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Willoughby, Ohio 44094

Nursing Assistant Training Program Student Handbook

Important Information

Completed physical exam and proof of two-step Mantoux Test **MUST** be submitted to A Promise to Care EAST prior to enrollment. You cannot attend clinical experience if not completed.

CRIMINAL BACKGROUND CHECK

Completed background check must be submitted to A Promise to Care EAST on or before FIRST DAY OF CLASS.

REFUND POLICY

A Promise to Care EAST

There is no application fee. The total cost of the Nursing Assistant program is \$650.00 (not including testing, or administrative fees). The administrative fees are \$150 for day classes and \$200 for evening classes, which covers books and the costs to administrate the program. Submitting administrative fee payment will hold your seat in the class. The administrative fee is NON-REFUNDABLE. Enrollment is on a first come, first serve voluntary basis. As a result, once administrative fees are submitted, they cannot be refunded. Full payment of courses are REQUIRED 10 days before date of scheduled class.

No refunds will be given to students who withdraw from classes regardless of reason for withdrawal. If you withdraw from class, you are responsible for the unpaid balance and will be billed. If payment in full has been received, you will be given an opportunity to re-enroll in upcoming classes as space allows. You will be responsible for \$150 re-entry fee with enrollment.

To the best of my knowledge, I verify that the information I have supplied in this application is accurate and true. I have read the policy of A Promise to Care EAST and I agree to abide by the company's rules and regulations.

SIGNATURE: _____

DATE : ___/___/___

Tonique Walker
RN, BSN, CEO

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Course Description

A 75-hour state approved course covering Basic Nursing skills, Personal Care Skills, Mental Illness and Social Service Needs, Basic Restorative Service, Residents Rights, Promoting Residents independence, Respecting Residents Rights, Safety and Emergency Procedures, Infection Control, Communication and Interpersonal Skills, and Introduction to TCEP. To receive a certificate of Successful Completion student must pass written exam with an overall score of 80% or greater and demonstrate proficiency in all skills learned. Student must also complete 16 of mandatory hands-on clinical in a facility and 59 hours of theory in classroom setting.

Admission Guidelines

Diploma and GED is not required, but candidate must be able to read and right and perform basic math skills. Student must be 16 years old to begin training. Good physical health exam, TB tests and background check must be submitted to A Promise to Care EAST before the start of class. If you have an IEP it must be submitted before start of class.

The Role of the Nurse Aide

The Nurse Aide is an important member of the nursing team. This Individual is instrumental in providing residents with basic nursing and personal care, providing emotional and physical support under the direction of the LPN and RN.

Note

We train students with the information that is required to take the Ohio department of Health's Nurse Aide competency test, multiple choice written/oral test and skills test to become a State-tested Nurse Aide (STNA). The state Exam is scheduled any time after the completion of classes & clinical within 2year time frame of expiration of certification. The training received at A Promise to Care EAST will fully prepare students to take the state exam. We encourage all the students to take the exam as soon as possible after completing the training curriculum.

Welcome to A Promise to Care EAST, Nursing Assistant Training Program. You will be learning the skills to become a State tested nursing assistant.

Program Coordinator, Toniqua Walker, RN, BSN.

Office hours Monday-Friday 9am-5pm, unless she is covering instruction of a current.

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Flexiquiz: All exams and test are done on this website.

Your username and password will be the first initial of your first name capital, last name lower case.

Example Kara Smith (Ksmith) Everyone password is Welcome1

Classes are in person. You are to be in clean, groomed khaki colored scrubs, closed toe shoes, with APTCE provided name badge displayed at all times while in the academic or clinical environment. Cell phone are not permitted for personal use during class.

Day class scheduled as 9am- 4:30pm Evening class scheduled for 6pm -10pm

Recording lecture is **NOT** permitted.

Sharing other students' information is **NOT** permitted and is a violation of HIPPA.

Cheating is **NOT** permitted and is grounds for immediate dismissal without re-admittance to any APTCE program.

All classes are under surveillance for quality control and promotion use.

If you are more than 15 minutes late to class, you will not be permitted in class. YOU CAN NOT MISS THE FIRST 16HRS OF CLASS, FAILURE TO MEET ATTEANDACE REQRUMENTS WILL RESULT IN DISMISSAL OF CLASS WITHOUT REFUND, and subject to the re-admit fee of \$100, unless an unforeseen emergency caused the attendance policy conflict.

This training program has been designed to help you learn the skills and knowledge you need to provide safe and confident patient care, the course includes video instructions, lectures, demonstrations by class teacher. Final exam and hands-on-practice. Handouts include key points and definition and course evaluations. Daily bellwork and quizzes will be done. Every student will be provided a textbook, workbook and name badge before the start of class.

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To receive the full benefit from this training program we recommend a skills-building approach. Attend each class session. Be on time and prepare. Don't be shy to ask questions. Be an active participant. Do class homework. Build on your personal experience.

The following is a summary of what you will study during the program:

- ✓ Basic nursing Skills
- ✓ How to provide personal care
- ✓ Communication and interpersonal skills
- ✓ Infection prevention and control
- ✓ Emergency Procedures
- ✓ Residents rights
- ✓ Respecting Residents rights
- ✓ Basic Restorative rights.
- ✓ Social services need
- ✓ Mental Illness
- ✓ Class review

A Promise to Care EAST

Example of day to day classroom curriculum

Monday	Day 1	Tuesday	Day 2
9:00-9:30	Welcome Reception/Registration. Program orientation and Overview	9:00-11:00	Communication and interpersonal skills. 2.0hrs
9:30-11:00	Chapter 1	11:00-11:10	Break
11:00-11:10	Break	11:10-12:15	Chapter skills video and instructor demonstration 1.0hr
11:10-12:15 (handwashing)	Basic Nursing Skills	12:15-12:45	Lunch
12:15-12:45	Lunch	12:45-2:00	Communication and Interpersonal skills 2nd part 1.5hrs
12:45-2:00	Basic Nursing Chapter 1 Video	2:00-2:10	2nd Break
2:00-2:10	Break	2:10-4:30	Chapter Quiz and first chapter skills demo-return/open discussion.
2:10-2:45	Overview of chapter		
4:30	Chapter Quiz and Skill Check		

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Healthcare Headquarters

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