



Nurse Aide Training Program

Student Handbook

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MISSION STATEMENT

The Rapha School utilizes a Christian Worldview to educate healthcare students to care holistically for individuals.

PHILOSOPHY

The philosophy of the Nurse Aide Training Program is congruent with the values from which the Rapha School are derived.

We believe that physically caring for others is a highly developed art that requires specialized judgment and skill based on knowledge and application of principles of biological, physical, and social sciences.

We believe the mission of the Nurse Aide Training Program is to provide its students with learning experiences that produce skills for employment thus enabling the student to enter the occupational field with competent entry level performance.

We believe the individual is an integrated whole, with physiological, psychological, emotional and spiritual components, in a constant state of change because of dynamic interrelationship among many variables. An individual is involved with intrapersonal, interpersonal, and community systems.

We believe health is relative, depending on the physiological, psychological, emotional, sociocultural and spiritual, and developmental state of the individual and illness is contingent on one's needs being met.

We believe that individuals who pursue becoming a Nurse Aide have the desire to care for those who cannot help themselves and provide for their basic needs. We believe that means caring for the total human being by meeting the individual's physiological, psychological, emotional and spiritual needs. We believe that caring for others also encompasses being sensitive to the needs of the individual's family or significant others.

We believe that Nurse Aides are an integral part of the multidisciplinary health care team performing selected actions under the direction of a licensed nurse, physician, or dentist which do not require the specialized skill, judgment and knowledge required in licensed nursing. We believe that the opportunity to prepare for Nurse Aide should be available to any individual regardless of age, race, sex, religion, creed, state of health, or national origin.

We believe learning is developed through experience, practice, and insights. Critical thinking, reasoning, problem-solving/decision-making skills, and competency in new skills are all phases of the learning process. Guided by the Faculty, through selected planned experiences based on objectives that proceed from the simple to the more complex, the learner should be self-motivated to use this active process of learning in order to gain the knowledge and skill required to perform the activities of a Nurse Aide safely and competently. This process provides the opportunity for realistic practice with ongoing feedback, critique and evaluation. Emphasis is placed on self evaluation and recognition by the student of the need for continuing education and self improvement.

We believe education is a dynamic process which should provide learning experiences that will enable students to develop knowledge of biological and social sciences, and problem-solving/ decision-making skills to promote the health of all individuals.

We believe the student should be prepared to utilize the nursing process in order to deliver effective care appropriate to the Nurse Aide role as part of the multidisciplinary health care team to benefit the community where they practice.

We believe education is a life-long process and encourage each individual student to continue development of learned knowledge and skills after completion of the program, through planned educational programs and membership in professional organizations.

We believe the Nurse Aide Training Program should be systematically reviewed and evaluated on a continual basis in order to meet the stated program objectives.

PROGRAM OBJECTIVES

The program is planned for the graduate of the Rapha School Nurse Aide Training Program to:

1. Accept the client as a member of society with individual needs that develop from interaction with the community and the environment.
2. Utilize the steps of the nursing process in the delivery of individualized personal care for clients in a variety of health care settings.
3. Assist with interventions that provide for client participation in health promotion, maintenance, and restoration.
4. Identify community resources available to assist with interventions for clients.
5. Utilize appropriate communication techniques to facilitate therapeutic interpersonal relationships.
6. Practice Nurse Aide skills within the ethical/legal guidelines established.
7. Utilize a Christian Worldview when delivering care to individuals.
8. Identify learning as a life-long process.
9. Evaluate the need for ongoing personal and professional growth.
10. Utilize critical thinking as the problem-solving method for delivery of care.

CONCEPTUAL FRAMEWORK

Our curriculum has as its conceptual framework, the premise that man has dignity and worth with physical, ethnic, emotional, spiritual and sociocultural needs. These needs, which change in priority as people pass through the life span, must be fulfilled in order to achieve and maintain an optimal level of well-being.

The Nurse Aide must assist the client in attaining his/her maximum level of health. The Faculty uses basic needs, basic and advanced care and the nursing process as interdependent concepts that provide direction and structure to the program of learning as a means to assist the student to focus on the health of his/her client.

The Nurse Aide must recognize the client as an individual with a unique personality pattern and personal problems. Through effective communication and mutual interaction with the client and his/her family, the aide contributes to the prevention of illness as well as maintenance/restoration of the client's health.

The nursing process, an approach to problem solving, is used as a tool to organize and implement care as a method to assist the client with meeting needs. The aide must develop certain behaviors which are elements of the nursing process and include: assessment, planning, implementing, and evaluation. These behaviors are necessary so that the aide's efforts will be more effective and the client will receive quality care.

In educating the aide, the curriculum is designed to progress from the basic to the more complex. The learning process is enhanced as the student moves from the attainment of simple to more complex knowledge and from the performance of the simple to more complex care skills. Guided by the Faculty through selected planned experiences, the student should be self-motivated to use the active process of learning to gain knowledge and skills. Critical thinking is taught throughout the course as a method for problem-solving in care situations.

The graduate Nurse Aide shall function within the legal framework of the state where he/she is employed. The aide should recognize the importance of continuing education and active participation as a health care team member in order to be knowledgeable about current issues and trends in nursing practice.

PURPOSE OF PROGRAM

In support of the philosophy and objectives of The Rapha School LLC the Nurse Aide Training Program provides quality education and training utilizing a Christian Worldview. The program prepares individuals, including the unemployed and economically disadvantaged, for entry into an occupation. This occupation, namely Nurse Aide or Nursing Assistant, provides the student with an opportunity for self-improvement, while at the same time offering the community well trained, educated home health and personal care home aides to help, in part, fulfill the ever present need of qualified personnel in the health care profession. This course will provide the student with an understanding of how to provide basic personal care skills to individuals in the home and extended care environment. A Christian Worldview encompassing the values of humility, honesty, perseverance, integrity, compassion, love, and patience will be utilized in teaching the student basic skills in safety, infection control, nutrition, first aid, and personal care skills for individuals across the age continuum.

DESCRIPTION OF THE RAPHA SCHOOL

The Rapha School is located at 17 Griffith Drive in Home, Pennsylvania. It is situated near Route 119, a busy highway between Punxsutawney and Indiana. There are 2400 square feet of space at the school that includes an administrative office, a classroom, and a skills lab and student lounge. There is a large parking lot and parking is free. The facility includes three bathrooms and three exits.

DESCRIPTION OF THE PROGRAM

The Rapha School Nurse Aide Training Program is a formal one hundred and twenty (120) hour program approved by the Pennsylvania Board of Private Licensed Schools. The Program is designed for individuals who hold a high school diploma or GED.

Final acceptance or rejection of an applicant to the program is based upon the preparation and fitness of the prospective student and will not discriminate on the basis of race, color, creed, religion, sex, age, marital status, veteran's status, national origin, or handicap.

Included in the program are 120 hours of classroom and clinical training for each student. 48.5 hours are supervised clinical experience, while 43 hours are related classroom theory and 28.5 hours are lab practice.

Students who successfully fulfill all objectives of the program and meet course requirements, receive a diploma of completion from the Rapha School. Students are eligible to write register as a nurse aide in the Commonwealth of Pennsylvania.

COURSES IN THE PROGRAM

COURSE 100

This course will provide the student with an understanding of how to provide basic personal care skills to individuals in the long-term care environment. A Christian Worldview encompassing the values of integrity, honesty, humility, perseverance, patience, love and compassion will be utilized in teaching the student basic skills in safety, infection control, nutrition, first aid and personal care skills for individuals across the age continuum.

The total length of the course is 71.5 hours and includes theory and skills lab.

COURSE 200

This course will provide the student with the opportunity to provide care to adult clients in a skilled nursing home. A Christian Worldview encompassing the values of integrity, honesty, humility, perseverance, patience, love and compassion will be utilized in teaching the student the application of basic skills in safety, infection control, nutrition, first aid, and personal care skills. The skills workbook will be used to gauge student progress.

Course 200 is a 48.5 hour clinical course completed at either Bean Ridge or Indian Haven skilled nursing facilities, both located in Indiana PA.

ADMISSION REQUIREMENTS & PROCEDURES

Individuals who meet admission requirements will be considered for acceptance into the Nurse Aide Training Program.

Entrance requirements for the program are: meet the physical requirements with reasonable accommodations as listed on the physical form, possess the desire to work with those requiring assistance due to accident or debilitating illness, be able to work legally in the country, and not currently barred from employment by the nurse aide registry.

Applicants residing in the Commonwealth for the last two years will complete and submit a Pennsylvania State Police – Criminal History Record Information report before the first day of class. A resident of the Commonwealth for less than two full years, prior to the date of application, must complete and submit a Pennsylvania CHRI and an FBI Report before the first day of class. The organization is responsible for the costs associated with the PA CHRI and FBI reports.

An applicant's Pennsylvania CHRI report and FBI report (if needed) must be in compliance with the provisions of Act 14.

Physical Examination/Health Condition

Each person must undergo a physical examination and two-step mantoux test prior to the start of classes.

Physical exam is required and must include:

Evidence that the applicant is free of communicable disease

Documentation of a negative 2-step Mantoux (PPD) that is dated within a year of starting class. If a PPD is documented as positive, then a negative chest x-ray, that is less than five years old, must be submitted.

Any student experiencing a change in their medical or physical condition must submit documentation of a physician's approval to participate in the NATCEP.

Applicants:

Must have the ability to communicate verbally and/or in writing with residents and nursing staff,

Possess the desire and ability to learn to provide personal care: feeding, bathing, dressing and toileting the client.

Willingness to work as a team member under the direction of the nurse in charge,

Be committed to the principle of providing abuse-free care to ensure quality of life for the

Resident,

Provide positive references,

Applicant must be responsible and motivated to attend every day of the nurse aide program,

Must be 18 years of age,

Must have full use of hands, ability to stand for extensive periods, bend, pull, push and lift a minimum of 40 pounds without restriction.

OBJECTIVES OF THE CURRICULUM

A correlation of classroom theory and selected learning experiences in a community health setting is provided.

At the end of the program the student will be able to:

1. Describe the relationship of the steps of the nursing process to the provision of care to the client.
2. Utilize critical thinking to deliver skills effectively to clients with simple nursing needs.
3. Perform basic personal care skills procedures safely and accurately.
4. Describe the Nurse Aide's legal role as a member of the Health Care Team.
5. Discuss the ethical responsibilities of practice,.
6. Utilize therapeutic communication skills to facilitate interpersonal relationships.
7. Apply acquired body structure and function knowledge to implementation of personal care.
8. Document significant information relating to the client's condition with guidance.
9. Utilize infection control measures correctly.
10. Describe the relationship of optimal nutrition to health.
11. Perform nursing care skills procedures safely and competently.
12. Demonstrate knowledge of the ethical-legal responsibilities of practice.

13. Interact in a facilitative, purposeful manner with clients, families and health care members.
14. Assume responsibility for personal and professional growth.

Attendance and Evaluation of Students and Program

In order to ensure the quality of the NATP it is imperative that each student attends all of the scheduled classes. Students who miss a class due to an excused absence may make up the class after making arrangements with the class primary instructor. Excused absences include but are not limited to illness or family emergency. The primary instructor and/or the administrator will evaluate any absence on a case by case basis. Should the student miss more than two classes, they may be dropped from the training program. Should a class be canceled due to the instructor's absence, the class schedule will be adjusted to make up the missed class.

The student, except in the case of extreme emergency, must report they will be absent not less than two (2) hours prior to the scheduled class. The phone number of The Rapha School is (724) 397-2365. The student must call off themselves. The school or instructor may provide an alternative contact number at his/her discretion. Additionally, students must arrive for classes in a timely manner. Should the student experience an emergency that will delay timely arrival the student must contact the School immediately.

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

In compliance with Regulation Section 483.152 of OBRA and Section three of Act 14,

a student must complete a minimum of 16 hours in instruction in the five content areas listed below before any resident contact. Therefore, if you are tardy or absent on a day when the following content is taught, you may be asked to re-enroll in a future class. The administration will determine if you will be permitted to attend a future class.

Content areas are as follows:

1. Communication and interpersonal skills
2. Infection control
3. Safety/emergency procedures, including abdominal thrust
4. Promotion of client's independence
5. Respecting client's rights

Attendance will be documented on a daily basis and reflect the number of classroom, lab and clinical hours, class for class, lab for lab, and clinical for clinical time.

Any class or clinical time that is missed MUST be made up prior to the end of the current class schedule. The student must complete all the approved program hours, class for class, lab for lab, and clinical for clinical time.

Any excused absence related to a potential contagious disease will require a physician's statement permitting the student to return to class, i.e., pink eye.

Absence from class without the School's authorization will result in immediate termination from the program.

Attendance is validated by the use of a designated clock. You should be in your seat and ready to begin class by “set time” and timely return after a break or lunch. Failure to return at “set time” is considered a tardy.

The first offense of tardiness will receive a verbal warning, the second offense will receive a written warning and the third offense could result in termination.

Students will sign a daily attendance sheet.

Students will be given a copy of their final grades, performance checklist and a certificate of completion.

Level of Achievement (academic, skill demonstration and clinical)

To successfully complete the program, the student must fulfill the following requirements:

Theory: maintain an acceptable percent average rate (cumulative), including quizzes, midterm and final exams (see table below).

Skills Lab: Satisfactorily demonstrates all of the required skills. (passes all required skills per evaluation checklists.

Clinical: Satisfactorily demonstrates the performance objectives and professional conduct. (Per clinical evaluation)

Parameters for the Theory Level of Achievement

Requirement	Level of Achievement	Parameters
6 Quizzes	Must achieve an 80 percent or higher on each quiz.	Quiz average will comprise 50 percent of the final theory grade. #correct/#possible
1 Midterm Exam	Must achieve an 80 percent or higher on the midterm.	Midterm exam will account for 25 percent of the final theory grade. #correct/#possible
1 Final Exam	Must achieve an 80 percent or higher on the final.	Final exam will account for 25 percent of the final theory grade. #correct/#possible

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If a student scores less than the specified pass rate, a second attempt will be permitted.

Quizzes and exams will be made available on audiocassette as needed. Students must request, in advance, to take the quiz or exam using a tape recorder.

No dictionary or other resource material will be permitted during the quiz/exam.

If a student is absent on the day of a quiz/exam, they will be required to take the quiz/exam on the day they return to class.

Parameters for the Lab Level of Achievement

Requirement	Level of Achievement	Parameters
All procedure evaluation checklists will be completed	All procedures must be performed at a satisfactory level	Satisfactory level of achievement is attained if no more than 2 noncritical steps are missed
Each procedure must be satisfactorily demonstrated <u>before</u> it is performed on a resident	Each procedure will be evaluated as satisfactory or unsatisfactory Instructor will sign each satisfactorily performed on the procedure checklist	Missing more than 2 noncritical steps equates to an unsatisfactory level of achievement Missing a critical step will result in a failure of the procedure

After satisfactory demonstration of a procedure, the instructor will sign each procedure evaluation checklist

Student will be given two opportunities to achieve a satisfactory rating on each procedure

The instructor will provide additional lab time for students to practice as needed

Parameters for the Clinical Level of Achievement:

Requirement	Level of Achievement	Parameters
<p>Client assignments will require the satisfactory demonstration of performance objectives</p>	<p>All performance objectives must be satisfactorily demonstrated</p> <p>The following areas must be satisfactorily demonstrated and evaluated on a daily basis:</p> <p>Infection Control</p> <p>Resident Care</p> <p>Safety</p> <p>Communications</p> <p>Client Rights</p> <p>Professional Conduct</p> <p>Instructor will maintain anecdotal notes to support progress, incidents and a satisfactory level of achievement</p>	<p>A satisfactory rating will be awarded when procedures are performed consistently as instructed in the classroom and lab with few to occasional reminders or with minor infractions.</p> <p>Unsatisfactory performance is defined as:</p> <ul style="list-style-type: none"> • frequent or major infractions • frequent cueing • unsafe or incorrect demonstration • violation of a resident’s rights <p>A major infraction is defined as actual or the potential for actual harm, or immediate jeopardy.</p> <p>A minor infraction is defined as no actual harm with the potential for minimal harm.</p> <p>Must achieve average or above average scores on clinical evaluations to achieve a satisfactory rating.</p>

A final clinical grade may be a satisfactory or unsatisfactory (S or U).

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 them from the program.

If the clinical site staff observes a student performing or behaving unsatisfactorily, the clinical site has the right to refuse the student to return to the clinical site.

Clinical Evaluation of Students

Needs Improvement 3

- Leaves bed in high position without side rails raised
- Does not lock wheels (bed, wheelchair, geri-chair, & shower chair) with transfers
- Does not lower height of bed after completed procedure
- Does not have safety devices in place
- Does not raise head of bed 30° for resident with N/G and Gastrostomy tubes
- Call bell not within resident's reach
- Does not use resident's name appropriately, i.e. do not use "sweetie," "gramps," "pops," "honey," or "dear"
- Does not wash hands
- Does not carry linen per infection control procedure
- Does not use equipment correctly, i.e. wheelchair, geri-chair, or shower chair
- Does not properly identify residents
- Does not listen and follow directions
- Is not prepared with pen, paper, and ID
- Does not know limitations (student NA duties)
- Transfers resident or does new procedure without instructor present
- Leaves clinical area / resident without instructor approval
- Does not answer call bells promptly
- Lacks organizational skills prioritizing skills
- Does not treat residents (or others) with respect and dignity

Needs Improvement 4

- Does not use privacy curtain
- Does not use bath blanket - resident not covered properly
- Does not knock on resident's door
- Does not give clear directions to resident
- Wears gloves in hallway
- Does not cooperate with peers
- Does not adapt to change
- Does not accept and use appropriate criticism
- Does not apply theory / skills
- Does not use goggles, gloves, gowns appropriately
- Leaves resident in shower room / whirlpool area without supervision

Clinical Evaluation of Students (continued)

Average 5

- Identifies and reports all forms of abuse
- Encourages restorative approach to resident care
- Voices cues prior to transfers
- Speaks clearly and loud enough for resident to hear
- Uses safety devices correctly
- Handwashing performed appropriately
- Accepts changes
- Locks wheels of wheelchair, geri-chair, & shower chair for transfer
- Answers call bells promptly
- Seeks needed assistance from instructor
- Call bell always in reach of resident & answered promptly
- Resident's unit and shower rooms clean & neat
- Demonstrates Empathy versus Sympathy
- Listens & follows directions
- Conversational
- Honesty
- Completes assignments in reasonable time
- Dependable
- Follows organization policies, i.e. smoking, parking, telephone
- Demonstrates organizational & prioritizing skills
- Bed in low position before leaving room
- Provides privacy
- Knocks on door before entering room
- No gloves in hallway except program's policy regarding soiled linens, etc.
- Raises head of bed 30° for N/G & g-tube feedings
- Uses proper name when identifying residents
- Handles linen per infection control procedure
- Correct use of equipment
- Identifies resident appropriately
- Prepared with pen, paper, & ID
- Knows limitations
- Does not leave resident unsupervised
- Accepts and uses appropriate criticism
- Uses standard precautions

Average 6

- Offers choices to resident and allows resident time to complete tasks
- Shows enthusiasm
- Gathers all supplies without prompting from instructor
- Prepared when requests help from instructor
- Shows confidence for skill level
- Makes good use of time
- Adaptable to change
- Cooperative with peers
- Demonstrates organizational & prioritizing skills with residents

Above Average 7

- Uses alternatives to restraints
- Encourages resident to participate in activities
- Safety devices in place without prompting from instructor, i.e. body alarms, siderails, bean bag seats, lap buddies, meri-walkers
- Correct storage of disinfectant solutions
- Maintains resident rights
- Incorporates restorative approaches without prompting
- Integrity
- Trustworthy

Above Average 8

- Thoroughness
- Resident's and shower rooms cleaned more than minimum, i.e. closets, bedside stand
- Demonstrates confidence within skill level
- Functions independently
- Offers to assist peers when completes own assignment
- Functions without instructor prompting – demonstrates 5, 6, & 7 of evaluation guidelines.

TUITION

The total cost for the 120 hour program is \$1300. Tuition includes: textbook and workbook, criminal history background check, skills pack, uniforms, text and workbook, the state exam and name pin. There is no application fee for the program and there are no additional fees after the initial tuition cost. The program consists of 120 hours, approximately 3.5 weeks and 15, 8 hour days. The length of the program is considered to be 1 term.

REFUND PROCEDURE

1. For a student cancelling after the fifth calendar day following the date of but prior to the beginning of classes, monies paid to the school shall be refunded.
2. If a student enrolls and withdraws or discontinues after the term has begun but prior to completion of the term the following minimum refunds apply:
 - a. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term the tuition charges refunded by the school shall be at least 75% of the tuition for the term.
 - b. For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term the tuition charges refunded by the school shall be at least 55% of the tuition for the term.
 - c. For a student withdrawing or discontinuing after 25% but within 50% of the term tuition charges refunded by the school shall be at least 30% of the tuition.
 - d. For a student withdrawing from or discontinuing the program after 50% of the term the student is entitled to no refund.

Computation of refunds will be from the date when the student last attended class.

The Rapha School reserves the right to terminate or cancel the Nurse Aide Training Program, in which case a full refund will be given to the student. Students will be notified of cancellation within one week prior to the start of class.

STUDENT WITHDRAWAL

Any student wishing to withdraw from the program must have a personal interview with the Director and faculty. The last day that the student attends class will be the basis for calculating any refunds. Any student who withdraws from the program and wishes to re-enter, must reapply for admission.

TRANSFER OF HOURS

There is no transfer of program hours to any other schools.

NO GUARANTEE OF EMPLOYMENT

Although there are many home health and personal care home aide jobs available in the area, the Rapha School does not guarantee employment after graduation.

STUDENT REQUEST FOR TRANSCRIPT/DIPLOMA OF COMPLETION

Students will receive a copy of their transcript upon graduation. Additional transcripts are available by contacting The Rapha School. Students must submit a request in writing. Transcript/Diplomas are not given out for students who only partially completed the program.

STUDENT CONDUCT POLICIES

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

All students **MUST** wear an identification tag at all times. The tag will clearly identify them as a "Student" until they satisfactorily complete the state competency examination.

Professional and safe behavior is expected of all nurse aide students.

It is imperative to demonstrate care that is legally sound and to be held to high, ethical standards to ensure abuse-free communication and care delivery.

Violation of these standards of conduct will result in disciplinary action, which may include dismissal from the program.

Students:

- Will not leave the clinical area without permission or perform procedures without the instructor being present could result in immediate dismissal.
- The use of a cell phone during class sessions is prohibited.
- Possession of alcohol or deadly weapon (i.e., gun, knife) is prohibited.
- The school and clinical sites are a smoke free facility. No smoking is permitted on school/clinical property.
- Noncompliance with established organization rules and regulations (i.e., parking, smoking, food in the classroom, use of organization telephone) will result in disciplinary action.
- Disruptive behavior (i.e. profane language, insubordination, lack of respect of classmates or staff, sleeping or talking in class) will result in disciplinary action.

- Empathy, tact, willingness to learn, self-motivation, discretion, acceptance of criticism, enthusiasm, competence, patience, dependability and responsibility are necessary for success in health care roles.

- disciplinary procedure is per organization protocols

Dress code will be scrubs unless otherwise specified, neat, no holes, etc. Hair neat, clean off collar. Nails short, clean, smooth, no nail polish or fake nails, shoes non-skid sole (sneaker or similar type) (closed toe and closed back). No large earrings, excessive piercings, or tattoos that are offensive.

Shoes must be clean, with a flat, non-skid sole, and closed toe (tennis shoes are permitted; heels and sandals are not permitted for lab or clinical). Scrub pants and tops are required (may be colored or print) and must be free of logos. Hair must be tied back, if long, fingernails must be clean, trimmed without bold color. NO ARTIFICIAL NAILS WILL BE PERMITTED. A watch with a second hand is required.

Grievance

The nurse aide trainee has the right to voice grievances to his/her instructor, who shall then confer with the administrator of the facility in an effort to resolve such grievances. The nurse aide trainee will be assured that no retaliatory measures will be taken against the trainee by the organization.

This procedure has been developed to allow the student to express a grievance, complaint or dissatisfaction.

Grievance Policy

Step One

- Student submits the grievance/complaint in a written or verbal manner to the primary instructor.
- Primary instructor reviews and responds to the grievance within three days.
- The primary instructor documents, in writing, the grievance, the review and the resolution.
- Primary instructor meets with the student to share the resolution to the grievance. A copy of this documentation should be kept on file.

Note: The student is entitled to private and confidential counseling, however another instructor or staff member may be asked to witness the counseling.

- If the student and instructor are unable to resolve the issue, or if the grievance is against the instructor, the grievance should be brought to the attention of the director of nursing coordinator within 72 hours.

Step Two

- If the student and instructor are unable to resolve the grievance, a meeting between the director of nursing/coordinator and student will take place within three days of the receipt of the complaint. The student should place the grievance in writing if it has not been done.

- The coordinator will review the documentation submitted by the primary instructor and student then conduct an investigation, as needed.
- The coordinator documents the review process and the resolution of the grievance.
- A meeting is scheduled with the coordinator, primary instructor and student to disclose the resolution.
- If the decision rendered by the coordinator is not brought to a satisfactory conclusion, the student may appeal to the administrator or grievance committee within 48 hours.

Step Three

- All documentation is submitted to the administrator or grievance committee for their review and consideration.
- Notification of the administrator's or grievance committee's decision will be given in writing to the involved parties within 72 hours of the hearing.
- The decision of the administrator or grievance committee will be final.

GENERAL STUDENT POLICIES

Emergency School Closings: In the event that school may be closed due to inclement weather or an emergency, the closing will be announced over local radio stations. During emergency school closing, the program's phone tree will be initiated by the Director of the school.

Cars and Parking Policies: Each student is responsible for his/her own transportation. Parking is free at the school and clinical site.

Lunch and Breaks: Students on the clinical unit will follow the policy established by that agency. Lunches purchased or brought from home must be eaten in the designated area.

A half hour for lunch will be given during classroom days. A student lounge is provided at The Rapha School in which to take breaks and eat lunch. Breaks will be provided at the discretion of the Faculty.

Change of Address: Students must maintain current address and telephone numbers with the school. Any changes must be reported to the secretary as soon as possible. If a student does not have a phone, the phone number of a nearby resident who could relay information to the student should be submitted.

Smoking: The Rapha School is a non-smoking facility. Students must leave the school premises to smoke.

Communications: The preferred method of communication is through phone calls. The other official method of notification for students is the student bulletin board which is located in the student lounge. It is the student's responsibility to check the board for announcements of changes in the schedule a minimum of twice a day; before class in the morning and after class in the afternoon. Communications necessary during clinical hours will be forwarded through the Faculty.

School Property: Audio visual aids, school equipment, and property shall not be abused. Any student willfully destroying school property will be responsible for replacement or repair costs and may be dismissed from the program.

GRADUATION

Each student who successfully completes all course requirements and meets all financial and other program obligations, is awarded a diploma of completion from The Rapha School. All tuition must be paid according to the enrollment agreement. Unless these financial obligations are met transcript and any progress report will not be provided.

REGULATIONS TO PREVENT INFECTION TRANSMISSION

1. Use blood and body fluid precautions for all patients.
2. Use gloves when in contact with blood, body fluids, or mucous membranes, for handling items or surfaces soiled with blood or body fluids, and for performing vascular access procedures.
3. Wear masks and protective eyewear or face shields during procedures likely to generate air-borne droplets of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose, or eyes.
4. Wear gowns during procedures likely to generate splashes of blood or other body fluids.
5. After use, place sharps in the puncture resistant container.
6. Students with open lesions or weeping dermatitis are not allowed to deliver direct patient care or handle equipment.
7. Students must do a three-minute handwash prior to the beginning and end of each shift, and if their hands become contaminated by body fluids. A one-minute handwash before and after a break or lunch. A 15-30 second hand wash prior to and immediately after patient contact.

The policy of the affiliating agency will be followed for testing those exposed to blood or body fluids. Students and faculty must report immediately exposure to HIV positive blood and body fluids. The affiliating agency will assess the clinical status of the source patient and test for evidence of HIV as soon as possible after the exposure. If the test is negative, a retest is done at 6 weeks, then at 3, 6, and 12 month intervals. The exposed individual must adhere to the recommendations for the prevention of transmission of AIDS during the 90 day testing period.

LEAVE OF ABSENCE

Students may request a leave of absence for personal or medical reasons. If an absence of seven or more days is required by a physician for medical reasons, a leave of absence is recommended.

The validity of leaves of absence for personal reasons will be determined by the Director and Faculty and such leaves will be granted at their discretion. If a student has been performing satisfactorily, a leave of absence will be granted. A student will be terminated if they are not meeting the program's objectives, or upon faculty recommendations, will be allowed to resign.

Students will be re-admitted to the program with the following stipulations:

1. The student will repeat the Module in progress when the leave took place.

2. Only one leave of absence will be granted to an individual student unless unforeseen circumstances arise.
3. Increases in tuition and any additional costs are the responsibility of the student.
4. A letter requesting reinstatement into the program must be submitted to the Director no later than one month prior to the end of the specified leave.
5. Any return under this policy is dependent upon the availability of seats in the class that the student wishes to attend.

The school is under no obligation to honor this agreement if admittance of a student under this policy causes the clinical student/teacher ratio to exceed 10:1, or whatever ratio is required by the clinical agency; further, the didactic classroom student/teacher ratio should not exceed beyond what is acceptable at the sole discretion to the school.

In case of foreseeable absence, such as elective surgery or pregnancy, the student may continue in the program for as long as they have their physician's written permission and can continue to fulfill the academic and physical requirements of the program.

STUDENT COUNSELING SERVICES

It is felt that guidance in the form of a formal counseling program is a necessary aspect of an individual's development from student to professional. This process will give the student the information to deal with academic and personal concerns as well as help solve problems and pick courses of action.

Through counseling, students will be informed of their progress and growth in the program, be encouraged to become self-directed and evaluate their performance effectively. It will lend opportunity to establish adult interpersonal relationships with faculty and develop and maintain good teacher-student rapport. It will also provide assistance and guidance in surmounting personal difficulties. Counseling will provide information for professional growth and development both within the program and after graduation.

Spiritual Counseling will be provided by the Acting Director of the School, Pastor Micah McMillen. Students can personally ask for a meeting by contacting him directly.

Clinical conferences will be held with students as necessary throughout the program and with each clinical evaluation, after each clinical day. Students may request a conference with any faculty member or the Director or Faculty member at any time. All students must schedule them within the working day of the Faculty member. The Faculty and the Director may require conferences with any student at any time they feel it is necessary. All students may request referral for professional counseling through The Rapha School LLC or to other appropriate counseling services depending upon their individual need.

Record Keeping

All records of the nursing assistant program will be kept confidential including test results, evaluations and personal information.

The organization will ensure a safe, systematic and comprehensive method of record keeping concerning the Nurse Aide Training Program. The following procedures will be followed:

- a. A central roster complete with attendance, classroom grades and clinical evaluation grades will be maintained in a secure location. Program policy and procedure will be kept along with the central roster.
- b. Correspondence concerning the program will be maintained in a secure location with the class records.
- c. Individual student records will include records on: attendance, performance checklist, test scores, lab scores, clinical scores, anecdotal notes, if any, signed policies, copy of mantoux, physical, and background clearance(s), certificates of completion, and will be maintained within the class records.

All student and course records are considered confidential and will be maintained in a secure manner by the coordinator.

Course records will be kept and filed per administrative policies.

Only individuals that have met the nurse aide training requirements will be scheduled for the competency evaluation.

Students will only perform those duties of a nursing assistant. They will only perform those tasks, which have been approved and supervised by the instructor. The primary instructor in cooperation with the professional staff will establish student assignments.

Each student enrolled in the NATP will be identified as a nurse aide trainee or nurse aide student during all aspects of the clinical education program and must wear a name tag with the students' name and designation for all clinical aspects. Nurse aide trainees will not be utilized for services they have not been supervised and passed as competent to perform the assigned task or tasks.

Nondiscrimination

The Rapha School does not discriminate on the grounds of race, color, religion, age, sex, national origin, marital status, ancestry, handicap or legally protected classification.

In accordance with state and federal laws, all aspects of participation in the Nurse Aide Training Program are governed and administered solely on the basis of individual achievement and mastery of program competencies.

An individual's participation in the nurse aide program is in no way influenced by or in any manner affected by race, color, religion, age, sex, national origin, marital status, ancestry, handicap or legally protected classification.

Inquiries regarding this nondiscrimination policy, contact the organization/school administrator.

This nondiscrimination policy supports Title VI of the Civil Right Act of 1964, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973.

HIPAA

The Rapha School Nurse Aide Training Program complies with the regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). All students must sign a confidentiality agreement prior to the clinical

experience, if required by the clinical agency. Disclosure of confidential patient information is grounds for termination from the program.

PROGRAM EVALUATION

The Rapha School Nurse Aide Training Program recognizes the importance of ongoing evaluation of its course of study, its graduates, and the program generally. Toward this end, students are asked to evaluate the program of study upon completion of the program.

This information is analyzed and presented in the faculty meeting for action. Changes are instituted to meet the needs of the students and employers and to provide a database for revision or modification of any aspect of the course deemed necessary.

August 31, 2016, 1/2017, 10/2018