

# **D & S TRAINING CENTER**

## **TRAINING HANDBOOK**

**Version 1 January 2016**



## **NORTHWEST OHIO PREMIER TRAINING CENTER**

**COURSE BROCHURE 2016**

**Developed and Distributed by D & S Training Center**

## Smart phone / Tablet users:

Download the QR code scanner application from the android / app store and scan the QR code below to view our website. You will also be able to fill out the on line application for all training courses.



## Accreditations

D & S Training Center is accredited by the following:



Ohio Department of Health  
3651659                      3653027  
3651690



Ohio Department of Nursing  
1659



State Board of Career Colleges and School  
16-03-2082T

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## CONTACT INFORMATION

### CONTACT US

#### D & S TRAINING CENTER

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Jill Hovest, Admissions Coordinator

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dstrainingcenter.com

*Providing Quality Training for Northwest Ohio*

Hours of Operation

8:00 am to 5:00 pm M-F

Ask a Question via email:

[admissionscoordinator@dstrainingcenter.com](mailto:admissionscoordinator@dstrainingcenter.com)

**APPLY ON LINE TODAY FOR ALL TRAINING CLASSES.**

For any grievance, you as a student, have the right to contact the ODH.

### CONTACT:

State of Ohio

Board of Career Colleges and Schools

30 E Broad St, Ste 2481

Columbus, OH 43215

614-466-2752 Fax: 614-466-2219

Toll Free: 1-877-275-4219

Email: [bpsr@scr.state.oh.us](mailto:bpsr@scr.state.oh.us)

Website: <http://scr.ohio.gov/>

## **ABOUT D & S TRAINING CENTER**

**INTRODUCTION:** D & S Training Center opened its doors in 2005 with a mission to bring vocational education classes to students. Throughout the years, D & S Training Center has kept up with the changes and has expanded its programs to meet the needs of local employers and prepare tomorrow's workforce. As programs changes and workforce demands became different, D & S Training Center also changed.

**OUR VISION:** The vision of D & S Training Center is to prepare all students to become successful in their future and contribute to the society through education and training.

**OUR MISSION:** D & S Training Center is dedicated to the task of teaching service and producing graduates who will meet the needs of the workforce through student-center education and training. Our school will provide student preparation for social and economic independence and personal fulfillment and appreciation for the dignity of work.

D & S Training Center provides authentic, student-focused, career training that prepares students for employment and further education.

### **DISCLAIMER:**

All information contained in this brochure and online is subject to change at any time with or without notice. Program updates will be posted on website: [www.dstrainingcenter.com](http://www.dstrainingcenter.com)

## **ADMISSION PROCEDURES:**

To enroll in one of the training courses individuals are required to complete an application for enrollment prior to the start of any program. They can do this by coming into our office and filling out a paper application or they may complete the online application which is found at [dstrainingcenter.com](http://dstrainingcenter.com).

Upon acceptance of the application and payment in full students will receive a confirmation letter via email and regular mail.

## **LEAVE OF ABSENCES, TARDINESS, MAKE UP WORK**

100% ATTENDANCE IS REQUIRED FOR ALL TRAINING. If an emergency occurs, understand that you will not receive your training certificate until the missed class time and work is completed. This must be completed, This must be completed with the next training class on the same day that where missed during original training. Medical documentation from Doctor, Hospital or Specialist for absences must be submitted into the Admissions and Curriculum Coordinator within 5 days of missing class. If student is tardy they will have to set up the missed time and work with their instructor and have it approved with Coordinator. Any student arriving 15 minutes late is Tardy.

## **TRAINING CENTER CLOSINGS:**

In the event of inclement weather or other circumstances out of the training centers control. D & S Training Center will close the training operations. Closures will be announced and posted on the [dstrainingcenter.com](http://dstrainingcenter.com) website home page and WTOL Toledo Television Station. Canceled training classes will have to scheduled make up sessions.

## **LIABILITY POLICY**

D & S Training Center is not responsible for theft of personal property or personal injuries occurring on campus. Students are responsible to maintain personal insurance.

## **EQUAL OPPORTUNITY POLICY**

D & S Training Center has dedicated itself to providing equal admission, educational opportunities to all people without regard to age, race, color, religion, creed, or national origin (Title VI), gender (Title IX), disability (Section 504) or military.

## **POLICY AND PROCEDURES:**

**Absences**- it is prohibited for any student to be absent on either the first or second day of class. The maximum number of days a student may be absent is 2 (two).

**Tardiness**- any student who arrives more than 15 minutes after the beginning of class will be considered tardy.

**Make- up work** – student, who must be absent or otherwise miss class work / tests, must make up said work after class when Instructor is available.

**Interruption or termination for unsatisfactory work or attendance**- (3 strikes rule) student will be given three notifications of unsatisfactory progress / participation. After the third such notification, student will be terminated.

Grading System-                    90-100%=A  
    80-89% = B  
    70-79% = C

Percentages under 69 % are unsatisfactory.

Unsatisfactory Progress- 3 exams under 70 %, tardiness (3 unexcused), two unexcused absences. Students who reach this level of progress will be put on a probationary period for the duration of class.

Conditions of Re-entrance for students dismissed or suspended for unsatisfactory progress- students must provide documentation stating the reason / emergency during the applicable time period (prior to class)

## **GENERAL D & S TRAINING CENTER CALENDAR**

Office and Training classes are closed on the following holidays:

Labor Day	Thanksgiving	Christmas
New Years Day	Memorial Day	Independence Day

## **Cancellation and Settlement policy**

This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuitions and fees paid pursuant to the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started the academic classes.

## **Refund Policy**

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds will include books, supplies and consumable fees which are included in the total cost in accordance with Ohio Administrative Code Section 3332-1-10.1 There is one (1) academic term for the phlebotomy program that is 120 clock hours in length and (1) academic term for the Medical Terminology program that is 40 clock hours in length. Refunds for tuition and Administrative Code section 3332-1-10:

This enrollment may be canceled within five calendar days after the date of signing provided that the Training Center is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation this provision shall not apply if the student has already started academic classes.

A student who withdraws before the first day of class and after the 5-day cancellation period shall be obligated for the registration fee.

A student who starts class and withdraws before the academic term is 15% complete (16 clock hours) will be obligated for 25% of the tuition and refundable fees plus the registration fee.

A student who starts class and withdraws after the academic term is 15% complete but before the academic term is 25% complete (20 clock hours) will be obligated for 50% of the tuition and refundable fees plus the registration fee.

A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% complete (32 clock hours) will be obligated for 75% of the tuition and refundable fees plus the registration fee.

A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.



**WORKFORCE INNOVATION & OPPORTUNITY**  
**JOB AND FAMILY SERVICES, WSOS, ONE STOP,**  
**JOB SOLUTIONS:**

> Allen County	419-999-0360
> Auglaize County	419-739-6505
> Hancock County	419-429-8040
> Putnam County	419-538-4580
> Seneca County	419-447-5011
> Wood County	419-353-7407
> Wyandot County	419-294-4977

Students should contact the county office in the county where they reside to see if the Student qualify for financial aid.

Any student that qualifies through a county office must submit all paperwork from the county office to D & S Training Center to the attention of Admissions and Curriculum Coordinator to complete the application process before being scheduled into the training class.

All applications and payments must be submitted to the D & S Training Center office for approval the Friday prior to the start of class.

## **DRESS CODE**

Appropriate dress standards have been established in order to prevent and maintain, at all times, a professional appearance to patients, employers and visitors. The standard allow for comfortable performance of duties, promotion of safety and prevention of the spread of infectious organisms.

All phlebotomy students are expected to keep themselves neat, clean and well groomed at all times. The appearance of the D & S Training Center students is an important part of public relations.

Anyone not conforming to this policy will be appropriately counseled.

**ID Badge:** Identification badge is to be worn at all times above the waist, with the name and picture visible.

**Hair:** Should have a clean and neat appearance: hair that is shoulder length or longer will be pulled back and worn up. Facial hair must be clean, neat and well groomed.

**Headwear:** Religious head covers may be worn; baseball – type caps are inappropriate.

**Jewelry:** Should be appropriate to professional wear and not present a safety hazard when working with patients or equipment.

**Tops:** White or black undershirts, short or long sleeve to be worn under a scrub top are acceptable.

**Uniforms:** Any color scrubs, a scrub jacket may be worn.

**NO** denim attire, tank tops, sweatshirts, low-cut necklines, transparent garments, tops exposing bare midriff, back or chest. There will be absolutely no sweatshirts or

T-shirts with cartoons, graffiti advertizing or offensive pictures, all under garments must not be exposed.

**Footwear:** Closed –toed shoes will be worn. Clean, neat athletic shoes are acceptable.

**Grooming:** Fragrances: Do not wear any perfume or cologne as it may cause allergic reactions to the patient.

Fingernails: Nails must be clean and trimmed not to extend beyond the tips of the fingers. NO artificial fingernails are allowed.

Tattoos and piercing(s): Cover all obvious tattoos and remove all facial piercing(s).

## **MONTHLY COURSE SCHEDULE**

**Monthly Classes begin every 1st & 3rd Monday**

### **January**

STNA1659—State Tested Nursing Assistant (2wk)  
CPR / First Aid

### **February**

STNA1659—State Tested Nursing Assistant (2wk)  
STNA3027—State Tested Nursing Assistant (2wk)  
CPR / First Aid  
Medication Aid  
Phlebotomy

### **March**

STNA1659- State Tested Nursing Assistant (2wk)  
STNA3027—State Tested Nursing Assistant (2wk)  
CPR / First Aid

### **April**

STNA1659- State Tested Nursing Assistant (2wk)  
STNA3027—State Tested Nursing Assistant (2wk)  
CPR / First Aid  
Medication Aid

### **May**

STNA1659- State Tested Nursing Assistant (2wk)  
STNA3027—State Tested Nursing Assistant (2wk)  
CPR / First Aid  
Phlebotomy

### **June**

STNA1659- State Tested Nursing Assistant (2wk)  
STNA3027—State Tested Nursing Assistant (2wk)  
CPR / First Aid  
Medication Aid

## **July**

STNA1659- State Tested Nursing Assistant (2wk)

STNA3027—State Tested Nursing Assistant (2wk)

CPR / First Aid

## **August**

STNA1659- State Tested Nursing Assistant (2wk)

STNA3027—State Tested Nursing Assistant (2wk)

CPR / First Aid

Medication Aid

Phlebotomy

## **September**

STNA1659- State Tested Nursing Assistant (2wk)

STNA3027—State Tested Nursing Assistant (2wk)

CPR / First Aid

## **October**

STNA1659- State Tested Nursing Assistant (2wk)

STNA3027—State Tested Nursing Assistant (2wk)

CPR / First Aid

Medication Aid

## **November**

STNA1659- State Tested Nursing Assistant (2wk)

STNA3027—State Tested Nursing Assistant (2wk)

CPR / First Aid

Phlebotomy

## **December**

STNA1659- State Tested Nursing Assistant (2wk)

STNA3027—State Tested Nursing Assistant (2wk)

CPR / First Aid

Medication Aid

## **HEALTH CAREERS**

### **STATE TESTED NURSING ASSISTANT**

This course offers 80 plus hours of training including a minimum of 16 hours of clinical experience in a long term care facility. Students completing the program are eligible to take the state test for long term care nursing assistants. Students will need the following for the first day of class: 1 step Mantoux test (TB) or chest x-ray from the County Health Department, your doctor's office, urgent care( within 30 days of the start of class), Comfortable closed toed shoes and any color and style scrubs. The first day of class their all students must have original social security card, NOT just the number and NOT a copy on the first day of class, The student must have his/her Government issued signed, non– expired, photo ID ( Drivers License, State ID, Military ID, Passport)

**State Tested Nursing Assistant Training Program** will cover body-mechanics, nutrition, anatomy and physiology, human disease processes, infection control, communication skills and resident rights. Students will master various personal care skills such as how to help patients bathe, eat and groom themselves. Clinical experiences allow students to demonstrate personal care skills in care settings under the supervision of faculty nurses. Clinical are completed at an off site nursing facility. Clinical are held during the day (Clinical may be scheduled on weekends). The complete curriculum set forth by Ohio Department of Health (ODH) can be found at: [ODH NATCEP Curriculum](#).

### **DRESS ATTIRE:**

Scrubs must be worn for all classes and clinical experiences. Supplies recommended include notebook, pens/ pencils.

### **DAYTIME CLASSES OFFERED:**

Two (2) week classes; Hours: 7:30am –4:00pm

### **EVENING CLASSES OFFERED**

- Evening classes are held as needed. ( Minimum of 6 students to hold class.)
- Classroom and clinical hours may be held on weekends if needed.
- All training classes are subject to date and time change without notice.

### **ELIGIBILITY REQUIREMENTS**

- Be of legal working age. ( If under 18 application must be co-signed by parent / guardian.)
- Complete application form, emergency contact form, student enrollment agreement student affidavit, and compliance forms.
- Show Proof of 1-step Mantoux tuberculin test (TB) within 30 days of the start of class, show the original Social Security card, and a Government issued ID

**CLASS COST: \$422.00** includes CPR / First Aide (American Heart)

**STATE TEST COST: \$100.00**

## **MEDICATION AIDE TRAINING**

D&S Training Center is an approved Medication Aide Training Facility. D&S is approved through the Ohio Board of Nursing, and meets their standards and guidelines. We offer classes for Findlay and the surrounding areas. The Medication Aide course runs over a period of several weeks. The course consists of 120 hours of lecture, lab and clinical education and provides an opportunity to seek higher wages and/or improve on skills needed in the nursing field. A qualified registered nurse teaches the course. Class size will be small to ensure safe and personal instruction. Certification state testing, after completion of the program, will be held at the training site.

Qualified students include: a current Ohio State Tested Nurse Aide (STNA) or an aide who has worked for one full year, full time, providing resident care in an Assisted Living Facility in Ohio.

STNA who are interested in the nursing field and who qualify may benefit from this course, as there is pharmacology content and hands on skills in administration of medications.

A medication aide distributes medications in nursing homes and non-hospital, assisted living facilities for the physically or mentally disabled. Medication aides are directly supervised by doctors or other licensed caretakers.

The D & S Training Center Medication Aide Training Program will focus on side effects of medications, differentiating dangerous sedatives and narcotics from more basic daily medications, various contraindications and dangers of certain drug combinations. Students will also learn safe and ethical practices to prevent patient overdose, drug abuse or theft.

Upon successful completion of the training program the medication aide will be able to safely demonstrate competency in administering medications to patients/residents within their scope of practice. The MA-C will be able to verbalize medications their function in the body, proper use, storage and disposal. The MA-C will demonstrate infection control precautions, proper body mechanics, and respect the residents rights. The MA-C will understand and verbalize nursing delegation and report incidents, concerns or errors immediately to the supervising nurse.



Graduates will receive a written certification of completion and be eligible to take the Ohio Board of Nursing approved examination in accordance with rule 4723-27-08 of the Administrative Code.

## **ELIGIBILITY REQUIREMENTS**

- Any person taking the MA class is required to have proof of being at least 18 years of age, and have a high school diploma or a high school equivalence diploma.
- All students must have a current Mantoux Test (TB). Students are required to have a one step clinical. A copy of the students completed TB record is needed the first day of class
- All students must have a BCI and FBI fingerprint background check direct copy submitted to the Ohio Board of Nursing. Directions will be given to the students when they pick up the Medication Aid packet prior to the start of class. It will have an FBI (federal) and BCI (civilian) direction on how to send the results to Ohio Board Of Nursing.

All students must have completed all other application forms (Application, Compliance Form, Form A, emergency contact form and student enrollment agreement student affidavit.

**CLASS COST: \$900.00** includes Textbook and workbook.

( Test fee not included)

**STATE TEST COST: \$100.00**

## **TRAIN THE TRAINER**

D & S Training Center offers an ODH approved Train The Trainer program as specified by the Ohio Department of Health Standards for the Nurse Aide Training. The course is available to both RN's and LPN's who have a minimum of two years experience in caring for the elderly or chronically ill of any age. The D & S Training Center offers the full course for new instructors and the Modified course for those needing the state updated training.

## **OBJECTIVES OF THE CLASS**

- Discuss long term care topics specific to the Train The Trainer and Nursing Assistant programs.
- Discuss all requirements for the Ohio Training and Competency Evaluation Program. (TCEP)
- Discuss responsibilities of trainers of long term care aides identified by ODH.
- Demonstrate classroom and clinical teaching strategies.

## **REQUIREMENTS:**

Evidence of two years care experience with elderly or chronically ill of any age. This must be verifiable with the company. (s) listed. Please include the employers name, address, phone numbers, years worked, start date and end dates, fulltime / part time employment status, exact hours worked and a contact person all on company letter head.

RN'S planning to coordinate the nurse aide training program must have one year of LTC experience included in their resume. The required hours of experience in LTC must be 1600 hrs.

## **CLASS INFORMATION:**

The classes are held at D & S Training Center. The cost of the class includes all materials needed. **SPACE IS LIMITED.**

## **HOW TO ENROLL:**

- Fill out the on line application at [www.dstrainingcenter.com](http://www.dstrainingcenter.com).
- Fill out the licensure verification form.
- After completing the online application you will receive an email with attachment paperwork that will need to be completed and emailed back to the Admissions and Curriculum Coordinator to complete the application process and be scheduled for the course.
- Attached required information on employer letterhead.
- Include a copy of resume.
- The modified training course requires a current copy of The Train The Trainer certificate.
- If the participant can not provide employer verification; a sworn affidavit will be accepted. The participant must be able to identify

## **REFUND AND CANCELLATION POLICY:**

Cancellations must be made at least 48 hours prior to the start of class to receive a full refund. **NO REUNDS WILL BE ISSUED AFTER THAT TIME FRAME.**

**Class Cost: \$ 500.00 Full Course**

**\$ 200.00 Modified Course**

## **STNA REFRESHER COURSE**

4 hour or 6 hour courses offered

### **ABOUT OUR PROGRAM:**

The refresher course is for those who have previously had STNA training within the previous 24 months or students currently in a nursing program.

- The lesson plans are based around each student's individual needs to successfully complete the State test. If you are a student that has taken the state test and needs to retake the written or skills test or both sections of the state test this refresher session will be a great benefit to help complete the state test, successfully. The course is based on each student's test results. The instructor will work one on one with the student in areas needed.
- Each 4 / 6 hour refresher session is personalized to the each student's specific needs.
- Students taking the written exam ( first time or retake) will be given a practice written exam based on the state exam in the refresher session. Students completing the written exam will be scored and the categories that are missed will be covered in the refresher for that student.
- Students taking the skill exam ( first time or retake) will have the skill task demonstrated. For student retaking the skills exam the skills task that were missed on the state exam will be demonstrated and practice's by the student. Other skills that students feel they may need to practice will also be offered.

### **ATTIRE:**

Scrubs must be worn for all classes and clinical experience. Supplies that are recommended include notebook, pens/ pencil.

To enroll go to [www.dstrainingcenter.com](http://www.dstrainingcenter.com) and fill out the on line application you will need to call the Admissions and Curriculum Coordinator to complete the application process and set up your training date and time.

Classes are held monthly as needed. Call the Admissions and Curriculum Coordinator for upcoming dates.

**CLASS COST:**

\$150.00 4 hour written refresher

\$150.00 4 hour skills refresher

\$225.00 6 hours written & skills refresher

## **AMERICAN HEART CPR HEALTH CARE PROVIDER & HEARTSAVER FIRST AID / CPR / AED TRAINING**

Basic Life Support training reinforces healthcare professionals' understanding of the importance of early CPR and defibrillation, basic steps of performing CPR, relieving choking, using an AED and the role of each link in the Chain of Survival.

Heart saver First Aid CPR AED is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives.

Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use.

This course is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements.

- Key changes reflecting the new science from the *2010 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care*
  - First aid basics
  - Medical emergencies
  - Injury emergencies
  - Environmental emergencies
  - Adult CPR and AED use
  - Optional modules in child CPR and AED use and infant CPR
- Optional written test

### **WHO CAN YOU SAVE WITH CPR?**

The life you save with CPR is mostly likely to be a loved one.

- Four out of five cardiac arrests happen at home.
- Statistically speaking, if called on to administer CPR in an emergency, the life you save is likely to be someone at home: a child, a spouse, a parent or a friend.

## **WHY TAKE ACTION?**

- Failure to act in a cardiac emergency can lead to unnecessary deaths.
- Effective bystander CPR provided immediately after sudden cardiac arrest can double or triple a victim's chance of survival, but only 32 percent of cardiac arrest victims get CPR from a bystander.
- Sadly, less than eight percent of people who suffer cardiac arrest outside the hospital survive.
- The American Heart Association trains more than 12

Upon successful completion of this course, students receive an American Heart Association Heart saver First Aid CPR AED Course Completion Card that is valid for two years.

During the course, an AHA Instructor conducts video-based lessons and works with students to complete their first aid, CPR and AED skills practice and testing.

**CLASS COST \$ 54.00 NEW**  
**\$ 30.00 REFRESHER / RENEW**

## **ATTIRE:**

Scrubs must be worn for all classes and clinical experience. Supplies that are recommended include notebook,

## **HOME HEALTHAIDE / DIRECT SERVICE WORKER CLASS**

The STNA / Home Health Aide program is an exciting opportunity. STNA / Home Health Aide is a trained professional who provides non-medical health services to clients of all ages, support to meet physical, emotional and social needs. STNA / Home Health Aide primary tasks include personal care and assistance with Activities of Daily Living.

### **CLASS INFO:**

Class times vary depending on: class size and availability. You will be given more direct dates and times on the first day of class. This is a 3 week training course.

### **WHAT HAPPENS AFTER**

Upon completion of the STNA / Home Health Aide Training you will be able to safely demonstrate activities of daily living in long term care facility and in residents home. And be eligible to sit for the State Nurse Aide Exam.

### **AS A STNA / HOME HEALTH AIDE YOU WILL:**

Be responsible for assisting clients with activities of daily living and other tasks that enable the individual to remain in his/her own home and provide social and emotional well being for their clients.

Provide supportive services, such as assistance with personal care, toileting, meal preparation, feeding, laundry and maintaining a clean environment for clients in the home setting.

### **ATTIRE**

Scrubs must be worn for all classes and clinical experience. Supplies that are recommended include notebook, pens/ pencil.



## **ATTENDANCE POLICY:**

Attendance is 100% required . You can not miss any class or clinical time. If there is an emergency you must contact your instructor about making up the time missed . You are to call D & S Training Center immediately if you are going to be absent.

## **CLASS INFORMATION:**

Class times vary depending on: class size and availability. You will be given specific dates and times on your first day of class.

## **REGISTRATION:**

To register for class go to [www.dstrainingcenter.com](http://www.dstrainingcenter.com) and fill out the online. Call our Admissions and Curriculum Coordinator to complete the application process.

## **REGISTRATION REQUIREMENTS:**

All students must have a 1 step TB test (Mantoux test) no older than thirty (30) days old. In order to attend our class and clinical hours, the results are required by the first day of class.

**CLASS COST:** \$500.00  
**STATE TEST:** \$100.00

## **MEDICAL TERMINOLOGY TRAINING**

“**Medical terminology** is [language](#) that is used to accurately describe the [human body](#) and associated components, conditions, processes and procedures in a science-based manner. It is to be used in the medical and nursing fields. This systematic approach to word building and term comprehension is based on the concept of: (1) [word roots](#), (2) [prefixes](#), and (3) [suffixes](#). The ‘rootword’ is a term derived from a source language such as [Greek](#) or [Latin](#) and usually describes a body part. The **prefix** can be added in front of the term to modify the word root by giving additional information about the location of an organ, the number of parts, or time involved. **Suffixes** are attached to the end of a word root to add meaning such as condition, disease process or procedure.

Decoding the medical term is an important process. Once experience is gained in the process of forming and decoding medical terminology, the process becomes easier. One approach involves breaking down the word by evaluating the meaning of the suffix first, then prefix, and finally the word root. This will generally produce a good result for the experienced health care professional. When in doubt, the result should be verified by a medical terminology dictionary. The process of learning any new language, such as medical terminology, is facilitated by learning basic rules.”

### **HOW TO ENROLL:**

- Fill out the on line application at [www.dstrainingcenter.com](http://www.dstrainingcenter.com)
- After completing the online application you will need to call the Admissions and Curriculum Coordinator to complete the application process and be scheduled for the course.

### **REFUND AND CANCELLATION POLICY:**

Cancellations must be made at least 48 hours prior to the start of class to receive a full refund. NO REUNDS WILL BE ISSUED AFTER THAT TIME FRAME.

### **ATTIRE:**

Scrubs must be worn for all classes and clinical experience.  
Supplies that are recommended include notebook, pens/ pencil.

**CLASS COST: \$100.00 ( 1 week course)**

## **DINING ASSISTANT COURSE:**

Dining Assistants are paid to provide feeding assistance to residents in Ohio Long Term Care Facilities (LTCF's). Training consists of: Feeding techniques; assistance with feeding and hydration, including the use of assistive devices; communication and interpersonal skills; appropriate responses to resident behavior; safety and emergency procedures, including the abdominal thrust; infection control; residents rights; recognizing changes in residents that are consistent with their normal behavior and the importance of reporting those changes to the supervisory nurse; special diets; documentation of type and amount of food intake; and meal observation and actual feeding assistance to a resident. Upon completion of the training, DA's are able to: 1. Form a relationship, communicate and interact competently on a one-to-one basis with long term care facility residents; 2. Demonstrate sensitivity to the residents' physical, emotional, social and mental health needs through trained, directed interactions; 3. Assist residents in attaining and maintaining functional independence; 4. Exhibit behavior in support and promotion of residents' rights.

*This 2-day, 10-hour RN taught class includes 9 classroom hours and 1 clinical hour completed at a LTCF clinical site.*

Trainees completing the program receive a certificate with the Ohio Department of Health seal on it and can utilize the certificate in any LTCF who utilizes Dining Assistants throughout the State of Ohio. This certification is also an excellent addition to the trainee's resume.

## **ATTIRE**

Scrubs must be worn for all classes and clinical experience. Supplies that are recommended include notebook, pens/ pencil.

**CLASS COST:** \$65.00

## **BABYSITTING– CHILD SAFETY CLASS**

Students must be at least 11 years of age. Typical age of baby sitting class students 11-15 years of age.

Caring for someone else's child is the way thousands of stay at home moms, retired grandmothers, empty nesters and young teens making a living, yet many people who watch other people children aren't trained in the basic first aid and emergency care.

Parents need too know that the babysitter, no matter what the age, is prepared for any emergency that might arise in their absence. This 5 hour course will offer trainees the necessary classroom learning experiences to be well equipped to provide excellent care and CPR for child or infant.

This course will help the babysitter get better understanding of what to do in case an emergency would arise.

**CLASS COST:** \$65.00

## **PHLEBOTOMY TRAINING**

In 4 weeks you can earn your Phlebotomy Technician certificate and be ready to work in the medical field as a phlebotomist. A Phlebotomy Technician is an integral member of the medical laboratory team whose primary function is the collection of blood samples from patients. As a Phlebotomy Technician, you may perform some or all of the following tasks:

- Perform basic phlebotomy procedures
- Analyze information and make appropriate recommendations
- Evaluate patients for ability to withstand venipuncture procedures
- Explain procedures and answer patients questions
- Perform basic point of care testing
- Prepare blood, urine, and other body fluid specimens for testing

All of our phlebotomy training classes are comprehensive and emphasizes a “hands on” method—each student will draw blood several times in each class. These draws will be performed with supervision on other class or family members. Our instructors will guide student as they learn a variety of phlebotomy techniques. In addition, you will learn the “tricks of the trade” that will help with special patients and different draws.

Our Phlebotomy Program provides the student with skills type of and training in order to succeed as a phlebotomist. This course contains 3 weeks of lecture discussion and practical instruction. Please contact our Admissions and Curriculum Coordinator if you have any more questions about the course requirements or time commitments.

Our instructor will guide the student as they learn a variety of types of blood drawing techniques, safety standards, basic anatomy and physiology and other areas such as:

- HIPPA and Patient’s Rights
- Universal Precautions and Safety
- Venipuncture and Vacutainers, Butterflies and Syringes
- Finger and Heel Sticks
- Blood and Blood Components
- Medical Laboratory Terminology

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- Test Tubes Additives and Order of draw
- Professionalism
- Special Procedures—Bleeding Times, Blood Cultures, Glucose Tolerance Testing.
- Difficult Draws
- Tricks of Trade

The 4 week course includes 1 week of medical terminology and three weeks of phlebotomy certification through the National Health Career Association as a Certified Phlebotomy Technician makes our graduates the most competitive in the field.

### **ATTIRE:**

Scrubs must be worn for all training classes and clinical hours. Supplies that are recommended include a notebook , pens/ pencils and high lighters.

### **PHLEBOTOMY PROGRAM ADMISSIONS REQUIREMENTS:**

- 18 Years of Age or Older
- High School Diploma, GED or International High School Diploma Equivalency
- Government issued signed, non– expired, photo ID
- Show proof of a 1 step Mantoux tuberculin test (TB) within 12 months of the start of the training course.

**CLASS COST:** \$775.00

**STATE TEST COST:** \$ 105.00







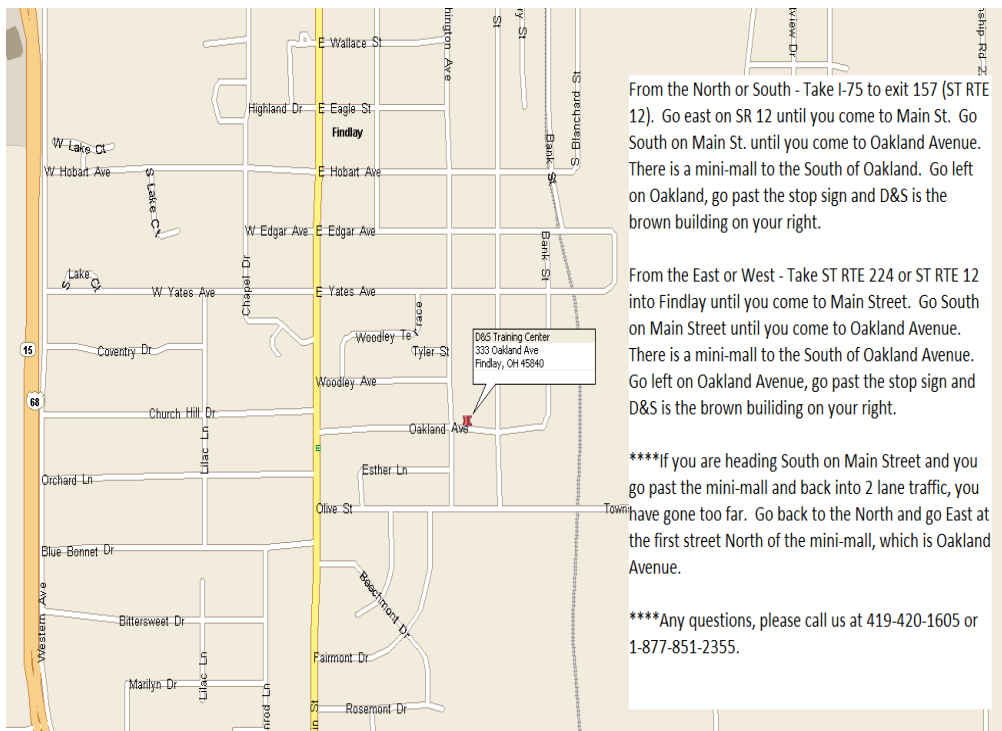


## D & S TRAINING CENTER IS LOCATED:

333 OAKLAND AVENUE FINDLAY,  
OHIO 45840

419-422-3858 Phone

419-422-7395 Fax



**D & S TRAINING CENTER  
TRAINING HANDBOOK  
VERSION 1**

**CONTACT US....**

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FINDLAY, OHIO 45840**

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**WEBSITE:**

**[www.dstrainingcenter.com](http://www.dstrainingcenter.com)**

