Advance in your health care career with Kirkwood’s accredited professional continuing education.

Register at www.kirkwood.edu/ce

Now includes LONG-TERM CARE
Welcome to Kirkwood Continuing Education

Nurses and Allied Health Practitioners
now including Long-term Care

At Kirkwood Community College, we are committed to providing you with the highest standard of continuing education and giving you the best learning experience possible.

As a valued health care professional in the Kirkwood seven-county service area, we invite you to attend the quality education courses listed throughout this catalog to meet your continuing education and professional development requirements.

Our continuing education offerings for nurses, allied health professionals and long-term care/vocational health practitioners are dedicated to helping you build and enhance your professional health care career. We provide required courses as well as a wide range of CEU/CEH offerings to meet your interests and needs. Courses are conveniently offered at a variety of locations throughout the Kirkwood service area. Our classes are affordable, held in a friendly environment and taught by highly skilled facilitators who will provide you with the training necessary to help advance your career.

Feel free to provide us feedback if you have a need for a specific continuing education program you would like for us to consider offering. If you would like to be a program presenter, please do not hesitate to contact us.

Whether you are looking for a new career, professional development, or simply a refresher course, Kirkwood is here to support your professional education needs. Registration is easy and quick, so don’t delay.

Laura Daman, BA, RN
Nursing & Allied Health Programs
laura.daman@kirkwood.edu

Marcia L. Driscoll, RN
Long-term Care & Vocational Health
mldrisc@kirkwood.edu

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Phlebotomist Training Course

This program prepares students to function as phlebotomists in medical laboratories. Students use primary phlebotomy techniques to obtain blood specimens for testing. Course content includes circulatory system anatomy and physiology, medical terminology prefixes and suffixes, abbreviations and customer service skills. Class consists of 60 hours of classroom work with lab, followed by 80 hours clinical experience in a laboratory setting.

All students must take the COMPASS reading placement test prior to registering. Call the Kirkwood Community College Test Center at 319-398-5456 in Cedar Rapids or 319-887-3642 in Iowa City. You must achieve a passing score of 70 percent to be accepted into the Phlebotomist Training Course. After you receive your assessment score, contact the program director at 319-398-5626 to complete the registration process. In addition to tuition, students are required to pay a $40 background check fee at the time of registration. Special notice: The mandatory 80-hour (two-week) clinical experience follows completion of the lecture/lab portion of the class. Clinical hours are scheduled Monday through Friday, 7 a.m. to 4 p.m. No evening or weekend hours are available. Informational guidelines and student expectations for the clinical experience, including the background check process and health requirements, are explained at the first class. This is a non-credit course. Required textbooks: Phlebotomy Essentials, 5th Edition, McCall & Tankersley, and Student Workbook for Phlebotomy Essentials, 5th Edition; available at the Kirkwood bookstore.

CHHO-6000 / 20 sessions / $689
>28812 TTh 6-9pm Apr 24-May 11
Wacha Linn Hall 340
>29970 TTh 6-9pm Aug 28-Nov 1
Wacha Linn Hall 340

Pediatric Assessment

Receive key insights into the physical examination of pediatric clients, from newborn through adolescence. Designed for health care professionals taking care of patients in multiple settings such as emergency departments, critical care units, medical or surgical units, and in homes, the Management of the Critically Ill Patient series of modules was developed by the Iowa Critical Care Nursing Education Committee and is delivered over the Iowa Communication Network (ICN). Students receive extensive handouts, up-to-date information, and the ability to interact with the instructor and participants from other sites across Iowa. Optional competency testing is available upon request. 100 percent attendance is required to receive CEUs/CEHs.

Objectives: 1) Describe anatomy and physiology differences in infants, children and adults; 2) differentiate the response of the ill or injured infant or child from that of an adult; 3) identify assessment techniques unique to the pediatric population; 4) identify developmental considerations for infants, toddlers, pre-school, school age and adolescent; 5) describe airway management of the pediatric patient; 6) identify respiratory distress in children; 7) define the difference between respiratory distress and respiratory failure.

CEUs: 0.35 Nurses; CEHs: 3.5 Paramedics (informal hours). Subject matter is suitable for Respiratory Therapy CEUs; RT’s may be required by their employer to pass competency test in order to obtain CEUs.

Please note off-campus ICN location; directions on page 12.

CHNC-1000 / 1 session / $32
>24679 T 8-11:30am Apr 24
Meeks Dept. of Human Services 550

Pediatric Emergencies

Get the essential information you need for the emergency care of children. Designed for health care professionals taking care of patients in multiple settings such as emergency departments, critical care units, medical or surgical units, and in homes, the Management of the Critically Ill Patient series of modules was developed by the Iowa Critical Care Nursing Education Committee and is delivered over the Iowa Communication Network (ICN). Students receive extensive handouts, up-to-date information, and the ability to interact with the instructor and participants from other sites across Iowa. Optional competency testing is available upon request. 100 percent attendance is required to receive CEUs/CEHs.

Objectives: 1) Explain the unique anatomical features that predispose children to specific illnesses and injuries; 2) integrate assessment and management techniques for pediatric patients with numerous medical, respiratory and trauma emergencies; 3) discuss unique injuries seen in pediatric trauma patients; 4) list the signs and symptoms of shock in infants and young children.

CEUs: 0.35 Nurses; CEHs: 3.5 Paramedics (informal hours). Subject matter is suitable for Respiratory Therapy CEUs; RT’s may be required by their employer to pass competency test in order to obtain CEUs.

Please note off-campus ICN location; directions on page 12.

CHNC-1000 / 1 session / $32
>24666 T 12:30-4pm Apr 24
Meeks Dept. of Human Services 550

It was very hands-on and everyone was supportive to one another.
– Shemarri Houke
Dealing with Difficult People
Everyone has to deal with difficult patients, clients and co-workers, resulting in stressful situations that can decrease effective business practices. This workshop, led by psychologist Cheryl Hetherington, provides methods for dealing more easily with difficult people. We focus on understanding and dealing with different types of personalities, and demonstrate ways to recognize and affect change in the inappropriate or addictive behaviors of others. The curriculum for this program is approved by the Iowa Board of Nursing, Approved Provider #30.

Objectives: 1) Learn the behaviors, meaning of and method of coping with different types of difficult people; 2) recognize why conflicts occur with different types and how you can resolve them more effectively; 3) complete The Kiersey Sorter and learn the 16 types of personality in the Myers-Briggs system; 4) understand the characteristics of 16 personality types; 5) differentiate the many ways that decisions are made by different types of people and how to work better with people who have different personality types.

CEUs: 0.6 Nurses, Direct Care Staff, Medical Assistants (responsible for own approval). CEUs: 6.0 Department Heads, Marriage and Family Counselors, Nursing Home and Residential Administrators, Social Workers.

CHNC-1000 / 1 session / $99, Lunch is included.

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<th>Location</th>
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<tr>
<td>24660</td>
<td>Apr 25</td>
<td>W 9am-3pm</td>
<td>Hetherington Kirkwood Ctr 122</td>
</tr>
</tbody>
</table>

Sustaining Yourself: Surviving in Human Services and Social Work
This course helps social work and human service professionals establish and maintain physical and emotional health by identifying and clarifying internal and external sources of controllable and uncontrollable stress. We discuss the power and importance of resiliency and learn techniques to deal with common challenges to maintaining professional and personal health.

Objectives: 1) Describe and discuss professional challenges to health; 2) identify techniques to improve professional and personal health; 3) describe effects of long-term employment in social work and human service field; 4) state techniques that support professional resiliency.

CEUs: 3.3 Social Workers. Other health care providers may find this program helpful in their professional practice.

CHNC-5000 / 1 session / $59

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<th>Course Code</th>
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<tr>
<td>29790</td>
<td>May 7</td>
<td>M 5:30-8:30pm</td>
<td>Andres Kirkwood Ctr 123</td>
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</table>

Pot Stirrers vs. Pot Stirrers: Examining Workplace Conflict in Health Care
Workplace conflict exists everywhere, including health care. Workshop leader John Mulvaney develops strategies for managing negative attitudes and behaviors in the workplace. Before strategies can be developed, we must understand the motives behind negativity and how to manage our own emotions before dealing with difficult people. Once the definitions and parameters are defined for “pot stirrers” and “pot stirrers,” communication and management techniques can be identified. We will also discuss the implications of workplace conflict on patient/client care. This workshop is designed for all health care providers, but especially helpful for individuals working in a negative environment. The curriculum for this program is approved by the Iowa Board of Nursing, Approved Provider #30.

Objectives: 1) Establish definitions of “pot stirrers and scrubbers” as they relate to negative workplace attitudes; 2) understand how to manage your emotions when dealing with difficult people in the workplace; 3) establish and evaluate communications for effectiveness; 4) identify strategies to improve employee productivity and morale by dealing directly with negative behaviors; 5) discuss the impact of workplace conflict on patient and client care.

CEUs: 0.72 Nurses, Direct Care Staff, and Medical Assistants (responsible for own approval).

CEUs: 7.2 Nursing Home and Residential Administrators, Social Workers, Department Heads, Marriage & Family Counselors, Direct Care Staff.

Other health care providers may find this program helpful in their professional practice.

CHNC-1000 / 1 session / $99, Lunch is included.

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<th>Course Code</th>
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<td>29792</td>
<td>May 9 27990</td>
<td>W 8:30am-3:30pm</td>
<td>Mulvaney Kirkwood Ctr 123</td>
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Dependent Adult Abuse and Mandatory Reporting
Are you aware of your obligations as a mandatory reporter of dependent adult abuse? Our speaker will share the latest updates for mandatory reporters, their roles and responsibilities, and recognition of abuse. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, Approval #163.

Objectives: 1) Give an overview of the program in Iowa; 2) be aware of the existence of dependent adult abuse; 3) discuss the dynamics of abuse; 4) define abuse situations and the concepts which will assist in identifying abuse; 5) understand the responsibility and duties of mandatory reporters; 6) describe the legal issues and the limitations of the law.

CEUs: 0.2 Nurses, Direct Care Staff, Medical Assistants (responsible for own approval). CEUs: 2.0 Nursing Home and Residential Administrators, Psychologists, Department Heads, Physical Therapists, PTAs, Occupational Therapists, OTAs, Social Workers, Dental Professionals, EMS providers (informal hours). Health professionals not listed above may submit this certificate to their respective boards for continuing education credit.

CHNC-2100 / 1 session / Nichols Blomme / $29

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<td>16457</td>
<td>May 15 16457</td>
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Additional questions? Call 319-398-1022 or 1-800-332-8833.
Dental Radiography Update
Learn the latest dental imaging information and common safety techniques for both you and your patient. We will compare types of imaging useful in your practice and review case studies to help you better understand dental imaging.

Objectives: 1) Identify key individuals in dental image development; 2) identify radiation safety techniques; 3) compare analog and digital imaging; 4) identify dental anomalies by case studies.

CEHs: 2.0 Dental Assistants, Dental Hygienists, Dentists. Approved sponsor, Iowa Dental Board.

CHDE-4000 / 1 session / $55
>26668 F 9-11:15am May 18
   Clark Kirkwood Ctr 124

Nursing Boot Camp
Registered nurses who have not practiced for an extended time period, but would like to re-enter the profession, can brush up on the following clinical skills and concepts: IV therapy, Foley catheters/sterile technique, phlebotomy, adult assessments, wound care, injections, medication review, infection control, and back care and safety. Classes are held in the state-of-the-art Kirkwood Healthcare Simulation Center, designed to provide realistic training in a simulated hospital environment.

Objectives: 1) Understand the concepts of safe medication administration; 2) identify the basics of proper lifting mechanics with patient care; 3) describe the issues associated with infection control and safety; 4) discuss the key factors in physician-nurse communication and how that applies to patient care; and 5) identify the key skills utilized by the registered nurse in today's workplace.

CEUs: 0.75 Nurses.
Prerequisite: You must be an RN with an Iowa license or currently eligible for Iowa licensure. Bring a copy of your license or proof of licensure eligibility to class.

CHNC-3000 / 2 sessions / $79, Lunch is provided on Friday.
>23884 F 8am-4pm / S 8am-12pm Apr 27-28
   Daman/Staff Healthcare Sim Ctr 2017
>24862 F 8am-4pm / S 8am-12pm Jun 8-9
   TBA Healthcare Sim Ctr 2017

Blue's Anatomy: Health Careers Camp
KICK – Kirkwood Interactive Camps for Kids
Does your child think he/she might have a future in health care? At this camp, students explore careers in various areas such as dental, medical, diagnostic and therapeutic services, emergency care, dietary and vision services. They will go on field trips, experience a hands-on activity in medical simulation in Kirkwood’s state-of-the-art Healthcare Simulation Center, and receive training in basic CPR and first aid.

This camp is for youth age 9-15. Benefits for your child include: 1) Social skills development in leadership, communication and participation; 2) self-respect and character building through resourcefulness, responsibility and learning skills; 3) career exploration.

CLYO-2400 / 5 sessions / $169
>25416 M-F 12:30-4pm Jun 11-15
   TBA Cedar Hall 2057
>25417 M-F 12:30-4pm Jul 23-27
   TBA Cedar Hall 3008

Child Abuse and Mandatory Reporting
As a child abuse mandatory reporter, learn information about the investigation, identification and legalities of child abuse. The curriculum for this program is approved by the Iowa Department of Public Health Abuse Education Review Panel, Approval #25.

Objectives: 1) Define what constitutes child abuse according to Iowa law and identify who is mandated to report; 2) identify physical and behavioral indicators of child abuse; 3) discuss how to make a report and what happens after a report is made; 4) discuss confidentiality and liability; 5) acquaint participants with the function/purpose of the Child Protection Center and the Child Protection Center process.

CEUs: 0.2 Nurses, Direct Care Staff, Medical Assistants (responsible for own approval). CEUs: 2.0 EMS Providers, First Responders, Social Workers, Nursing Home and Residential Administrators, Psychologists, Child Care Staff, Physical Therapists, PTAs, Occupational Therapists, OTAs, Dental Hygienists, Dentists, Dental Assistants. Health professionals not listed above may submit this certificate to their respective boards for continuing education credit.

CHNC-2000 / 1 session / Marnin / $29
Tues, Jun 12 / 6:30-8:45pm
>16458 Linn Hall 139B
>21495 Resource Ctr KTS-1
>21496 Marion Ctr KTS-1
>21497 IC Credit Ctr 101
>21498 Belle Plaine Ctr KTS-1
>21499 Vinton Ctr KTS-1
>21500 Tipton Ctr KTS-1
>21501 Williamsburg Ctr KTS-1
>21502 Jones Reg Ed Ctr KTS-1
>21503 Washington Ctr KTS-1
Tues, Aug 21 / 6:30-8:45pm / Stang
>16460 Linn Hall 139B
>21524 Resource Ctr KTS-1
>21525 Marion Ctr KTS-1
>21526 IC Credit CTR 101
>21527 Belle Plaine Ctr KTS-1
>21528 Vinton Ctr KTS-1
>21529 Tipton Ctr KTS-1
>21530 Williamsburg Ctr KTS-1
>21532 Jones Reg Ed Ctr KTS-1
>21533 Washington Ctr KTS-1

The instructor was very knowledgeable and was always willing to help.
– Rachel Armstrong
7th Annual Healthcare Educator’s Conference
The Healthcare Educator’s Conference is an opportunity for allied health educators to learn, engage and network with other health care professionals. The purpose of this year’s conference is to promote interprofessional collaboration and best practices in health care education.

Objectives: 1) Articulate teaching strategies to promote collaboration among interprofessional health care teams; 2) identify educational trends to better prepare and engage students in the evolving health care environment; 3) create educational strategies that can be used within your own health care discipline; 4) facilitate networking opportunities with health care education colleagues.

Target audience: Nurses and Allied Health professionals. A certificate of completion with CEU/CEH credit will be issued to all participants for 100 percent attendance. Iowa Board of Nursing, Provider #30.

CHNC-4600 / Register by June 1 to take advantage of discounted registration rates.

>25090 Th 8am-4:30pm, F 8am-2:30pm Jun 21-Jun 22 $130/$150 Kirkwood Ctr Rm A
>25091 Th 8am-4:30pm Jun 21 $85/$100 Kirkwood Ctr Rm A
>25092 Fri 8am-2:30pm Jun 22 $85/$100 Kirkwood Ctr Rm A

Working with Patients with Medical Anxiety
Patients with medical anxiety often pose special challenges to providers and are more likely to be non-compliant with medical recommendations and treatment. Join us as our facilitator, a psychologist and PTSD Clinical Team/Local Evidence Based Psychotherapy coordinator, demonstrates and shares simple strategies for helping your patients overcome anxiety. The curriculum for this program is approved by the Iowa Board of Nursing, Approved Provider #30.

Objectives: 1) Identify signs of medical anxiety; 2) describe strategies to assist patients with anxiety related to brief procedures, such as physical examination; 3) describe strategies to assist patients with fear of needles, injections and blood draws; 4) identify additional resources for patients with anxiety about more complicated procedures.

CEUs: 0.5 Nurses, Medical Assistants (responsible for own approval).
Other health care providers may find this program helpful in their professional practice.

CHNC-1000 / 1 session / $89, Lunch is included.

>29791 T 9am-2pm Jul 24 Cochran Kirkwood Ctr 122

Sex in Our City: Current Trends in Sexual Health Education
As a health care professional, it’s important to know the current trends in sexual health education, especially if you work with families. Review anatomy of the reproductive system, learn about healthy vs. unhealthy relationships, discuss current historical facts about sexually transmitted infections and gain knowledge of birth control methods. Case histories and myths about sexual behavior will also be shared. The speaker is a nurse clinician who has taught sexual education classes in the schools and for community groups. The curriculum for this program is approved by the Iowa Board of Nursing, Approved Provider #30.

Objectives: 1) Review the reproductive anatomy of males and females; 2) discuss healthy and unhealthy relationships; 3) identify sexually transmitted infections; 4) list current birth control methods and; 5) discuss the impact this knowledge has on patient and client care.

CEUs: 0.33 Nurses, Direct Care Staff, Medical Assistants (responsible for own approval).
CEHs: 3.3 Social Workers, Mental Health Professionals.
Other health care providers may find this program helpful in their professional practice.

CHNC-1000 / 1 session / $49

>29789 T 5:30-8:30pm Aug 7 Sorensen Kirkwood Ctr 124

Prevention 101
This course will review dental disease, along with the causes and methods for prevention. Focus on dental caries, patient education and planning prevention strategies that are patient specific will be discussed. By the end of the course, participants will be able to define bacterial plaque, list its components, and relate its effects to oral health.

Objectives: 1) Identify the stages in bacterial plaque formation; 2) identify significance of bacterial plaque; 3) relate bacterial plaque to development of dental caries; and 4) apply patient education and plaque control to specific situations.

CEHs: 2.0 Dental Assistants, Dental Hygienists. Approved Sponsor Iowa Dental Board.

CHDE-1800 / 1 session / $59

>26669 F 9:11:15am Aug 17 Clark Kirkwood Ctr 124
Earn continuing education credit and maintain your state licensure without leaving the comfort of your home or office. Home Studies in Nursing are textbook-based courses that may be started at anytime. All materials are mailed to the student within 10 working days of registration. Upon completion of the course, students return the completed post-test and evaluation form in the provided postage-paid envelope. The test is reviewed and graded, and based upon a passing score, a certificate is issued. Iowa Board of Nursing Provider #30.

<table>
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<tr>
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<td>CHNC-8900-24733</td>
<td>Communication for Nurses: How to Prevent Harmful Events and Promote Patient Safety</td>
<td>Communication is a key element for ensuring patient safety. Learn to develop the professional communication skills you need to prevent errors and avoid patient injuries. Gain a full understanding of how communication is tied to desired clinical outcomes.</td>
<td>0.6</td>
<td>$69</td>
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<tr>
<td>CHNC-8000-20168</td>
<td>Excessive Crying in Infancy</td>
<td>Understand the problems associated with an infant’s excessive crying, and learn solutions and techniques for helping families cope.</td>
<td>0.4</td>
<td>$89</td>
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<tr>
<td>CHNC-8150-20169</td>
<td>Healing the Dying</td>
<td>Learn the sociological, spiritual and emotional aspects for terminal patients and their families and be able to assist all persons through the dying process.</td>
<td>1.0</td>
<td>$89</td>
</tr>
<tr>
<td>CHNC-8050-20202</td>
<td>Caring for Patients from Different Cultures</td>
<td>Cultural competency is very important in health care. Understanding different cultures and world views facilitates increased communication and understanding between patients, providers and family members. Includes many examples of the different cultures in America today and how they approach illness and health.</td>
<td>0.5</td>
<td>$69</td>
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<tr>
<td>CHNC-8450-20170</td>
<td>The Aging Eye</td>
<td>This course provides updated information on the aging eye, common disorders and treatment options. Due to an aging population, health care professionals are providing care to more patients with ocular and visual disorders/impairments.</td>
<td>0.21</td>
<td>$45</td>
</tr>
<tr>
<td>CHNC-8500-20171</td>
<td>The Practice of Patient Education—A Case Study Approach</td>
<td>This book is for all health care providers who want to know more about how to effectively teach patients and families. It includes multiple examples and case studies, evidence-based patient education practice and key issues in patient education.</td>
<td>0.6</td>
<td>$69</td>
</tr>
<tr>
<td>CHNC-8550-20172</td>
<td>Surefire Documentation: How, What and When Nurses Need to Document</td>
<td>Surefire Documentation demonstrates all aspects of routine care for a wide range of conditions. Learn how to deal with challenging situations, patient relationships and understand the nurse’s role in documenting difficult professional problems.</td>
<td>1.0</td>
<td>$75</td>
</tr>
<tr>
<td>CHNC-8600-20178</td>
<td>Oncology Nursing Secrets</td>
<td>This course details information on cancer, treating cancer, hematological malignancies, solid tumors, symptom management, oncology management and factors to consider when caring for people with cancer.</td>
<td>2.0</td>
<td>$109</td>
</tr>
<tr>
<td>CHNC-8650-20197</td>
<td>Genetics Nursing Portfolios: A New Model for Credentialing</td>
<td>Get information and guidance on using portfolios to document the competence of nurses practicing in genetic health care settings, according to accepted practices.</td>
<td>0.8</td>
<td>$89</td>
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<tr>
<td>CHNC-8850-20175</td>
<td>Nursing Leadership and Management: A Practical Guide</td>
<td>Learn what constitutes nursing leadership and nursing management, and identify the skills needed to be a good leader or manager.</td>
<td>0.75</td>
<td>$65</td>
</tr>
<tr>
<td>CHNC-8800-20176</td>
<td>Community Health Nursing: A Practical Guide</td>
<td>This course provides information about Community Health Nursing, including roles of community health nurses, populations nurses serve, and areas of concern, including legal issues of community health nursing.</td>
<td>0.5</td>
<td>$75</td>
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HOME STUDIES HEALTH OCCUPATIONS (No Nursing CEUs)

CHHO-3000-20183 Basic Medical Terminology $99

This course is for people who wish to work in medical records, doctors’ offices and insurance companies. Emphasizes medical terms, word roots, suffixes and prefixes. Register and start this course anytime. Course work must be successfully completed in six months to earn a certificate.
ABILITIES IN ACTION CONFERENCE & EXPO

Save the Date • October 3, 2012
Kirkwood Training & Outreach Services Center
3375 Armar Dr., Marion, Iowa

The Abilities in Action Conference & Expo is a premiere combination of information and technology for professionals working in the disability field.

Visit www.kirkwood.edu/ce to register.
Long-term Care/Vocational Health

**Medication Manager for Community Based Service Providers**
This course is designed for preparing medication managers to safely administer non-parenteral medication in a residential adult facility, a child care facility or community supervised apartment living for the cognitively disabled (15 or fewer beds). You must be employed by one of the above facilities to be eligible for the course. All scheduled sessions must be attended. Required Textbook: *Medication Manager Developed for MR (Less than 15 Beds) Supervised Apartment Living Community Supported Living Arrangements*.

**CHLT-5000 / 4 sessions / $84**
>28809 MTh 1-4pm May 31-Jun 11
Toth-Fisher KTOS 126

**Medication Aide**
This course teaches the CNA safe methods of administering oral medicines in a nursing home. Class consists of 40 hours of classroom work. Ten hours of clinical observation by an RN is required after completion of classroom portion. **Additional Requirements:** The CNA must be employed a minimum of six months in the present facility. A letter of recommendation from a current employer is required and must include the following: employment dates, competency in taking blood pressure, verification that the aide is on the Direct Care Worker registry, good character reference, aptitude for reading, writing and mathematics, and no history of drug or alcohol abuse. The letter of recommendation must be brought to the first class. Required textbook: *Mosby’s Textbook for Medication Assistants* (ISBN: 978-0-323-04687-9); available at the Kirkwood bookstore.

**CHLT-4000 / 10 sessions / $239**
>28811 MWTh 12-4pm Apr 24-May 14
Toth-Fisher CTRC 126A
**75-hour Nurse Aide**

A three hour credit class designed to meet the training requirements for the nurse aide in long-term care facilities. The emphasis is on achieving a basic level of knowledge and demonstrating skills to provide safe, effective resident care. Required Textbook: *Hartman’s Nursing Assistant Care, 2nd Edition*, Hedman (ISBN: 978-1-60425-003-9); available at the Kirkwood Bookstore. **Additional Requirements:**

1. **Physical exam including TB,** documentation of Hepatitis B vaccine or a signed waiver of Hepatitis B vaccine; 2. student must be at least 16 years of age; 3. per state regulations, students must attend 90 percent of the total course hours to be eligible to successfully complete the course. Attendance at each session will be expected; and 4. background checks must be completed within 30 days prior to the first day of class.

**Procedure to register for a nurse aide class:**

1. Complete the application at www.kirkwood.edu/apply. The form will ask you to declare a major. If you’re only interested in taking the nurse aide class, check “I’m only taking a few classes.”

2. When registration opens, register for the 75-hour Nurse Aide class via EagleNet.

**Procedure to register employees for a nurse aide class:**

1. Complete the application at www.kirkwood.edu/apply. The form will ask for a major. If the person you’re registering is only interested in taking the nurse aide class, check “I’m only taking a few classes.”

2. Call Tanya Barth at 319-398-5438 or Marcia Driscoll at 319-398-4970 to register your employees.

**Nurse Aide State Competency Exams**

Omnibus Budget Reform Act (OBRA) 1987 requirements, as outlined by HCFA, require all nurse aides working in nursing facilities to successfully complete an approved course of no less than 75 hours and/or successfully complete both a written and skills performance competency exam. You will register for the two exams separately. The course, teachers and competency exams are approved by the Iowa Department of Inspections and Appeals. A photo ID (drivers license or passport only) is required by the state. Do not bring your nurse aide textbook, notebook, skills checklist or cell phones to testing.

Exam results are available immediately after completion of the exam. The results are transmitted to the Direct Care Worker Registry and it may take up to a week to be visible on the registry. You are required to achieve 70 percent or better on the both the written and skills exam. If you do not receive the minimum score, you will receive an analysis of your exam results. You may take the exam up to three times to achieve the minimum passing score. If a passing score is not received by the third exam, you must take a 75 hour nurse aide class and retake both the written and skills exams.

**Really enjoyed the CNA course, can't wait to start the nursing program.**  
– Nicole Hebl

**Nurse Aide Competency Written (Computer) Exam**

This is the written portion of the CNA exam. It is a 100 question multiple choice exam taken on the computer. There is only one best answer; please answer all questions since there is no penalty for wrong answers. You will have two hours to complete the exam. You may not leave the room during the testing period, chew gum or make unnecessary noises that will disturb others taking the exam. The Test Center staff will assist with starting the computer exam, give directions on how to take the exam and log you out of the system. Once you have logged out, your test percentage will appear on the screen. To register for the written portion of the exam, call 319-398-1022 or 1-800-332-8833. Once you’ve registered for the exam and paid, you will need to call the Test Center at 319-398-5456 to schedule an appointment to take your exam. Appointments can be scheduled anytime between 8 a.m. and 5:30 p.m., Monday through Friday. If you have a documented learning disability and would like special accommodations, please contact Learning Services at 319-398-5574 two weeks prior to your scheduled exam date.

**CHNA-2000 / 5 sessions / $45**

<table>
<thead>
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<th>#</th>
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</tr>
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<td>23926</td>
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</tr>
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<td>Vann</td>
<td>Cedar Hall 2055</td>
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<tr>
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<td>Aug 27-Aug 31</td>
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Nurse Aide Competency Skills Exam

The skills exam is designed as a realistic nurse aide assignment and consists of seven skills taken from the OBRA list of skills for testing. Hand hygiene and communication/resident rights are included in every skills exam. You will have 45 minutes to complete the skills exam. It is recommended that you dress professionally, or you may wear your uniform, and wear a watch with a second hand. Doors will close promptly at the exam start time. No walk-ins are accepted. Bring a valid picture ID. If for any reason your record indicates an unpaid tuition, you will be removed from the testing date without notice. This is the AM Skills Only portion of the CNA exam. You must sign up for the written portion of the exam separately at an additional cost. You must pass both the written and skills portions of the state exam to be placed on the active registry.

CHNA-3000 / 1 session / $75

<table>
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90-hour Food Service Training Program

Kirkwood Community College provides programs for many facets of the food service industry. Students receive Kirkwood certificates of completion for attending all six courses in the 90-hour Food Service Training program. These courses include:

- Food Service Safety and Sanitation (online)
- Meal Service for Food Service Supervisors (online)
- Modified Diets (online)
- Food Preparation (online)
- 24-hour Food Production (online) (prerequisite; Food Preparation)
- Food Service Management (online)

All six courses must be successfully completed to obtain the 90-hour Food Service Training certificate required by the Department of Health for dietary managers in long-term care facilities. The 90-hour certificate is issued upon successful completion of all six courses in the 90-hour Food Service Training program.

Prospective students must have access to the following: 1) High-speed Internet access; 2) Access to Internet Explorer or Mozilla Firefox browsers (not Google, Chrome or Safari); 3) Microsoft Word and Microsoft Excel; 4) Adobe Acrobat for PDF files; 5) computer with speakers to view YouTube videos; and 6) printer. Login information is sent via email one week prior to start date of class.

Modified Diets (online)

This course is designed to familiarize food service personnel with restrictions of the following diets and garnish use: diabetic, bland, sodium restricted and fat exchanges, and herb.

CHLT-1035 / 4 weeks / Aguiar / $129

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<th>Course Code</th>
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<tr>
<td>&gt;23996</td>
<td>Aug 1</td>
<td>Sep 1</td>
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Food Preparation (online)

This course covers methods of cooking, a review of recipe standardization and comparison of cooking methods. Selection, storage and preparation of fruits, vegetables, meat, fish, poultry, eggs, breads, cereals, cheese and milk products are discussed.

CHLT-1045 / 8 weeks / Aguiar / $129

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>&gt;23994</td>
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<td>Aug 1</td>
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Meal Service for Food Service Supervisors (online)

This course is designed to help health care staff improve the overall nutritional status of clients, as well as make mealtime an anticipated and positive dining experience. The focus of this course includes the areas of quality of life, quality of care and the client’s rights.

CHLT-1025 / 4 weeks / Aguiar / $129

<table>
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<th>Course Code</th>
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<tbody>
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<td>Jul 2</td>
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</table>

“I was very happy with the class and instructor and learned a lot.
– Cassandra Ashmore
Food Service Safety and Sanitation (online)
This course focuses on food service sanitation and safety for the employee and patient, with an emphasis on food handling. The successful completion of the course and ServSafe exam now meet the state requirements for assisted living food service managers. The course provides all the information needed to pass the ServSafe Food Safety exam. Required textbook: ServSafe Essentials 5th Edition with online exam voucher (ISBN 0135107113). Optional proctored ServSafe food safety exam available upon the completion of the class.
CHLT-1015 / 4 weeks / Aguiar / $129
>24024 Jul 1-Aug 2

24-Hour Food Production (online)
Students prepare and evaluate foods appropriate for the elderly, with emphasis on quality control and quantity preparation techniques.
CHLT-1055 / 8 weeks / Aguiar / $189
>24001 Jul 2-Sep 4

Supervising in Health Care Facilities
Meet your LPN requirement, as outlined by the Nurse Practice Act, and be employed in a long-term care supervisory position. Examine and discuss the basic theory and principles of management related to health care facilities and organizations, and apply these in solving problems. Discuss management tasks, skills and leadership qualities, and learn to appreciate the individual needs of various types of residents and staff.
Objectives: 1) Understand the operation, organizational structure and communication systems utilized in health care facilities; 2) recognize management goals and tasks, and the LPN’s role and responsibilities as a manager of health care in health care facilities; 3) describe leadership qualities that will assist the LPN supervisor in the health care facility to achieve goals; and 4) appreciate the individual needs of residents and staff members.
CEUs: 3.6 Nurses.
CHLT-2500 / 8 sessions / $359
>24029 TTh 11:30am-3pm May 10-Jun 19
Scott KTOS 124

Nurse Aide Refresher
The purpose of this eight-hour course is to provide content and skill review for individuals who have successfully completed a 75-hour Nurse Aide course or a nursing student who has successfully completed a nursing fundamentals course. This refresher course consists of a two to three hour session that focuses on the pre-assessment instrument, and includes both demonstration and return demonstration review. Resident scenarios will be used as a group activity to promote application of content and skills and assist with preparation for state competency testing. This review is to help facilitate re-entry into the long-term care work force.
Requirement: Students are to bring one of the following with them to the first day of class: 1) Certificate of Completion of 75 Hour Nurse Aide Course; 2) proof of being on the Nurse Aide Registry in the past; or 3) completion of a Nursing Fundamentals course for nursing students.
CHNA-5000 / 3 sessions / $59
>24717 TTh 12:30-3:30pm Apr 3-Apr 10
Doudna Linn Hall 115
Information is subject to change without notice.
Pre-register by calling Kirkwood Community College, 319-398-1022 or toll-free 800-332-8833, between 8 a.m. and 4:30 p.m., Monday through Friday. The college accepts Discover, MasterCard or Visa, please have your card number ready. You may also register online at www.kirkwood.edu/ce for most classes.

Classes begin promptly at the time designated. Students should sign in 20-30 minutes ahead of the designated start time. Please dress for fluctuation in room temperature. Please have your professional license number with you. Be advised, children are not allowed in classes due to liability concerns. If attending with a child, you will be asked to leave and your tuition will not be refunded.

Cancellation: Kirkwood Community College has the option to cancel class if minimum enrollment is not met. Refunds will be automatic.

Weather cancellations: The decision to cancel Continuing Education classes will be made by 6:30 a.m. for daytime classes and by 3:30 p.m. for evening classes. If the media outlets announce that Kirkwood Community College is closed, all Kirkwood locations are closed. If your class is held at a public school that has closed for the day and canceled all activities, Continuing Education classes offered at that location are canceled. If your class is held at a private business, please contact the business directly for the current status of the class. Please check www.kirkwood.edu/ce to find out if your particular Continuing Education class is affected by this notice. Please check your local TV/radio stations for an up-to-date list of area cancellations. Canceled Continuing Education class postings are available online at www.kirkwood.edu/ce. You may also contact the Continuing Education Registration at 319-398-1022 for updated information.

Refunds: A refund will be given only if the cancellation notice is received 24 hours before the class or workshop begins.

CEUs: Continuing Education Credits (CEUs/CEHs) will be granted by Kirkwood Community College. As an organization accredited to offer continuing education, Kirkwood Community College verifies that these courses meet the continuing education criteria for nursing and allied health professionals. CE certificates will be awarded by Kirkwood upon attendance of all sessions of a program and/or class. Partial CEUs will not be awarded; 100 percent attendance is required for CE credit. A fee of $15 will be charged for replacement of lost certificates. A course evaluation will be available upon program completion.

Course tuition includes CEU/course completion certificates (with 100 percent attendance) and any handouts provided by the instructor.

Cafeteria: Service is available on the Kirkwood campus Monday through Friday and is open to the public.

Grievance policy: Participants who wish to express concern or dissatisfaction with any program should contact Laura Daman at 319-398-5626.

Cellular phones: Please do not bring to workshops/classes.

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Kirkwood Telecommunications System
The Kirkwood Telecommunications System (KTS) uses live, interactive television to bring you these classes near your home. Through this system, you are able to see your instructor and interact at all times. Discussions take place as in any other class.

<table>
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</tr>
<tr>
<td>6-12-12</td>
<td>Child Abuse and Mandatory Reporting</td>
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<td>7-17-12</td>
<td>Dependent Adult Abuse and Mandatory Reporting</td>
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<tr>
<td>8-21-12</td>
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</tr>
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KTS Locations:

- **Benton County**
  - Benton County Center
  - Tippie-Mansfield Center
- **Cedar County**
  - Cedar County Center
- **Iowa County**
  - Iowa County Center
- **Johnson County**
  - Iowa City Campus,
  - 1816 Lower Muscatine Road
- **Jones County**
  - Jones Regional Ed. Center
- **Linn County**
  - Kirkwood Community College,
  - 139B Linn Hall
  - Kirkwood Marion Center
  - Kirkwood Resource Center,
  - 1030 S 5th Avenue SE, Cedar Rapids
- **Washington County**
  - Washington County Center

Kirkwood Community College Campus
Our main campus covers 680 acres of Iowa countryside located near the intersection of I-380 and Highway 30, on the southern edge of Cedar Rapids. Twenty-six modern buildings house classrooms, laboratories and lecture halls. A map and directions to the campus are available at www.kirkwood.edu/maincampus.

Department of Human Services Location: The Department of Human Services building is located in downtown Cedar Rapids (411 Third Street SE). Classes will be held in room 550 on the fifth floor. Metered street and parking ramp parking ONLY. Students are not allowed to use the small parking lot behind the building. Kirkwood is not responsible for parking fees and/or any parking tickets which may result from improper parking or expired meters. A Kirkwood coordinator will be on-site to check participants in each day of class. Arrivals after the designated start time will not receive CEU/CEH credit for the class.

Iowa Board of Nursing Approved Provider #30. Medical assistants responsible for own approvals. All courses are constructed in accordance with the rules set forth by the licensing boards for each occupation listed. Health professionals not listed may submit the course CEU/CEH certificate of completion to their respective boards for continuing education credit.
### Registration Form

Log on to our website at [www.kirkwood.edu/ce](http://www.kirkwood.edu/ce).

Call 319-398-1022 or 800-332-8833 between 8 a.m. and 4:30 p.m. any weekday. Please have the section number of the class and your social security number available.

Fill out the enrollment form below and fax to 319-398-7741.

Fill out the enrollment form below and mail with payment to:

**Continuing Education**

Kirkwood Community College

PO Box 2068

Cedar Rapids, IA 52406

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A CONFIRMATION LETTER WILL BE MAILED TWO WEEKS PRIOR TO THE FIRST DAY OF CLASS.

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<th>Sex:</th>
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Phone: (Day)__________________________ (Night) ____________________________

Name _____________________________________________________________________________________________

Address ____________________________________________________________________________________________

City ___________________________________________ Street & Number __________ ZIP __________________________

Date of Birth __________________________ Email __________________________

Professional License # ____________________________

### Courses

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### Method of Payment

Check attached for $__________________

1. Make **Check** payable to Kirkwood Community College. Pay the amount under “tuition” only. (Many classes have additional charges for materials or supplies. These will be collected in class.) Write the social security number, class section number and name of person attending on check. Mail this form and check to the above address.

2. **Credit Card** (circle) ○ MasterCard ○ Visa ○ Discover

   Credit Card No. ____________________________ Exp. Date __________

   Your signature ____________________________ Date __________

3. **Company Billing**

   Date ____________________________ 20____

   Billings: If this is to be billed, list sponsoring agency (we do not bill individuals):

   Agency __________________________________________________________________________

   Address __________________________________________________________________________

   Individual granting approval ____________________________ Phone __________________________
Spring/Summer 2012

Nurses & Allied Health Practitioners

Long-term Care

Register at www.kirkwood.edu/ce

“Great refresher!
– Kendra Toyne”