



Nurse Aide Training Program
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Right Choice Health Care Training Institute, LLC, was established in March 2011, to help meet the rising demand for trained Nurse Aides.

OWNER, FACULTY & STAFF

The school is owned by Dawn Smithwick, who has over 28 years of social work experience, including serving as Director of Social Services at a large retirement community.

Terry Graham, RN, is the school's Executive Manager. She has over 40 years of nursing experience and has worked in training both LPN and RN students completing their provisional internships.

INSTRUCTORS:

Catherine Anderson, RN

Sharon Becher, RN

Kathie Eustice, RN

Jennifer Oney-Holeman, RN

About the Nurse Aide Training Program

The purpose of this course is to prepare students to successfully take the state exam to be a State Registered Nurse Aide. As the over-65 age group continues to grow in size, there will be a greater demand for health care services at all levels. By preparing students to be successful Nurse Aides they will be strategically positioned to advance their career into nursing if they choose.

This course will cover all topics found in Mosby's Textbook for Long-Term Care Nursing Assistants (8th ed.) by Clare Kostelnick, RN, BSN. The table of contents for this book appears on the following pages.

This program has a MINIMUM of 75 clock hours of instruction. Of these hours, 59 are classroom and lab instruction and 16 will be spent in clinical practice at a nursing facility.

Statement of Purpose from the State of KY

1. The purpose of the State Registered Nurse Aide program in Kentucky is to prepare the Nurse Aide to provide high quality, direct patient care under the supervision of licensed nurse personnel.
2. The goal is to ensure the availability of a well-structured, uniform program across Kentucky and provide a foundation for high quality Nurse Aide service.

State Test

Students who want to be a State Registered Nurse Aide must take and pass the state exam. The cost of this exam is not covered by the fee you pay to Right Choice and would be an additional cost to you.

State Registered Nurse Aide

Once you have completed the course and passed the state test, you will be a State Registered Nurse Aide (SRNA) in the state of Kentucky. Other states use different designations such as "CNA", but the training is substantially the same.

Table of Contents From Mosby's Textbook

1. The Nursing Assistant Working in Long-Term Care
2. Resident Right, Ethics and Laws
3. Work Ethics
4. Communicating with the Health Team
5. Assisting with the Nursing Process
6. Understanding the Resident
7. Culture and Religion
8. Body Structure and Function
9. The Older Person
10. Sexuality
11. Safety
12. Preventing Falls
13. Restraint Alternatives and Safe Restraint Use
14. Preventing Infection
15. Body Mechanics and Safe Resident Handling, Positioning and Transfers
16. The Resident's Unit
17. Bedmaking
18. Hygiene
19. Grooming
20. Nutrition and Fluids
21. Nutritional Support and IV Therapy
22. Urinary Eliminations
23. Bowel Eliminations

1. Exercise and Activity
2. Comfort, Rest, and Sleep
3. Oxygen Needs and Respiratory Therapies
4. Measuring Vital Signs
5. Assisting with the Physical Examination
6. Collecting and Testing Specimens
7. Admissions, Transfers and Discharges
8. Wound Care
9. Pressure Injuries
10. Hearing, Speech and Vision Problems
11. Cancer, Immune System, and Skin Disorders
12. Nervous System and Musculoskeletal Disorders
13. Cardiovascular and Respiratory Disorders
14. Digestive and Endocrine Disorders
15. Urinary and Reproductive Disorders
16. Mental Health Disorders
17. Confusion and Dementia
18. Developmental Disabilities
19. Rehabilitation and Restorative Nursing Care
20. Assisted Living
21. Basic Emergency Care
22. End of Life Care
23. Getting a Job

Tuition Fees and Other Costs

The total cost of our program is \$650. Of this \$50 is a non-refundable registration fee and \$600 is for tuition and supplies. Supplies provided include:

1. Textbook and workbook package
2. Scrub top required for clinicals
3. Drug screen
4. Fit to Work Physical Exam
5. Background check

Items you will need to purchase that are not covered by your fee include black scrub pants and quality close toed, close heeled shoes (no flip flops, sandals or clogs).

TB Skin Test

You must present the results of a TWO-STEP negative Tuberculin PD skin test. You must have this test completed in order to do the clinical portion of the class. The TWO-STEP Tuberculin PD skin test takes a minimum of 12 days to complete.

Entrance Requirements

Applicants must pass a background check (no felony convictions) and drug screen. Students must be able to physically complete the clinical portion of the class which requires bending, lifting, twisting, standing and walking for up to 8 hours. In order to ensure students can physically handle the class applicants must pass a “fit to work” physical.

Registration and Payment

In order to register for a class you must submit a completed enrollment form along with the NON-REFUNDABLE \$50.00 registration fee. Classes are filled on a first come first served basis. A \$50.00 registration fee will hold a seat in the class of your choice up to 7 days prior to the first day of class. To continue to hold a seat a 2nd payment of \$450.00 is required 7 days prior to the first day of the class for which you are enrolled. Reserved seats for which the full \$500.00 is not received 7 days prior to the first day of class will be opened up to other students.

The final balance of \$150.00 must be paid in full before the clinical portion of the class. Any students not paid in full by the clinical portion of the class will not be

allowed to participate in the clinicals and will not complete the class. Scheduling a make-up clinical session for any student for non-payment is done at the discretion of Right Choice once payment is made and is dependent on class offerings and an open seat in a clinical session.

Refund Policy

Tuition refunds (less the \$50.00 registration fee) will be available up to 7 days prior to the first day of class in which the student is enrolled. After that date, there will be no refunds. Students who are dismissed due to improper conduct, absences or who fail to achieve competency are not entitled to any refunds. Students who do not attend the minimum required number of hours due to absences or tardiness are not entitled to any refunds. Students who drop the class for personal reasons are not entitled to any refunds. Student who do not complete the class due to non-payment are not entitled to any refunds.

Any student who fails the background check or drug screen is eligible to be refunded any tuition paid (less the \$50.00 registration fee) as long as all supplies issued to the student are returned in “new” condition. The cost of any supplies not returned in “new” condition will be deducted from tuition paid and student will be issued a refund for the difference.

Right Choice Health Care Training Institute, LLC reserves the right to cancel any class due to low enrollment and refund all funds paid by the student.

Tuition Re-imbusement

Under Kentucky State Medicaid rules, students may be reimbursed part of the cost of tuition if they go to work for a Nursing Facility in Kentucky. Details are available upon request.

Credit for Other Classes

Because this is a Certificate Program, we are not able to award any credit for education received elsewhere or any work experience which you may have had. Your certificate of course completion will be based solely on work you have done while enrolled in Right Choice Health Care Training Institute, LLC. We also cannot guarantee that work done at Right Choice will be honored for credit at any other school.

Dismissal, Withdrawal, Re-entry

Students can be dismissed from the program for lack of payment, lack of academic progress and violating the student code of ethics. Students may withdraw at any time. Any student that is dismissed or withdraws who wants to reapply may do so. No previous tuition paid will be refunded and the full tuition is due upon re-enrollment.

Dress Code

BE PROFESSIONAL – LOOK PROFESSIONAL. Students will come to class each day in clean, neat scrubs. For the clinical portion of the class, **you must wear the red scrub top issued to you by Right Choice and a pair of black scrub pants** with quality close-toed, close-heeled shoes (no sandals, flip flops or clogs).

Course Completion

Upon successful completion of this course, the student will receive a certificate of completion from Right Choice Health Care Training Institute, LLC. The student is then eligible to take the state Nurse Aide competency exam given at any of the testing centers in Kentucky.

Attendance Policy

Because this class has a state mandated time requirement, attendance at every class is critical. The class schedule is set up to ensure the student meets this requirement. If the student is late or misses a class session the student will not meet the minimum number of hours required.

Missed classroom time less than 4 hours may be made up with course work at the discretion of the instructor. Make up hours must be completed at the Right Choice facility. Right Choice will work with students to schedule a make up day when more than 4 hours of class time is missed. Scheduling make up days is dependent upon available space in upcoming classes. Students who miss more than ONE DAY (or more than 8 hours) will be required to drop. Students required to drop may re-register for another class for up to six months for a re-enrollment fee of \$100.00 provided space is available. There will be NO REFUND of tuition already paid due to missed hours or days.

Right Choice makes no promise that missed hours or days can be made up or that a future class will be offered in a timely manner. Any work missed due to absences or tardiness must be completed in a timely fashion in order to complete the class.

Academic Progress

Students who do not meet academic progress standards will be required to drop the class.

Academic progress is measured in three ways.

1. Testing - Students will have regular quizzes in the class and must maintain an average of 70% to continue in the class.
2. Skills Labs - Students have 26 hands-on skills that must be demonstrated with 70% accuracy. These skills will be taught by the instructor through videos, demonstration, and practice time in the skills lab. Students will be expected and required to use practice time wisely to ensure that they can return demonstration properly, safely, and proficiently. Instructors will evaluate each student to ensure these skills are being met.
3. Class participation – Students are expected to participate in all aspects of the class including lecture, video and skills lab.

Students failing to meet academic progress criteria will go through the academic counseling process which is a 3-step process. 1) Counseling with the instructor.

2) Counseling with the instructor and executive director. 3) Dismissal from the program.

Transcripts

Upon request students will be furnished with a transcript of their work upon successful completion of the class. Official copies of this transcript will be available for one year from the date of completion for no charge. After one year, official transcripts will be provided at a cost of \$5.00 each. Most employers require that a transcript be sent directly to them to be considered “official”.

Class Schedule and Holidays

Because Right Choice offers multiple class sessions, class schedules will be available upon request, prior to registrations. The school DOES NOT recognize federal Monday holidays such as President’s Day. The school does recognize the following holidays: Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Derby Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day.

Weekend classes are not held on Mother’s Day, Father’s Day or Easter.

If these holidays fall on a regularly scheduled class day, an alternate make-up day will be established.

Grievance Policy

In the event of a misunderstanding or unfulfilled expectations, we ask that you give us the opportunity to resolve any problems or complaints regarding your experience at Right Choice. You are always welcome to call our Executive Director, Terry Graham, RN at (502)974-2541 or you can address correspondence to her, marked "Personal and Confidential" at 2310 Hurstbourne Village Drive, #200, Louisville, KY 40299. Please include the nature of your complaint, dates, times, personnel involved and the specific policy you feel was violated. The director will investigate the grievance and notify the student within 5 days of the outcome of the investigation and any action Right Choice plans to take. The grievance and results will be kept on file at Right Choice.

If you believe a school has violated Kentucky statutes or regulations, you may send a written complaint to the Kentucky Commission on Proprietary Education.

Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education each personal filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, KY 40601. This form can be found on the website at www.kcpe.ky.gov.

Student Protection Fund

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at www.kcpe.ky.gov.