

The School of Nurse Training, Inc

Student Handbook

2015

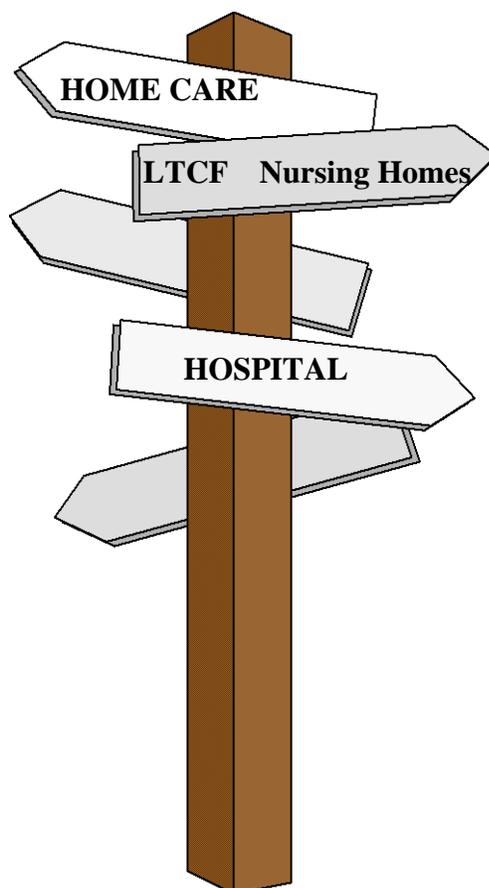


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Updated: February 15, 2015

Welcome

**Welcome to the School of Nurse Aide Training, Inc.
This is a 75 hour course designed to prepare the student to sit
for the State examination to become a State Tested Nursing
Assistant (STNA). Class will be held at the School of Nurse Aide
Training, Inc. The clinical component will be held at Patriot Ridge
Nursing Home or Wright Nursing and Rehabilitation in Fairborn,
Ohio.**

**The School of Nurse Aide Training, Inc.
728 West Main Street
Fairborn, Ohio 45324**

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www.snat-ohio.com

Welcome. Please enjoy your learning experience.

Attendance Policy

- I. 100% attendance is required by the State of Ohio in accordance with the Ohio Administrative code paragraph (D) of rule 3701-18-08. Trainees are required to make up all missed class, lab or clinical time. The State requires an hour for hour make-up. This however may not be feasible depending on the amount of time that the trainee has missed; therefore the trainee may be required to drop the course. All course work shall be completed within 60 (sixty) calendar days (Saturdays, Sundays and holidays included) If you are unable to makeup the time within the sixty (60) days you will need to repeat the course at your own expense.
- II. The first 16 hours of class must be completed prior to the start of the clinical experience. Missed class time beyond the first 16 hours will be scheduled with the next NATP class that will cover the same topic as the missed subject matter. If unable to complete make-up within that stated 60 calendar days of the missed day of class or clinical, the student will need to repeat the course at their own expense. If applicable the refund policy will be followed. There will be a \$50 fee for each day of clinical make-up. Clinical make-up will be scheduled at an agreed upon time.
- III. The refund policy will be followed according to the amount of class time attended.
- IV. No children are allowed in class, lab or clinical.
- V. NO Cell Phones are allowed in the classroom or clinical setting. To have a cell phone on is unprofessional and is considered unethical behavior (see early failure policy). Turn them off while in class or clinical. You may use them on your break.

Grading Policy

Grades: The trainee must pass this course with a 70% or higher to be eligible to take the STNA examination.

A = 90-100%

C = 70 – 79%

F = <59%

B = 80 – 89%

D = 60 – 69%

Early Failure Policy

The trainee may be removed from class, lab or clinical experience for unsafe or unethical behavior. If the trainee is removed for unsafe or unethical behavior, that trainee will receive a grade of an “F.” The trainee will not be entitled to a refund.

Examples of such behaviors are: stealing, cheating, disruptive behaviors in class or clinical, endangering patients, students, faculty or staff, or interruption of class or clinical by cell phone use or text messaging. These are just examples and are NOT all-inclusive.

Refund Policy

The tuition is \$645. The \$50, registration fee is non-refundable. All refunds are based on the total cost of the course. Full refund is available up until the first day of class minus the \$50 dollar non-refundable registration fee. As of the first day of class refund is 75% Refund is based on \$595.00, (\$645.00 minus \$50.00 non-refundable registration fee). As of the second day of class refund is 50%. Because of the short length of the course after 2 days there is no refund. If the trainee is removed from the class because of the violations of early failure policy the trainee is not entitled to a refund. Obtain **Drop/ Refund Form** from office. Complete Drop/ Refund form and return it to the office. Refund will be based on date the Drop/ Refund form officially received. Seat in class is held with Registration and the payment of \$350.00 (Registration fee plus first half of payment.) Second payment is due first day of class.

Uniform Policy

Each trainee is expected to dress professionally. Professional dress means that the trainee will wear the following in:

CLINICAL:

1. White uniform top
2. Royal Blue uniform skirt or Royal Blue uniform pants.
3. Royal Blue uniform skirt must be knee length or longer but at least 3 inches above the ankle – for safety.
4. White shoes (no other colors present on shoes).
5. White sock or hose must be worn at all times.
6. No jewelry except wedding band and stud earrings. No more than three pairs of earrings allowed and must be worn in lower half of ear. **No** jewelry shall be worn in the nose, eyebrows, lips or tongue.
7. Hair must be clean and off the collar and out of the face. Facial hair must be trimmed and well groomed.
8. Fingernails must be no longer than ¼ inch beyond the finger tips. No false nails, over lays or nail jewelry.
9. Clear nail polish only.
10. ID badges must be worn and visible at all times.

CLASSROOM:

1. You may wear comfortable clothes in the classroom. However, **NO** offensive language, or pictures, no underwear showing or bare midriffs allowed.
2. Shoes must be worn at all times

Confidentiality agreement:

As a Student Nurse Aide Trainee of the School of Nurse Aide Training, I agree to observe the privacy rights of the residents and their medical information as regulated by the Federal Health Insurance Portability and Accountability Act of 1996 (HIPPA). This means that any individual medical data or information that I may hear, see, or observe is not to be disclosed to any individual outside the intent and purpose of the clinical experience. The information may be discussed with people directly involved in conducting the clinical experience. I understand the need for and agree to maintain confidentiality. This means I cannot tell others outside the Long Term Care Facility (LTCF) that this person is in the LTCF, and can not tell anyone any information about the resident. I further understand that if I do disclose resident specific data and information to any unauthorized individual, I may be liable for severe fines and penalties

Closure Policy

Closure: Declaration of a Snow Emergency by local law enforcement agencies (Fairborn Police Department or Greene County Sheriff Department) or disaster services. Closures will be listed on WHIO Channel 7, www.whio.com (Listed under **The** School of Nurse Aide Training, Inc) and WDTN Channel 2, www.wdtn.com

Delay: Temporary hazardous driving conditions; such as ice, fog or snow drifts.

Call the School of Nurse Aide Training, Inc. at 937-878-8002 to report your absence or delay

Make-ups due to closures/delays: Class and/or clinical time must be made up. This will occur at the end of the scheduled course. Class or clinical will be extended day for day until course is completed in accordance with the Ohio Administrative Code.

Grievance Policy

The purpose of this policy is to provide a system for students to present their perceived grievance. It is to provide students who feel treated in an unfair, unethical or discriminatory manner the opportunity to present their grievances without fear of censure or reprisal.

1. The student is to attempt to resolve any complaints or differences with the person involved directly, unless there is an unusual mitigating circumstance, i.e. sexual harassment.
2. Submit a written complaint to the President of the School of Nurse Aide Training, Inc or the Vice-President.
 - a. This is to include the date, time, circumstances surrounding the alleged incident(s) and witnesses.
 - b. A copy will be given to the person with whom the alleged incident involves

Sexual Harassment Policy

The School of Nurse Aide Training, Inc. has a zero tolerance policy, in compliance with Title VII of the Civil Rights Act of 1964. Sexual harassment is reprehensible and unacceptable. Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship or subject an individual into an unwanted sexual relationship whatever form it may take. Sexual harassment may include but not limited to unwelcome sexual advances, requests for sexual favors, verbal visual or physical conduct of a sexual nature made by someone in the work or educational setting under any or all of the following conditions.

- Submission to the conduct is explicitly made a term or a condition of an individual's employment, academic status or progress.
- Submission to or rejection of the conduct by the individual influences decisions regarding employment, academic status or progress.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile or offensive educational or work environment
- Continued expression of sexual interest after being informed that the interest is unwelcome.

- **Steps to Stop sexual harassment**

1. Identify the offensive behaviors to the harasser and demand that the behavior is stopped.
2. Discuss the concern immediately with the appropriate person in authority, i.e. Faculty member, President of the School of Nurse Aide Training, Inc. or Vice-President.

Substance Abuse Policy

The purpose is to comply with the Drug-Free Workplace Act of 1988. The school is committed to providing an environment that is conducive to learning. The abuse of alcohol and drugs can adversely affect the educational environment and clinical safety. Students who abuse substances are a danger to themselves and others. Students who display behaviors that are consistent with being under the influence of drugs or alcohol will be dismissed from clinical or class immediately. It will be the student's responsibility to provide documentation of a clean drug/alcohol test. The School of Nurse Aide Training, Inc. recognizes that alcohol and drug addictions are an illness and a health problem. The School of Nurse Aide Training, Inc. will assist students in finding a resource for their health problems.

Parking Policy

The School of Nurse Aide Training, Inc provides ample parking. Parking is in the rear of the building. As a courtesy to our neighbors, you are not to park in front of their homes. Parking at the clinical site will be at the sites directions for parking. Please lock your vehicles when parking. The School of Nurse Aide Training, Inc is not responsible for theft or property damage to student vehicles or items within the vehicles.

Smoking Policy

As healthcare education center we are committed to provide a smoke free environment for our students and staff. Therefore smoking is prohibited by students or staff on School property.

Environmental Policy

- At the end of class or lab all equipment shall be returned to the appropriate storage areas.
- All beds shall be made with over bed tables in place.
- Trash is placed in appropriate containers.
- Liquids are to be drained before disposing of containers.
- All student food items are removed from refrigerator at the end of class each day.

Ohio Administrative Code - DISQUALIFYING OFFENSES

OHIO ADMINISTRATIVE CODE 3701-61-10

GUILTY TO AN OFFENSE IN PARAGRAPH (E) OF THIS RULE.

(E) DISQUALIFYING OFFENSES. EXCEPT AS PROVIDED IN PARAGRAPH (F) OF THIS RULE:

(1) NO DCP SHALL EMPLOY A PERSON IN A POSITION THAT INVOLVES PROVIDING DIRECT CARE TO AN OLDER ADULT IF THE PERSON HAS BEEN CONVICTED OR PLEADED GUILTY TO A VIOLATION OF ANY OF THE FOLLOWING

- (a) 2903.01 – AGGRAATED MURDER; SPECIFIC INTENT TO CAUSE DEATH
- (b) 2903.02 – MURDER
- (c) 2903.03 – VOLUNTARY MANSLAUGHTER
- (d) 2903.04 – INVOLUNTARY MANSLAUGHTER
- (e) 2903.11 – FELONIOUS ASSAULT
- (f) 2903.12 – AGGRAVATED ASSAULT
- (g) 2903.13 – ASSAULT
- (h) 2903.16 – FAILING TO PROVIDE FOR A FUNCTIONALLY IMPAIRED PERSON
- (i) 2903.21 – AGGRAVATED MENACING
- (j) 2903.34 – PATIENT ABUSE OR NEGLECT
- (k) 2905.01 – KIDNAPPING
- (l) 2905.02 – ABDUCTION
- (m) 2905.11 – EXTORTION
- (n) 2905.12 – COERCION
- (o) 2907.02 – RAPE
- (p) 2907.03 – SEXUAL BATTERY
- (q) 2907.05 – GROSS SEXUAL IMPOSITION
- (r) 2907.06 – SEXUAL IMPOSTION
- (s) 2907.07 – IMPORTUNING
- (t) 2907.08 – VOYEURISM
- (u) 2907.09 – PUBLIC INDECENCY
- (v) 2907.12 – FELONIOUS SEXUAL PENETRATION
- (w) 2907.25 – PROSTITUTION
- (x) 2907.31 – DISSEMINATIONG MATTER HARMFUL TO JUVENILES
- (y) 2907.32 – PANDERING OBSCENITY
- (z) 2907.321 – PANDERING OBSCENITY INVOLVING A MINOR
- (aa) 2907.322 – PANDERING SEXUALLY ORIENTED MATTER INVOLVING A MINOR
- (bb) 2907.323 – ILLEGAL USE OF A MINOR IN NUDITY-ORIENTED MATERIAL OR PERFORMANCE
- (cc) 2911.01 – AGGRAVATED ROBBERY
- (dd) 2911.02 – ROBBERY
- (ee) 2911.11 – AGGRAVATED BURGLARY
- (ff) 2911.13 – BURGLARY

- (gg) 2911.13 – BREAKING AND ENTERING
 - (hh) 2913.02 – THEFT, AGGRAVATED THEFT
 - (ii) 2913.03 – UNAUTHORIZED USE OF A VEHICLE
 - (jj) 2913.04 – UNAUTHORIZED USE OF PROPERTY; UNAUTHORIZED ACCESS TO COMPUTER SYSTEMS
 - (kk) 2913.11 – PASSING CHECKS
 - (ll) 2913.21 – MISUSE OF CREDIT CARDS
 - (mm) 2913.31 – FORGERY
 - (nn) 2913.40 – MEDICAID FRAUD
 - (oo) 2913.43 – SECURING WRITINGS BY DECEPTION
 - (pp) 2913.47 – INSURANCE FRAUD
 - (qq) 2913.51 – RECEIVING STOLEN PROPERTY
 - (rr) 2919.25 – DOMESTIC VIOLENCE
 - (ss) 2921.36 – PROHIBITION OF CONVEYANCE OF CERTAIN ITEMS ONTO GROUNDS OF DETENTION FACILITY OR MENTAL HEALTH OR MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES FACILITY
 - (tt) 2923.12 – CARRYING CONCEALED WEAPONS
 - (uu) 2923.13 – HAVING WEAPONS WHILE UNDER DISABILITY
 - (vv) 2923.161 – IMPROPERLY DISCHARGING FIREARM AT OR INTO HABITATION OR SCHOOL
 - (ww) 2925.11 – DRUG ABUSE; CERTAIN VIOLATIONS DO NOT CONSTITUTE CRIMINAL RECORD
 - (xx) 2925.03 – TRAFFICKING OFFENSES
 - (yy) 2925.11 – DRUG ABUSE; CERTAIN VIOLATIONS DO NOT CONSTITUTE CRIMINAL RECORD
 - (zz) 2925.22 – PERMITTING DRUG ABUSE
 - (aaa) 2925.22 – DECEPTION TO OBTAIN A DANGEROUS DRUG
 - (bbb) 2925.23 – ILLEGAL PROCESSING DRUG DOCUMENT
 - (ccc) 3716.11 – ADULTERATION OF FOOD OR
- (2) A VIOLATION OF AN EXISTING OR FORMER LAW OF THIS STATE ANY OTHER STATE OR THE UNITED STATES THAT IS SUBSTANTIALLY EQUIVALENT TO ANY OF THE OFFENSES OR VIOLATIONS DESCRIBED IN PARAGRAPH (E)(1) OF THIS RULE