

Nurse Aide Program

Student Policies

Please use this policy booklet for a quick reference and review. For further information, you may refer to the School Catalog or contact the school director.

ADMISSION:

For the Nurse Aide Program, all applicants are required to demonstrate a Fifth grade reading level and Seventh grade math on the T.S.B.E. test of Adult Basic Education. Must have the ability to communicate verbally with residents and nursing staff and possess the desire and ability to learn to provide personal care, feeding, bathing, dressing, and daily needs of the resident.

Students wishing to enter the Nurse Aide Program must pass a criminal background check (CHRI) **before** the first day of class. All applicants who have resided in Pennsylvania for **two full years** prior to enrollment must obtain the CHRI report from the Pennsylvania State Police. A **Pennsylvania Verification of Residency** form must be signed and dated prior to the first day of class. All applicants who lived in Pennsylvania **less than two years** must obtain a CHRI report from both the Pennsylvania State Police *and* the Federal Bureau of Investigation. An applicant's Pennsylvania CHRI report must be in compliance with the provisions of Act 14.

All students will be required to have a physical exam prior to the first day of class. The physical exam must state that the individual is **free of communicable disease**, is able to lift 40 pounds of weight, stand for extensive periods of time and have no other conditions which would affect the students' performance. It will also include a 2-step Tuberculosis skin test that is dated within a year of starting class. If the TB skin test is positive, a negative chest x-ray that is less than five years old must be submitted.

ATTENDANCE:

All students must complete the entire amount of approved program hours, including all classroom, laboratory and externship.

Students are required to attend all classes and **must make up all time missed** whether classroom, lab, or externship. Attendance will be documented on a daily basis and reflect the number of classroom/lab/externship hours as per the program calendar/syllabus.

A student must complete the instruction in the 5 content areas below before any resident contact. Therefore if you are late or absent on a day when the following is taught, you may not be able to continue the program and asked to re-enroll in a future class.

1. Communication and interpersonal skills
2. Infection Control
3. Safety/Emergency procedures, including abdominal thrust
4. Promotion of resident independence
5. Respecting residents rights

All exams must be taken on the day scheduled, unless other arrangements have been made with the instructor. If an exam is missed due to an emergency, the student must supply documentation such as a note from a funeral director, doctor, hospital, or court documents. In this situation, arrangement will be made for the test or exam to be made up the next school day.

******* It is the student’s responsibility to obtain all assignments and notes if they are absent, late or leave early.**

EARLY DISMISSAL/LATE ARRIVAL:

Students are expected to be on time and remain until the end of each class session. If an emergency situation necessitates and early dismissal or late arrival, you should inform the Instructor or Program Coordinator. Documentation for the absence or lateness should be given to your instructor.

LEVEL OF ACHIEVEMENT:

Upon program completion, students will be given a copy of their final grades, original performance checklist and a Certificate of Completion

To successfully complete the program, the student **MUST** fulfill the following requirements:

1. Theory: Maintain a 73% grade average on all tests and quizzes
2. Skills Lab: Satisfactorily demonstrate all of the required skills
3. Externship: Satisfactorily demonstrate all Performance Objectives and Professional Conduct
4. Attendance requirements must be met in accordance with the school’s attendance policy
5. All final obligations must be met in order to receive a diploma

REQUIREMENTS FOR LEVEL OF ACHIEVEMENT:

Theory/Lab./Externship

| <u>THEORY REQUIREMENT</u> | <u>LEVEL OF ACHIEVEMENT</u> | <u>PARAMETER</u> |
|--|---|--|
| Quizzes and Test | Must achieve 73% or higher on each quiz and test | Quiz and test average will comprise 100% of the final grade |
| <u>LAB REQUIREMENT</u> | <u>LEVEL OF ACHIEVEMENT</u> | <u>PARAMETER</u> |
| Procedure Evaluation Checklist will be completed | All procedures must be performed at a Satisfactory level | A Satisfactory level of achievement (“S”) is attained if no more than 2 non-critical steps are missed |
| | Each procedure will be evaluated as Satisfactory or Unsatisfactory Instructor will sign each satisfactorily performed procedure on the Procedure Checklist | Missing more than 2 non-critical steps will result in Unsatisfactory (“U”) Missing a critical step in a procedure will result in a failure of the procedure |
| <u>EXTERNSHIP</u> | <u>LEVEL OF ACHIEVEMENT</u> | <u>PARAMETER</u> |

| REQUIREMENT | | |
|--|--|--|
| Resident assignments will require the satisfactory demonstration of the performance objectives | <p>All Performance Objectives must be Satisfactorily demonstrated.</p> <p>The following areas must be satisfactorily demonstrated and evaluated on a daily basis:</p> <ol style="list-style-type: none"> 1. Infection Control 2. Resident Care 3. Safety 4. Communication 5. Resident rights 6. Professional Conduct | <p>An "S" or Satisfactory rating will be awarded when procedures are performed consistently as instructed in the class/lab with few to occasional reminders or with minor infractions</p> <p>A "U" or Unsatisfactory performance is defined as :</p> <ol style="list-style-type: none"> 1. Frequent or major infractions 2. Frequent cueing 3. Unsafe or incorrect demonstration 4. Violation of resident's rights |
| | Instructor will maintain anecdotal notes to support progress, incidents, and a satisfactory level of achievement | <p>A major infraction is defined as actual or the potential for actual harm, immediate jeopardy.</p> <p>A minor infraction is defined as no actual harm or with the potential for minimal harm.</p> |

If a student demonstrates unsatisfactory progress in any component of the nurse aide training program, the instructor may choose to provide counseling, remediation, issue a written warning, or dismiss the student from the program.

NONDISCRIMINATION POLICY:

Philadelphia Academy for Nurse Aide Training Inc. maintains a firm commitment to the idea of equal opportunity. We conduct all educational programs without discrimination as to age, color, national origin, sex, race, disability, marital status, ancestry, religion, or legally protected classification. In accordance with the state and federal laws, all aspects of participation in the Nurse Aide Training Programs are governed and administered solely on the basis of individual achievement and mastery of program competencies.

Inquiries regarding this nondiscrimination policy, contact the school/Program Coordinator.

PHYSICAL EXAM

All students will be required to have a physical exam performed prior to program admission. The physical exam must state they the individual is free of communicable disease, is able to lift 40 pounds of weight, stand for extensive periods of time and has no other conditions which would affect the student's performance. It will also include a 2-step Tuberculosis (PPD) skin test that is dated within a year of starting class. If the TB skin test is positive, a recent negative chest x-ray that is less than five years must be submitted. **The cost of the health exam/testing is the responsibility of the program applicant.**

STANDARDS OF CONDUCT:

Professional and safe behavior, as outlined in the **Philadelphia Academy Nurse Aide Training Inc.** school catalog, is expected of all nurse aide students. Violation of these standards of conduct may result in progressive disciplinary action, up to and including dismissal from the program.

Academic honesty is expected of nurse aide students. Dishonesty or cheating will not be tolerated.

No opened food or beverage containers of any kind are allowed in the classroom or the clinical areas.

Private conversation and using cell phones during class time is disruptive and is not permitted.

Dress code must be adhered to as stated in the dress code policy of the School Catalog.

All students must wear an identification badge at all times which clearly identifies you as a student or trainee until you satisfactorily complete the training program.

Any student involved in a physical or verbal altercation with another student or employee of **Philadelphia Academy For Nurse Aide Training Inc.**, will be subject to disciplinary action, up to and including possible termination from the program of study.

GRIEVANCE PROCEDURE:

If a student encounters any difficulty or has a problem, conflict, or concern, he or she is encouraged to discuss it with their Primary Instructor. If the problem or concern is not resolved after discussing it with the Primary Instructor and student within **three days**, the matter will be referred to the Program Coordinator for further consideration. Program Coordinator will review the documentation submitted by the primary instructor and student and schedule a meeting to disclose a resolution. The meeting will take place in **three days**. If the matter is still not resolved, it will be referred to the School Director for resolution. All decisions made by the School Director will be final, and all parties will be notified no more than **72 hours** from the time the grievance is referred to the School Director

TUITION REFUND:

Should the student's enrollment be terminated or should the student withdraw for any reason after the student begins class, program tuition shall be refunded on a pro-rated basis, in accordance with the School's refund policy as stated in the School Catalog and in the student's Enrollment Agreement.

An application fee is charged to each student. Fee for tuition and books which appear on the student's signed enrollment agreement are in effect during the length of the enrollment period stated. The cost for books and supplies, are included in the tuition. The tuition should be paid in full before class begins unless other financial arrangements are made and stated on the student's enrollment agreement.

Financial arrangements are made with the School Director and the applicant at the time the applicant enrolls for class.

The Pennsylvania State Examination test application fee is not included in the cost of tuition. Once a student has completed all academic and clinical requirements and graduate from the Nurse Aide Training Program, he or she is eligible to register for their state examination test. Once they pass their state examination test they are then placed on the Pennsylvania registry.

TUITION REIMBURSEMENT:

If a student personally incurs the tuition cost of the training program and successfully completes the nurse aide program, he or she will be given a Reimbursement Receipt. By law, only one **Original Reimbursement Receipt** will be given to each graduate

UTILIZATION OF TRAINEE POLICY

Nurse Aide trainees will not be utilized for any services that they have not been supervised or passed as competent by the instructor. Trainees will be supervised in the performance of resident care tasks which have been taught in class and lab for which the trainee has demonstrated competent performance.

Students may not replace staff or serve as a staff member at any given time while enrolled in the nurse aide training program.

PHILADELPHIA ACADEMY NURSE AIDE TRAINING INC.

NURSE AIDE PROGRAM POLICIES

PHILADELPHIA ACADEMY OF NURSE AIDE TRAINING INC.

1. Admission
2. Attendance
3. Level of Achievement (academic, skill demonstration, clinical)
4. Non-discrimination
5. Physical examination/health condition
6. Standards of Conduct
7. Students Grievance
8. Tuition/Refund
9. Utilization of Trainees

I have read the above policies that are necessary requirement for successful completion of the Nurse Aide Training Program. I was given the opportunity to ask questions about the policies and agree to the conditions present in the aforementioned policies.

Student Signature: _____

Print Student Name: _____

Start Date: _____

Instructor Signature: _____