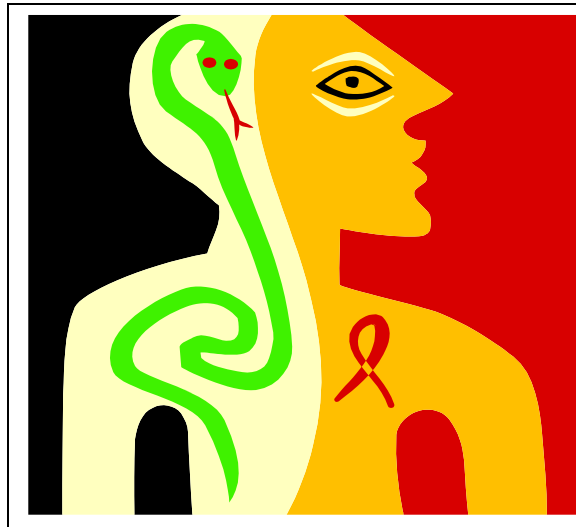


ELIM OUTREACH TRAINING CENTER

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MENTAL HEALTH WORKER/PSYCHIATRIC AIDE

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REVISED 7/2015

STUDENT CATALOG/HANDBOOK



MENTAL HEALTH WORKER/PSYCHIATRIC AIDE

AT THE TIME OF PUBLICATION, ALL MATERIAL ENCLOSED HEREIN IS CURRENT, TRUE, AND CORRECT AND REPRESENTS POLICIES OF ELIM OUTREACH TRAINING CENTER, INC. ALL CURRICULA OFFERED ARE AIMED FOR THOSE WHO DESIRE TO ENTER INTO THE ALLIED HEALTH CAREER OR THOSE WHO DESIRE A CAREER CHANGE.

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THE MENTAL HEALTH WORKER/ PSYCHIATRIC AIDE PROGRAM

CRIMINAL BACKGROUND CHECK

A criminal background check is needed before you start the program. The cost is not included in the tuition fee. Results of this background check will be sent to you. If the results are listed “pending” you may continue in the class. If after a more extensive investigation, the results show evidence of one or more criminal behaviors which prohibits employment in a health care facility; you will be advised in writing of what recourse you will have, until the conclusion of the extensive investigation and possible hearing is held.

PHYSICAL EXAM

Students must fill out a physical exam form. Forms can be obtained from ELIM’s office or see your instructor. Physicals are due the first week of class or before you attend your first clinical.

The physical includes a TB (Mantoux) or chest X-Ray taken within the last six (6) months. Also, a Hepatitis series is recommended. If you decline to take the hepatitis series, you must sign a waiver. Failure to submit this information in a timely manner will result in a clinical absence until the information is returned to ELIM.

When a student has an illness or injury that would not meet the minimum physical requirement, he or she must bring this to the attention of the instructor immediately. It will be necessary to obtain a written doctor’s statement, noting there are no limitations or restrictions to participate in both the classroom and clinical components of the course.

Also, when a student is pregnant, this information must be provided to the instructor immediately. A doctor’s statement must be obtained that states, the student is able to participate without restrictions in both the classroom and clinical components of the course.

MENTAL HEALTH WORKER/PSYCHIATRIC AIDE REQUIREMENTS

Prerequisites.

1. High school diploma or equivalent
2. Physical ability to lift and move 50–80 pounds
3. Fine motor coordination (good manual dexterity and hand/eye coordination)
4. Good visual acuity to distinguish color
5. Able to hear at normal levels
6. Ability to stand for extended periods of time
7. Must communicate effectively, both verbally and nonverbally
8. The student must display flexibility, accept and integrate constructive criticism in the classroom and clinical settings
9. Criminal background check
10. Current physical exam
11. Tuberculosis (TB) skin test Mantoux or chest X-Ray
12. Hepatitis series

Student must complete.

1. 108 hours of theory/classroom laboratory
2. 32 hours of clinical (externship) days to be assign by your instructor.
3. Pass the course with a “C” or better
4. 100% clinical attendance required.

MENTAL HEALTH WORKER/ PSYCHIATRIC AIDE SYLLABUS

DESCRIPTION:

Certification as a Mental Health Worker, Psychiatric Aide (MHW/PA 100) helps care for mentally ill, disable, or sick people who are confined to hospitals, mental facilities, and residential care facilities.

The course provides intense training in both theory and clinical applications for the mental health worker, psychiatric aide in a professional clinical setting. Students will learn basic lifesaving methods, including CPR/First Aid and the Heimlich maneuver. Also, they will learn how to assist patients with mental disorders with dressing, eating, escorting clients to and from wards or clinics. They will assist the nurse with patient care, taking vital signs and other assigned duties.

The duration of the program is 11 weeks, including 108 hours of theory and 32 hours of clinical. There is no State or National exam with this course of instruction.

COURSE / CLINICAL OBJECTIVE:

Graduates of this program shall.

1. Have a basic knowledge of normal and abnormal growth and development
2. Demonstrate a basic foundation in medical terminology related to mental health
3. Have the required knowledge and skills to assist the patient with bathing, oral hygiene, nutrition, ROM, and vital signs
4. Have knowledge of various types of chemical dependency drugs
5. Demonstrate a basic knowledge of common psychiatric disorders and various types of anxiety
6. Demonstrate knowledge and skills in assisting with mental challenged clients and other developmental anomalies.
7. Communicate appropriately with patients, staff and family members
8. Have a basic knowledge of techniques used for the care and treatment of Alzheimer's and Dementia clients.
9. Have the knowledge of patient's rights and confidentiality laws
10. Have an understanding of assault and other unsafe behaviors
11. States several techniques used to develop trust with patients
12. Demonstrate knowledge of developmental disorders affecting children and adults

MENTAL HEALTH WORKER/PSYCHIATRIC AIDE TUITION

Course Description:

The Mental Health worker works closely with patients, talking with them, encouraging their participation in games and other recreational activities and generally giving them the understanding and kindness that are so important to their progress toward recovery. Also, they care for the mentally ill, disable, or sick people confined to hospitals, mental facility and residential care facilities.

The program provides intense training in both theory and the practical application for the mental health worker/psychiatric aide in a clinical setting. Students will learn basic lifesaving methods (CPR), and how to restrain clients, help with bathing, dressing, eating, escort to and from wards or clinics and assist the nurse with vital signs.

COST:	Tuition/Registration	\$750.00
	Book	\$125.00
	Lab Fee	\$70.00
		\$945.00

Others:	\$182.00	
1.	Stethoscope	\$17.00
2.	Uniform	\$25.00
3.	Shoes	\$25.00
4.	Watch	\$20.00
5.	Criminal Background	\$35.00
6.	CPR	\$60.00

TOTAL COST: \$1127.00

Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of financial charges if applicable. ELIM does not charge finance charges. A late fee (10%) will be added to all late payments.

Methods of Payment: Money Order or Cashier's Check, SORRY, WE DO NOT ACCEPT CASH OR PERSONAL CHECKS.

Please see your contract regarding registration fee and amount due on the first day of class (book(s) will be issued with first payment. Also, a criminal background check must be initiated within the first five (5) days of enrollment. Details will be given out on the first day of class

Supplies may be purchased from ELIM or you may purchase uniforms and other supplies at: Wal-Mart, Work N Gear, and Life Uniform. Please consult the yellow book for a location near you.

MENTAL HEALTH WORKER/ PSYCHIATRIC AIDE COURSE MATERIAL

TEXBOOK INFORMATION:

The Mental Health Worker. Psychiatric Aide

Clinical Allied Healthcare Series

by Beverly Marshburn, RNC, BS

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Book Information

Subject matter in this book characterizes the areas of basic knowledge the student will need to perform well as a mental health worker. Unit objectives, key terms and student enrichment activities are included to aid the student to successfully master the course.

MENTAL HEALTH WORKER: PSYCHIATRIC AIDE

COURSE OUTLINE

Orientation

- A. Introduction to course
- B. Programs policies and procedures

- Unit 1. Introduction to Mental Health
- A. History of Mental Healthcare
 - B. Mental Healthcare Today
 - C. Mental Healthcare Workers
 - D. Qualification of the Mental Health Worker

Objectives.

At the end of this unit the student shall be able to.

1. Define and correctly spell important related words
2. Discuss important outlook toward mental illness past and present.
3. State 2-3 names of those who contributed to psychiatric treatment.
4. List five distinctiveness of the mental health worker.

Unit 2. Normal Growth and Development

- A. Erickson's Eight Stages of Development.

Objectives.

At the end of this unit the student shall be able to.

1. Define and correctly spell important related words.
2. Talk about normal growth and development
3. Discuss the key personality of each stage of development.
4. List the eight stages of development.

Unit 3. Anxiety

- A. Introduction
- B. Coping Mechanisms
- C. Stress Rating Scale
- D. Types of Anxiety
- E. Treatment for anxiety

Objectives.

At the end of this unit the student shall be able to.

1. Define important terms

2. State the types of anxiety and the treatment
3. List the short and long term coping methods for anxiety

Unit 4. Trust and Communication

- A. Introduction
- B. How to gain trust
- C. Communication
- D. Types of communication
- E. Conflict resolution

Objectives.

At the end of this unit the student shall be able to.

1. Understand key terms
2. Define trust and ways of gaining trust
3. State effective ways to communicate
4. How to resolve conflict

Unit 5. Safety in the Workplace

- A. Effective hand washing technique
- B. Standard Precaution
- C. Body Mechanics
- D. Fire Safety
- E. Cardiopulmonary Resuscitation (CPR)
- F. Patient Elopement
- G. Patient electric appliances
- H. Contraband
- I. Body checks
- J. Activity Safety

Objectives.

At the end of this unit the student shall be able to.

1. Explain the importance of hand washing
2. Know Standard Precaution
3. Define Body mechanic and give examples
4. Give procedures to take when a fire occurs
5. Illustrate and execute a body check
6. Illustrate and execute a room check
7. State safe activities for the patient

Unit 6. Patient Care

- A. Personal hygiene
- B. ADL's
- C. Vitals Signs (temperature, pulse, respirations, blood pressure)
- D. Neurological check
- E. Height and Weight
- F. Documentation
- G. Classes of Medication

Objectives.

At the end of this unit the student shall be able to.

1. State the importance of personal hygiene
2. Know the normal and abnormal vital signs
3. Execute a neurological check
4. Take an accurate height and weight
5. Know the common psychiatric medications and their side effects
6. State the steps to take for a patient who complains of ill health

Unit 7. Chemical Dependency

- A. Introduction
- B. Alcohol
- C. Drugs
- D. Amphetamines
- E. Cannabis
- F. Cocaine
- G. Hallucinogens
- H. Opiates and Opioids
- I. Phencyclidine (PCP)
- J. Sedatives/Hypnotics/Anxiolytics
- K. Organic Mental Syndromes Associated with Psychoactive Substances

Objectives.

At the end of this unit the student shall be able to.

1. Know the common types of drug dependence
2. Execute the operation of an intoximeter and state the legal limit
3. Execute the operation of a drug test kit
4. Know the sign and symptoms of withdrawal from different drugs
5. Discuss the treatment of drug dependence

Unit 8. Common Psychiatric Disorders

- A. Diagnostic and Procedural Manuals
- B. Ten Common Psychiatric Disorders
- C. Function of the mental health worker

Objectives.

At the end of this unit the student shall be able to.

1. Define important terms related to psychiatric disorders
2. Know common psychiatric disorders
3. State the function of the mental health worker related to psychiatric disorders
4. Know suicidal awareness, observation, and constant observation

Unit 9. Development Disorders Affecting Children and Adults

- A. Developmental Disorders and Treatments
- B. Conduct Disorders and Treatments
- C. Eating Disorders and Treatments
- D. Discipline of children and adults

Objective.

At the end of this unit the student shall be able to.

1. State at least four learning disability and treatments
2. Give the meaning for conduct disorder and treatment
3. State signs, symptoms and treatments for anorexia and bulimia

Unit 10. Alzheimer's disease and Other Dementias

- A. Introduction
- B. Signs and Symptoms of Dementia
- C. Alzheimer's Disease
- D. Stages of Alzheimer's
- E. Taking a Health History
- F. Treatment of Patients with Dementia
- G. Behaviors Problems
- H. Restraints
- I. The A B Cs of problem-solving
- J. Nutrition
- K. Sleep Disturbances
- L. Drug Treatments for Dementia
- M. Home Care for the Dementia Patient

Objective.

At the end of this unit the student shall be able to.

1. Define Alzheimer's
2. State signs, symptoms and treatment for dementia
3. Identify the different stages of Alzheimer's
4. Discuss the importance of a health history and its contents
5. Identify behavioral problems associated with dementia

Unit 11. Mental Retardation and Other Development Anomalies

- A. Mental Retardation and the History of Mental Retardation
- B. Causes of Mental Retardation
- C. Classifications of the Mentally Retarded
- D. Specific types of Retardation
- E. Developmental Anomalies
- F. General treatment for mental retardation
- G. Nutrition for the Mentally Retarded
- H. Behavioral Therapy
- I. Treatment for Self-Injurious Behavior

Objectives.

At the end of this unit the student shall be able to.

1. Know key terms
2. State the advantages and disadvantages of working with the mentally challenged
3. List several conditions that must be met for a person to be classified as mentally retarded by the DSM-IV
4. State the different types of mental retardation and their characteristics
5. List several methods of treatment and their effects on the mentally challenged

Unit 12. Assault and Other Unsafe Behaviors

- A. The Assault Cycle
- B. The Assault Phase
- C. Seclusion and/or Restraints
- D. Procedure for release from Restraints
- E. Injuries
- F. Legal Holds
- G. Temporary Conservator ship

Objectives.

At the end of this unit the student shall be able to.

1. Define key terms
2. State each stage of the assault cycle and phase
3. List the management of assault behavior
4. State the different legal holds

Unit 13. Documenting

- A. Introduction
- B. Guidelines for all types of Charting
- C. Types of Charting
- D. Common Phase and Words helpful in charting
- E. Admission Notes
- F. Discharge Notes
- G. Report and Staff Assignments
- H. Kardex
- I. Report sheet
- J. Forms
- K. Care Plans
- L. Nursing Assessments

Objectives.

At the end of this unit the student shall be able to.

1. Execute accurate charting and distinguish common chart forms
2. Write admission and discharge notes
3. Document military time
4. Explain and utilize the Kardex
5. Record appropriate information on report sheets
6. Employ nursing care plans

Unit 14. Patient's Right

- A. Introduction
- B. Patient's Rights
- C. Antipsychotic Medication
- D. Confidentiality
- E. Incident Reports

- F. Patient Levels
- G. Dealing with Families and Visitors

Objectives.

At the end of this unit the student shall be able to .

1. Define important terms
2. Know patient's rights
3. Discuss confidentiality
4. Give details on informed consent
5. Recognize and define an incident and how to use the appropriate form
6. Define patient levels

MENTAL HEALTH WORKER: PSYCHIATRIC AIDE UNIT HOURS

UNIT	HOURS
Unit 1. Mental Health Care: Past and Present	5
Unit 2. Normal Growth and Development	5
Unit 3. Anxiety	5
Unit 4. Trust and Communication	18
Unit 5. Safety in the Workplace	5
Unit 6. General Patient Care	15
Unit 7. Chemical Dependency	5
Unit 8. Common Psychiatric Disorders	10
Unit 9. Developmental Disorders Affecting Children and Adults	5
Unit 10. Alzheimer 's disease and Other Dementias	5
Unit 11. Mental Retardation and Other Developmental Anomalies	5
Unit 12. Assault and Other Unsafe Behaviors	10
Unit 13. Documenting Patient Status	10
Unit 14. Patients Right	5
Clinical Hours	32
Total Clock Hours	140

There are no prerequisites for each unit; however students must pass all assignments covered with an 80% or better.

MENTAL HEALTH WORKER: PSYCHIATRIC AIDE

COURSE SCHEDULE

WEEK	DATE	LESSON	ASSIGNMENT	TOPIC COVERED
		Orientation 1/2 day		Program Policy and Procedures Book Handout Student Catalog review
1		Lecture	Chapters 1, 2, 14	Mental Health Care Past and Present Normal Growth and Development Patients Right
2		Lecture	Chapters 3, 4	Anxiety/ Types and treatment Trust and communication Verbal and non-verbal communication
3		Test Lecture Video	Chapters 1, 2, 3, 4, 14 Chapters 5,6	Safety in the work place Hand washing/Body Mechanics CPR Body Check and General Patient Care Medications
4		Lecture	Chapters 7, 8	Chemical Dependency/Different Drugs Patient's Withdrawal Ten common Psychiatric Disorders
5		Test Video	Chapters 5, 6, 7, 8	Vitals and Patient Care Skills 7 Day
6		Lecture	Chapters 9, 10	Adults and Children Development Disorders\ Eating Disorders, General Discipline Alzheimer's / Dementias Midterm Review to cover Chapters 1-10
7		Midterm Exam	Chapters 1-10	Balance must be current to sit for the exam Midterm evaluations
8		Lecture Video	Chapters 11, 12	Mental Retardation/ Development Anomalies Nutrition and Behavior Therapy Assaultive and Unsafe Behavior The assault Cycle Seclusion and or Restraints and Procedure
9		Lecture	Chapter 13	Documenting Medical Abbreviations
10		Test	Chapters 11, 12, 13	Introduction to Clinical. All Students must have a physical exam on file. Students must be in full uniform as outline in the handbook. Final exam review
11		Final Exam	All Chapters	Due: End of chapters assignments Term papers
		Clinical s	Students must complete 32 hours of clinical. A certificate of completion will be issued for the class when all clinicals are completed.	Clinical days may change according to Clinical site availability. We will notify you with any changes. We will try to work with your schedule. You may select one to five days a week depending on site availability to do your clinical. If you work at a facility that has disable clients, you may complete your clinical there with the approval from the facility.
12			M T W T H F S	Clinical (please select days and give times)
13			M T W T H F S	Clinical (please select days and give times)
14			M T W T H F S	Clinical (please select days and give times)
15			M T W T H F S	Clinical (please select days and give times)
16			M T W T H F S	Clinical (please select days and give times)

Reports Information:

Written report on one adult Mental Disorder and one child Mental Disorder. Reports must be from at least three different

sources and must include the following:

Author(s)
Title
Publishers
Copyrights
Diagnosis
Treatment(s)

Plagiarism will not be tolerated and is grounds for dismissal from the program.

Grading Scale:

Final Exam	50%
Adult Report	25%
Child Report	25%

Please note: All clinicals are mandatory. If you miss a clinical you will receive an incomplete until the clinical is made up.

No cell phones are allowed in the classroom or in the clinical setting. If this policy is violated the student can be dismissed from the program.