use of illegal drugs and/or alcohol are strictly prohibited and will result in dismissal from the program.
9. Weapons - Any offense involving possession of weapons and/or dangerous firearms shall be referred to the proper authorities for legal action. Any student possessing a weapon in the training facilities will be referred to the proper authorities and dismissed from the program.

Trinity Nursing Academy has the right to determine if a student shall be removed from the clinical experience for conduct, safety, or other issues. Any complaints against any student by nursing home personnel or the clinical instructor shall be investigated and may result in the student's removal from the clinical aspect of the program, which will in turn cause a dismissal from the program.

Academic Policy

Trinity Nursing Academy's policy on academic progress is stated below:

1. Grading System and Scale:
 - The school's grading system will be based on both theoretical and clinical classes.

- Grading scale:
 - A: 100% - 90%
 - B: 89% - 80%
 - C: 79% - 70%
 - F: 69% - 0%
- The final grade is based on the following weights: Weekly quizzes = 60%; Final Examination = 30%; Classroom Presentation = 10%. A cumulative average score of 70% or "C" is required to graduate.
- Clinical and Laboratory/Skills evaluation is graded as either a PASS (P) or FAIL (F). All students must have a "P" to graduate from the program. Skills evaluation will be made up as scheduled by instructor on as need basis.
- If a student needs additional assistance with a skill to gain competency, the problem will be identified and recommendations for improvement will be made by the clinical instructor during a conference with the student.

2. Make up Work:

- Students will be allowed to attend make up classes and will be tested once on any part of the academic work or test missed. Final grades will be available within 24 hours of the final examination therefore, students will be allowed to retake, or makeup the final examination within a week after the final examination.

3. Evaluation:

- Students in the day program will be evaluated twice a week (evening program will be evaluated after each quiz, please see schedule). Also Students in the Weekend program will be evaluated every Sunday. Feedback will be given in writing on the student's progress after each quiz and a report of the student's progress will be provided at the end of the week. If the instructor finds that the student's grade is below standard, or the student is struggling with a clinical skill, the instructor will have a conference with the student and, if necessary, arrange for additional training in skill development. All academic evaluation will be provided to the student in writing after each quiz, which

is twice a week (this will vary slightly for the evening program as well as for the weekend program, which will be provided every Sunday).

4. Students must maintain at least a cumulative average score of 70% or "C" grade of all assessments in order to graduate. TNA does not have probationary periods and a student will be dismissed from the program if they fail to maintain the required grade average.
5. Should a student be dismissed for unsatisfactory progress they may re-enroll, paying tuition in full and begin the program again. Students are allowed to re-enroll after dismissal only once. The wait time for re-enrollment is 30 days.
6. Trinity Nursing Academy will maintain grade records and transcripts for all students. On a weekly basis, Trinity Nursing Academy will record on the school's approved individual student permanent record form, each student's daily attendance and weekly record of achievement.

Financial Policy

All tuition and fees are payable as outlined on the enrollment agreement. Students are required to pay in accordance with the payment plan agree upon with TNA. Students with billing or payment questions or problems should contact the school's administrative office for assistance.

Trinity Nursing Academy will hold the student liable for any delinquent account until such time as their indebtedness is removed. The school reserves the right to withhold transcripts and all other information regarding the record of any student who is in arrears in the payment of tuition, fees, or any charges. For continued delinquency in the payment of debts to the school, the student may be permanently dropped from the school. Payments must be in the form of a money order, bank debit card, VISA, MasterCard, American Express, and Discover Card.

Refund Policy

Trinity Nursing Academy's refund policy has been prepared according to the requirements of the Maryland Higher Education Commission. The student is responsible

for the tuition and fees stated herein. With that understanding, the "refund" shall be defined as the return of money, cancellation of obligation, or otherwise extinction of the debt and the following policy shall prevail.

1. All monies paid by the student will be fully refunded if the student chooses not to enroll in or withdraw from the school within seven calendar days after having signed the enrollment contract.
2. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration fee will be retained by the school.
3. If, after the seven-day cancellation period expires, a student withdraws or is terminated after instruction begins, refunds will be made based on the total contract price for the program and will include all fees, except the registration fee and any charges for materials, supplies, or books which have been purchased by, and are the property of the student. The minimum refund that the school will pay a student who withdraws or is terminated after the seven-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of total program taught by date of withdrawal	Tuition Refund
Less than 10%	90% refund
10% up but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

4. If a school closes or discontinues the program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.
5. Students are requested, but not required, to notify the School Director if they are withdrawing from the school.

6. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the student's last date of attendance.
7. All refunds due will be paid within 60 days of the student's last date of attendance.
8. Books purchased are the property of the student and are not refundable, except within the seven-day cancellation period.

Student Services

Trinity Nursing Academy does not provide job placement to students graduating from the certified nursing assistant program, however, the academy will track all students' employment.

School Specific Student Policies

Students have the right to review any and all documents in their school file. They have the right to discuss any concerns they have with a school official. Students are responsible for adhering to all school rules and regulations while in attendance and must meet all established guidelines in order to be eligible for graduation. Some additional policies that must be adhere to are:

Dress Code

Trinity Nursing Academy staff and students will present a professional image to the public. To help present this image and foster public confidence, staff members must dress appropriately for their work assignment and varied working conditions. Therefore, the purpose of this policy is to define a minimum standard of appropriate dress for students while at TNA training facilities.

1. Healthcare workers, employees and students who have contact with the public must comply with the following personal appearance standards:
 - Employees and students are expected to dress in a manner that is normally acceptable in a healthcare setting. Employees and students will not wear suggestive attire, blue-jeans, shorts, exposed undergarments or midriffs, torn, patched, faded or soiled clothing, baseball hats, fleece, sweat shirts or sweat pants, or similar items that do not present an acceptable healthcare setting.

- Hair will be clean, combed, neatly trimmed and off the collar
 - Clothing must be neat, clean and nonrestrictive (not tight).
 - Students may not wear any article of clothing or have affixed to their person anything such as pins, buttons, caps, shirts, etc., which contains vulgar or offensive written materials or symbols.
 - Fingernails trimmed and clean—NO artificial nails
 - Limited jewelry to be worn
 - Facial piercing jewelry will not be worn
 - Body piercings (other than earrings and mini nose studs) will not be visible.
2. Uniforms will be worn in the classroom/skills lab and clinical areas. The uniform must be neat and clean at all times.
 3. Employees or students failing to meet established dress code standards will be sent home to change or to obtain scrubs from the linen room to continue their shift. A repeat violation of the standards will result in corrective action, or termination.
 4. In order to promote safety, all employees or students who are at risk for body fluid or chemical splash will wear shoes without holes on the top of the foot and/or toe and no vent holes along the side of the foot. The shoes must have either a heel cup or heel strap, in place, around the heel to prevent injury. (Note: Employees and students in office environments may be exempt from this standard at their manager's discretion.) Under no circumstances are flip-flops allowed in any environment.
 5. No artificial nails on any clinical employee or student any employee or student who has hands-on patient contact, i.e., sterile processes, preparation of food and medications.
 6. All employees and students will wear unaltered identification name badges while at work.
 7. Students must turn off cell phones and/or beepers during both classroom and clinical sessions.
 8. Since the incidence of asthma, respiratory allergy, and discomfort relating to odors is increasing, TNA encourages a "fragrance free" environment. Fragrances, scented aftershave, cologne, perfume, or other scented lotions should be used minimally.

Lab Policy

All students will be provided with the guideline for the use of the classroom skills lab.

1. Skills lab is part of the training requirement. Each student will be provided an opportunity to practice after each class lecture. Students will be expected to perform each skill in the presence of an instructor.
2. The skills lab is in the classroom where we work together. An instructor will be available to assist all students during practice time
3. All designated skills must be completed in the skills lab before the clinical experience. All skills must be demonstrated during the lab time.
4. All students will be expected to clean up after themselves in the skills lab and leave the area and equipment ready for use for the next lab class.
5. Students may be requested by the instructor to continue to practice on skills until it can be demonstrated correctly. Practice will improve the student's ability to perform the skills in the clinical setting.
6. Food and drink are not allowed in the lab at the bedside.

Grievance Policy

There should be mutual respect between school staff and students. If an issue should arise, the student schedules a meeting with a staff member. Issues are often resolved by direct communication between the school staff and the student.

Instructional Grievance Process

A student, who feels that he or she has been treated unfairly or unjustly by a staff member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures. The student should take the following steps to appeal:

1. Discuss the issue with the staff member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

2. If, within 14 calendar days of the request for the conference with the staff member, the problem is not resolved or the staff member has been unable to meet with the student, the student may continue the process by filing a written complaint with the school director. This written complaint must be filed within fourteen (14) calendar days following the previous deadline. The written complaint will be given to the staff member five (5) days before any official meetings are convened.
3. Upon receipt of a written complaint, the school director will work with the parties in an attempt to resolve the conflict. A staff member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the staff member. This level will be the final step in any grievance process regarding grades.

A student may also make a written complaint to:

- Maryland Board of Nursing by contacting the Complaints and Investigations department at 4140 Patterson Avenue, Baltimore MD 21215 or
- The Secretary of Higher Education at the Maryland Higher Education Commission at 6 N. Liberty Street, 10th Floor, Baltimore MD 21201.



MEMORANDUM

6.C

FROM: Cheyenne Redd, MSN, RN
Director of Licensure & Certification
Maryland Board of Nursing

TO: The Board

DATE: August 24, 2016

IN RE: Howard Community College CNA Hybrid Course Proposal

Howard Community College would like to request approval of a CNA Hybrid course. HCC currently has a hybrid course, online and face to face lecture, for their Advanced Patient skills course. This program has been successful for the past year. The students have responded positively to the new curriculum. The students in the Advanced Patient skills course have gained skill and theoretical proficiencies in advanced nursing assistant duties. In addition, the hybrid course has strengthened and developed technology related skills that are immersed in healthcare today. The CNA Hybrid course would be modeled after the Advanced Patient skills hybrid course.

The CNA Hybrid course will require students to meet in person weekly. The required lab and clinical component will remain as a face to face format. HCC has based this and other programs on best practices for online learning. Mrs. Jennifer Bukowitz-Keller is the curriculum developer for Howard Community College. She is certified by Quality Matters for using instructional materials and technology to promote the engagement of the adult learner. There will be ongoing technological support for this and all hybrid programs.

HCC will continue to offer traditional classroom curriculum for those students who are not interested in the hybrid and/or those who are not "ready" for the new format. Offering multiple curriculum options will better serve the needs of HCC's diverse population. There is an emergence of an academically, highly capable student entering CNA courses. HCC has CNA course applicants with Bachelor's degrees, enrolled in college courses (for credit), and enrolled in nursing programs. HCC has independently motivated students, who are experienced in online learning. These students are more than capable of managing the responsibilities associated with an online curriculum.



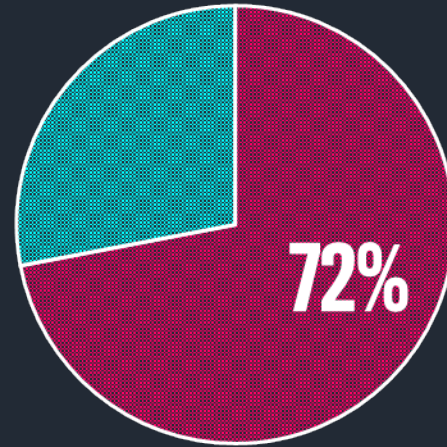
CNA Hybrid Course

Nursing Education & Technology for Student Success



5,800,000

students taking at least one online college course



chief academic officers that rate online education outcomes the same as or superior to face-to-face instruction



27%

students at public institutions taking at least one online course

present
Online Education is the Future

(Allen & Seaman, 2016)

Myth

Practical, skills-based curricula cannot be taught online

Reality

The CNA program is a hybrid (blended) course, not a fully online program.

Hybrid courses leverage the most effective elements of online and face-to-face teaching.

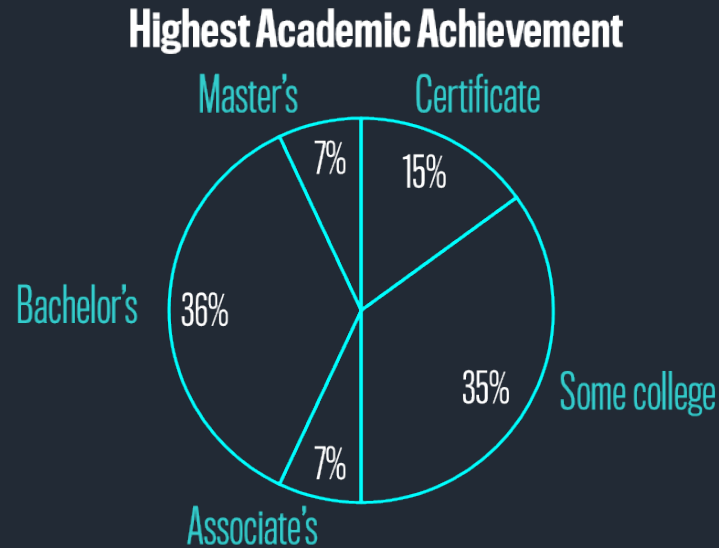
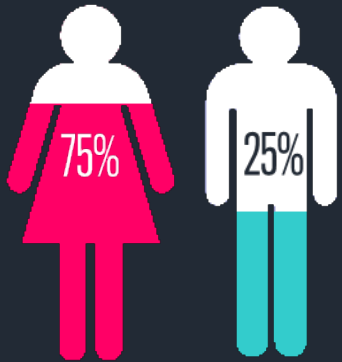
Students develop understandings of the basic theory through the online platform, then learn practical application in the hands-on, face-to-face, clinical setting, guided by an expert nursing instructor.

Myth

CNAs are not traditional “students,” and so will not excel in an hybrid program

Reality

CNAs today are diverse in background and capable learners



79%
Plan to complete at least a **Master's degree**

Student Testimonials

I would definitely recommend the hybrid course

The online portion was very user-friendly

As a working parent taking this course, having flexibility is very important

The hybrid format was very beneficial, you learned at home on your own time

I actually love the hybrid format

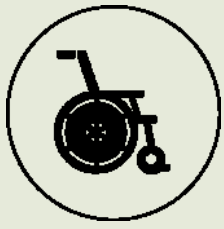
The hybrid format is very beneficial . . . it gives time between work and school

Face-to-face skills supports online curriculum

I am 52 years old, I thought I needed more classroom lecture. However, it is just the opposite. I like the hybrid class

I love the flexibility of online learning

Online Learning Module Sample



The Patient's Mobility: Transfer Skills



theory

- ✓ Read Chapter 16
- ✓ Watch Demonstration Videos
- ✓ Complete Learning Activities



practice

Saturday April, 22
9:00 am – 3:00 pm

9-9:30: Reflections/Q&A

9:30-10: Instructor Demonstration

10-12: Student Practice

12-1: Lunch Break

1-2:30: Practice and Skills Sign-Off

2:30-3: Review Skills/Preview Upcoming Lessons



The Patient's Mobility: Transfer Skills



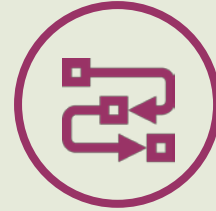
Objectives

- ✓ Spell and define terms
- ✓ Apply principles of good body mechanics
- ✓ List the guidelines for safe transfers
- ✓ ...



Keywords

Transfer belt
Body mechanics
Partial weight bearing
...



Procedures

18: Applying transfer belt
19: Transferring patient with mechanical lift
20: Transferring from bed to wheelchair
...



Learning Activities

Skills Check
Chapter Content Assessment
Written Reflection

Procedures

Transferring the Patient from Bed to Wheelchair (Transfer Belt)



Steps

1. Initial procedure actions
2. Ensure privacy
3. Position wheelchair
4. Fold up footrests
5. . . .



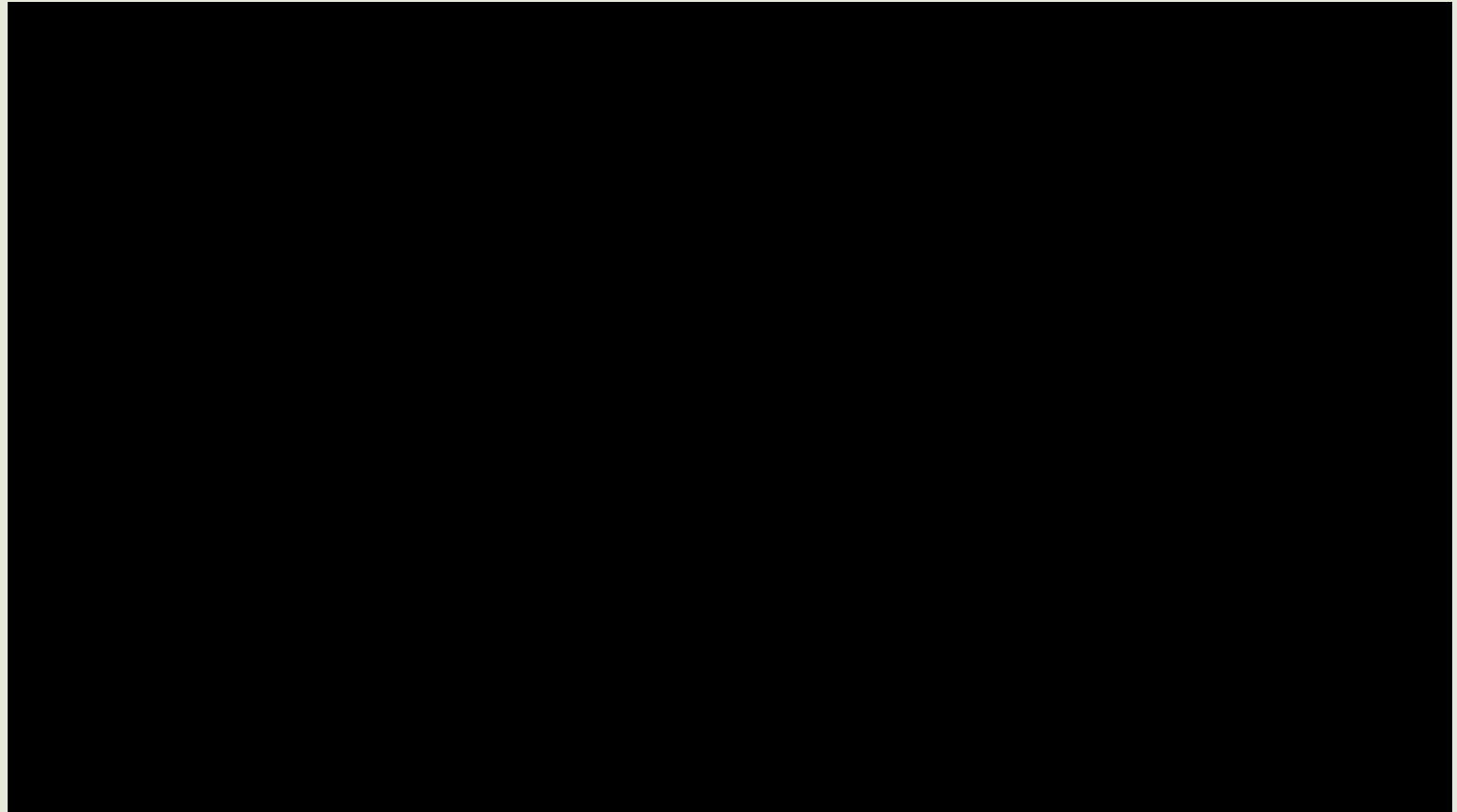
Demonstration

Procedures

Transferring the Patient from Bed to Wheelchair (Transfer Belt)



Demonstration



Learning Activities

Transferring the Patient from Bed to Wheelchair (Transfer Belt)



Skills Check

1. When assisting with a bed to chair transfer, it is helpful to:
 - a. Have patient place her hands around your neck
 - b. Pull the patient up under the arms and shoulders
 - c. Use a transfer belt unless contraindicated
 - d. Elevate the bed to the highest horizontal position

Correct!

Transfer belts help control . . .

Contraindications include: patients with a colostomy, recent abdominal surgery . . .

CNA Hybrid Course

Nursing Education & Technology for Student Success

Meets needs of the adult learner

Provides flexibility

Achieves better learning outcomes

Offers a competitive academic program

Strengthens technological skills required in modern healthcare settings

Enhances time-management, self-direction, and critical thinking

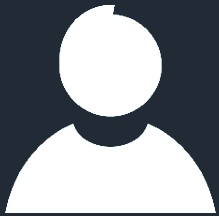


Jennifer Bukowitz-Keller, MEd, RN, BSN

Continuing Education: Director of Nursing and Allied Health

Howard Community College

443-518-4967



Patrick Dempsey, EdD, MBA, MA

Instructional Technologist

Johns Hopkins University / Howard Community College

631-353-9093

9 B

ELECTROLOGY PRACTICE COMMITTEE

ANN TYMINSKI, CONTRACT ADMINISTRATOR III, ACTING STAFF SUPPORT

COMMITTEE MEMBERS:
DEBRA LARSON, LE, CHAIR
MARGARET CARNATHAN, LE
MICHELE SPERATO, CONSUMER MEMBER

Meetings 4 times a year as needed – Last meeting August 3, 2016

Status of Work: An audit of the continuing education submitted with the October license renewal applications was performed on June 10, 2016. Present at the audit were Debra Larson, LE, Committee Chair; Michelle Duell, Deputy Director; Michael Cont, AAG, Board Counsel; Ann Tyminski, Contract Administrator III, and Sharon Allen, Administrative Specialist II. 12 persons were found to be Non-compliant. The Board of Nursing, granted these licensees 90 days to become CEU compliant. The compliance date is September 24, 2016. As of August 3, 2016, 8 electrologists remain non-compliant.

New Applicants: The Committee received one new application on August 4, 2016.

Request for Approval: It is requested that the Board of Nursing approve 4 CEUs from a CNA course Ms. Unchol Rhohrer, LE has taken at Frederick Community College. The Committee recommends 2 CEUs for the infection control and safety issues component and 2 CEUs for the completion of the American Heart Association CPR class.

Request for Approval: In the past, the Electrology Practice Committee has given blanket approval to courses offered by International Resources Institute Health Studies Institute. The Committee now feels that many of the courses are not clinically related to the practice of Electrology and therefore are unsuitable as continuing education for purposes of license renewal. The Committee therefore requests the Board of Nursing to allow the Committee to suspend blanket approval for continuing education courses offered by these institutes.

DHMH - Regulatory Services - Health Professional Boards and Commissions

MISSION

The mission of the health occupations boards is to protect the citizens of Maryland through the promotion of quality healthcare. This is achieved through maintenance of efficient licensure systems for healthcare professionals; promotion of disciplinary practices that contribute to an overall culture of accountability; education of clients and other stakeholders; and enforcement of applicable laws and statutes.

VISION

Maryland is a state where healthcare professionals are well qualified, where healthcare professionals want to live and practice, and where citizens are informed about the qualifications of their healthcare practitioners.

KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

Goal 1. To protect the public and promote quality healthcare by providing an effective and efficient licensure system for health professionals regulated by the State.

Obj. 1.1 By June 30, 2018, to issue initial licenses to 95% of qualified applicants within ten days of receipt of the last qualifying document, or to improve upon that standard if it has already been met.

Board/ Commission	2013 Act.		2014 Act.		2015 Act.		2016 Act	
	New	% Obj	New	% Obj	New	% Obj	New	% Obj
Acupuncture	89	100%	94	100%	89	100%	-	0%
Audiologists	533	100%	529	100%	533	100%	-	0%
Chiropractic	569	100%	543	100%	569	100%	-	0%
Dental	500	100%	457	100%	500	100%	-	0%
Dietetic	202	100%	159	100%	202	100%	-	0%
Environmental Health	20	100%	21	100%	20	100%	-	0%
Kidney Disease	2	100%	8	100%	2	100%	-	0%
Massage Therapy	-	0%	-	0%	-	0%	-	0%
Medical Cannabis	N/A	N/A	N/A	N/A	N/A	N/A	-	0%
Morticians	507	98%	71	98%	507	98%	-	0%
Nursing: RN	5,344	100%	5,057	100%	5,344	100%	5,699	100%
Nursing: LPN	665	100%	761	100%	665	100%	622	100%
Nursing Home Admin	31	100%	25	100%	31	100%	-	0%
Occupational Therapy	351	100%	356	100%	351	100%	-	0%
Optometry	50	100%	63	100%	50	100%	-	0%
Pharmacy	2,590	96%	2,724	96%	2,590	94%	-	0%
Physical Therapy	692	100%	684	100%	692	100%	-	0%
Physicians and Allied Health	-	0%	-	0%	-	0%	-	0%
Podiatric	42	100%	34	100%	42	100%	-	0%
Prof. Counselors/Therapist	1,188	100%	761	100%	1,188	100%	-	0%

Board/ Commission	2013 Act.		2014 Act.		2015 Act.		2016 Act	
	New	% Obj	New	% Obj	New	% Obj	New	% Obj

M00B

DHMH - Regulatory Services - Health Professional Boards and Commissions

Psychologists	97	100%	161	100%	97	100%	-	0%
Residential Child Care	10	100%	11	100%	10	100%	-	0%
Social Work	1,357	100%	1,385	100%	1,357	100%	-	0%

Obj. 1.2 By June 30, 2018, to issue renewal licenses to 95% of qualified applicants within five days of receipt of the last qualifying document, or to improve upon that standard if it has already been met.

Board/ Commission	2013 Act.		2014 Act.		2015 Act.		2016 Act	
	Renewal	% Obj	Renewal	% Obj	Renewal	% Obj	Renewal	% Obj
Acupuncture	415	0%	419	0%	435	0%	-	0%
Audiologists	203	0%	3,637	0%	2,011	0%	-	0%
Chiropractic	3,789	0%	932	0%	4,003	0%	-	0%
Dental	3,689	0%	4,162	0%	4,250	0%	-	0%
Dietetic	642	0%	670	0%	712	0%	-	0%
Environmental Health	513	0%	-	0%	459	0%	-	0%
Kidney Disease	115	0%	115	0%	125	0%	-	0%
Massage Therapy	-	0%	-	0%	-	0%	-	0%
Medical Cannabis	N/A	0%	N/A	0%	N/A	0%	-	0%
Morticians	879	0%	486	0%	832	0%	-	0%
Nursing: RN	68,740	100%	51,826	100%	36,165	100%	38,993	100%
Nursing: LPN	12,461	100%	9,275	100%	6,031	100%	6,192	100%
Nursing Home Admin	244	0%	228	0%	243	0%	-	0%
Occupational Therapy	3,303	0%	3,551	0%	3,752	0%	-	0%
Optometry	710	0%	501	0%	370	0%	-	0%
Pharmacy	5,862	0%	10,364	0%	8,312	0%	-	0%
Physical Therapy	3,169	0%	3,342	0%	3,430	0%	-	0%
Physicians and Allied Health	-	0%	-	0%	-	0%	-	0%
Podiatric	454	0%	454	0%	448	0%	-	0%
Prof. Counselors/Therapist	2,490	0%	1,874	0%	2,716	0%	-	0%
Psychologists	1,272	0%	1,386	0%	1,339	0%	-	0%
Residential Child Care	21	0%	93	0%	-	0%	-	0%
Social Work	5,483	0%	5,062	0%	4,701	0%	-	0%

Goal 2. To protect the public and promote quality healthcare by maintaining an effective and efficient disciplinary system for healthcare professionals regulated by the State.

M00B

<http://dhmh.maryland.gov/sitepages/boards.aspx> | <http://mbon.maryland.gov/> | <http://www.mbp.state.md.us/>

DHMH - Regulatory Services - Health Professional Boards and Commissions

Obj. 2.1 By July 1, 2018, improve the percent of complaint investigations completed by the Board of Physicians to 90% within 540 days, by the Board of Nursing to 90% within 270 days, and by all other boards and commissions to 100% within 180 days.

Board/ Commission	2013 Act.		2014 Act.		2015 Act.		2016 Act	
	Complaints Invest.	% Obj	Complaints Invest.	% Obj	Complaints Invest.	% Obj	Complaints Invest.	% Obj
Acupuncture	6	100%	1	100%	4	100%	0	0%
Audiologists	41	100%	39	100%	92	100%	0	0%
Chiropractic	77	100%	89	100%	95	100%	0	0%
Dental	88	99%	188	99%	274	99%	0	0%
Dietetic	20	100%	15	100%	13	100%	0	0%
Environmental Health	0	100%	0	100%	4	100%	0	0%
Kidney Disease	78	100%	78	100%	25	100%	0	0%
Massage Therapy	0	0%	0	0%	0	0%	0	0%
Medical Cannabis	N/A	N/A	N/A	N/A	N/A	N/A	0	0%
Morticians	142	100%	104	100%	126	100%	0	0%
Nursing: RN	3982	90%	4642	90%	1880	86%	1033	67%
Nursing: LPN	0	0%	0	0%	0	0%	0	0%
Nursing Home Admin	0	100%	0	100%	0	100%	0	0%
Occupational Therapy	8	100%	8	100%	17	100%	0	0%
Optometry	9	90%	14	90%	13	90%	0	0%
Pharmacy	306	100%	377	100%	323	100%	0	0%
Physical Therapy	51	0%	38	0%	76	0%	0	0%
Physicians and Allied Health	0	0%	0	0%	0	0%	0	0%
Podiatric	58	100%	45	100%	38	100%	0	0%
Prof. Counselors/Therapist	100	100%	70	100%	93	100%	0	0%
Psychologists	18	100%	23	100%	17	100%	0	0%
Residential Child Care	1	100%	0	100%	0	100%	0	0%
Social Work	90	95%	63	95%	63	95%	0	0%

*% Objective column is the percent of licenses issued that meet the timeliness standards outlined in Objective 2.1

Obj. 2.2 By June 30, 2018, the Board of Physicians will resolve 95 percent of preliminary investigations within 150 days.

Performance Measures	2012 Act.	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Est.	2018 Est.
Physicians/Allied Health New complaints received	-	-	-	-	-	-	-
Percent of preliminary investigations resolved within target	0%	0%	0%	0%	0%	0%	0%

M00B

DHMH - Regulatory Services - Health Professional Boards and Commissions

Goal 3. To protect the public and promote quality healthcare by ensuring the delivery of quality nursing education and nursing assistant training through monitoring and enforcement of standards.

Obj. 3.1 In fiscal year 2018, 70 percent of employees surveyed will rate licensed nurse and certified nursing assistants as competent on a scale of 1 to 3.

Performance Measures	2012 Act.	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Est.	2018 Est.
Number of employers responding to survey	-	-	-	-	-	-	-
Number rated as 2 or above	-	-	-	-	-	-	-
Rating of satisfactory or better	0%	0%	0%	0%	0%	0%	0%
RN/LPN Programs: Number of programs with graduate testing	-	40	39	39	41	41	-
Percent of schools meeting pass rate	0%	85%	80%	87%	91%	0%	0%
Nursing Assistant Programs: Number of programs with graduates testing	-	-	-	179	182	182	-
Percent of schools meeting pass rate	0%	0%	0%	82% (skills)	84% (skills)	0%	0%

DBM/DLS Only Data

Special Fund Revenue By Board / Col	FY15 BB	FY15 Rev	FY15 Exp	FY16 BB	FY16 Rev	FY16 Exp	FY17 BB	FY17 Rev	FY17 Exp
Acupuncture	53,204	300,629	287,177	66,656	305,000	266,737	104,919	310,000	286,388
Audiologists	148,788	293,818	332,983	109,623	300,000	358,693	50,930	360,000	364,930
Chiropractic	404,346	1,297,865	1,135,168	567,043	906,739	1,158,206	315,576	1,314,692	1,154,341
Dental	790,939	2,440,972	2,420,765	811,146	2,308,903	2,806,602	313,447	2,987,738	2,438,595
Dietetic	65,520	250,053	229,365	86,208	225,000	215,482	95,726	225,000	223,695
Environmental Health	61,951	110,725	98,497	74,179	42,375	106,780	9,774	118,175	116,075
Kidney Disease	87,100	171,115	188,245	69,970	176,500	192,886	53,584	170,000	219,434
Medical Cannabis	119,402	126,947	140,795	105,554	2,700,240	1,817,022	988,772	4,054,935	1,878,283
Morticians	115,199	727,158	631,147	211,210	521,536	732,746	0	728,000	728,075
Nursing Home Admin	-	-	-	-	-	-	-	-	-
Occupational Therapy	185,877	568,944	507,948	246,873	772,900	579,638	440,135	548,600	607,892
Optometry	157,470	239,351	281,215	115,606	260,000	283,906	91,700	260,000	292,604
Pharmacy	3,582,189	3,911,807	3,524,097	2,369,899	3,518,531	4,044,702	1,843,728	5,511,807	4,783,318
Physical Therapy	735,116	890,194	844,403	780,907	896,504	882,134	795,277	907,998	975,092
Podiatric	217,592	297,875	282,749	232,718	275,000	365,915	141,803	255,000	357,412
Counselors/Therapists	418,262	850,096	710,458	557,900	930,853	938,736	550,017	1,027,824	916,411
Psychologists	105,124	613,923	668,497	50,550	669,586	711,113	9,023	699,586	705,057
Residential Child Care	-	-	-	-	-	-	-	-	-
Social Work	264,573	1,515,095	1,544,519	235,149	1,639,045	1,611,577	262,617	2,077,621	1,739,940