



## Master Training Agreement

Training Provider: Good Careers Academy

Address: 12332 IH-10 West

City, State, ZIP: San Antonio, TX 78230

Provider Contact: Mark Milton, Director

---

This Agreement sets forth the roles and responsibilities of the parties named above in providing training to customers eligible for Non-Workforce Investment Act programs administered by Workforce Solutions Alamo.

- Parties:** Workforce Solutions Alamo Career Center Operators (**Contractor**), as sub-recipient for Workforce Solutions Alamo (**WSA**), agrees to pay the cost of tuition, books, supplies and/or other required costs to provide training to eligible customers enrolled at Good Careers Academy, 12332 IH-10 West, hereinafter known as the **Provider**.
- Time of Performance:** The period of this Agreement shall begin: 9/18/2009 and end on June 30, 2010. WSA may, at its own discretion, extend this agreement for subsequent one-year periods. The extension of this agreement will depend on demand occupations, training outcomes, and workforce funding.
- Approved Programs:** Individual training programs approved under this agreement (Attachment B), along with tuition and fees, estimated length of training, and program requirements, are delivered in compliance with applicable State law and/or **Provider's** regulatory body. If the cost of the training specified on the WSA vendor list is less than the amount listed in the **Provider's** catalog, the vendor list will prevail. Any changes in program costs, program information, program location or requests for additional programs must be submitted to **WSA** for inclusion on the vendor list.
- Customer Referral and Recruitment:** The **Provider** understands that only customers referred by **Contractor** may be enrolled into approved training programs. The **Provider** may not enroll any customer into training without proper referral from a **Contractor** representative. The **Provider** also understands those potential customers, who are recruited and referred to the **CONTRACTOR** for eligibility, may select other training.

Good Careers Academy  
List of Approved Training Programs

<u>Course</u>	<u>CIP</u>	<u>Cost</u>	<u>Duration</u>
Certified Nurses Aide	51.1614	\$500.00	72 Hours



GOOD CAREERS

## Syllabus

### Certified Nurses Aide

**Subject Description:**

Good Careers Academy's Certified Nurses Aide (C.N.A.) program has been approved by the Texas Department of Aging and Disability Services (DADS). The curriculum utilized by GCA will be provided by DADS and will follow the necessary skills outlined for successful completion of the State of Texas C.N.A. exam.

This training will be offered in conjunction with an internship over a 6-week span and will lead to preparation for the State of Texas C.N.A exam.

The course will also include a customer services and job readiness component to ensure that training completers are job ready upon completion.

**Subject Hours:**

84 Clock Hours (60 classroom, 24 internship)

**Prerequisites:**

Test of Adult Basic Education (TABE) acceptable scores for reading and math:

Reading        6<sup>th</sup> grade level

Math            6<sup>th</sup> grade level

**Required Textbooks:**

DADS Approved C.N.A prep guide

**Instructional Methods:**

1. Classroom/Lecture (Computers/Overhead)
2. Internship)

**Student/Teacher Ratio:**

16/1

**Grading System:**

Tests/Quizzes = 25%

OJT = 25%

Final = 25%

Homework = 25%

**Attendance:**

See school policy in handbook



GOOD CAREERS

# **Certified Nurses Aide Course Outline**

Texas Department of Aging and Disability Services

## **SECTION I INTRODUCTION TO LONG TERM CARE (LTC)**

1. Introduction
2. Role of the Nurse Aide in LTC
3. Safety Measures
4. Emergency Measures
5. Infection
6. Resident Rights and Independence
7. Communication and Interpersonal Skills
8. Taking Care of Yourself

## **SECTION II PERSONAL CARE SKILLS**

9. Body Mechanics, Positioning and Moving Residents
10. Care of The Residents Environment
11. Assisting Residents with Bathing Toileting and Perineal Care
13. Skin Care
14. Hygiene and Grooming
15. Nutrition
16. Hydration
17. Elimination

## **SECTION III BASIC NURSING SKILLS**

18. Promoting a Restraint-Proper Environment
19. Vital Signs, Height and Weight
20. Observing, Reporting and Charting
21. Admission, Transfer and Discharge
22. Coping with Death

## **SECTION IV RESTORATIVE SERVICES**

23. Introduction to Restoration
24. Role of the Nurse Aide in Restoration

## **SECTION V MENTAL HEALTH AND SOCIAL SERVICE NEEDS**

25. Psychosocial Needs of Residents
26. Specific Behavior Problems
27. Cognitive Impairment.