

NURSE AIDE TRAINING PROGRAM

STUDENT POLICIES

Admission Policy

- Quest Healthcare Academy NATCEP Training Program requires all Nurse Aide students to pass an entrance exam. The candidate must be able to understand basic concept skills in math, reading and writing in English. The exam is a 20-question basic skills test to determine your skill level in reading comprehension and math (add, subtract, multiply, divide). A facility representative will administer the exam before the interview appointment and obtain a passing grade of 80%.
- All Nurse Aide students must submit required documentation and successfully interview with the primary instructor in addition to passing a criminal background check, FBI report (if required), two step ppd, physical exam, and urine drug screen to be admitted to the program.
- Read and understand the *Admission and Training Policies* outlined in this Nurse Aide applicant handbook. You must sign, date, and bring the signature page to the interview appointment. If you have any questions concerning the policies, please contact the Program Coordinator, at director@questhealthcareacademy.org.

Criminal Background Check

Applicants must submit to a Criminal History Record Information (CHRI) report with a watermark seal from the Pennsylvania State Police during the year prior to beginning a nurse aide training program or submit to a CHRI by the facility. The CHRI report must be free of prohibitive offenses as cited in Act 14 of 1997 [63 P.S. §§ 675 (a) (1)-(3)]. This will be done by the facility.

- **Both the PA State Police CHRI and an FBI report** must be completed before registering for the program by applicants residing in Pennsylvania for **LESS than two years**, prior to the date of admission, or applicants who are not certain whether a crime committed in another state is like those crimes listed on the Prohibitive Offenses Contained in 63 P.S. § 675.
 - The FBI and CHRI (PA check) must be in compliance and not contain prohibitive offenses as cited in Act 14.
- **The designated NATCEP representative is responsible to.**
 - evaluate and determine eligibility for enrollment in NATCEP and in compliance with Act 14. The NATCEP representative will record their full signature and date as an attestation of compliance with Act 14. NATCEP must retain the signed and

dated ORIGINAL or copy of the ORIGINAL FBI report that is stamped "original" in red ink in the student's file.

- If a prospective nurse aide applicant is not currently employed in a long-term nursing facility prior to enrolling in a PDE-approved nurse aide class and plans to enroll in a PDE-approved nurse aide training program, the applicant must provide an FBI report secured through IDEMIA and Department of Education. The training program is responsible for evaluating the CHRI/FBI report for compliance with PA Act 14 of 1997. The prospective nurse aide applicant will receive a certified letter with their FBI report and stamped ORIGINAL in red ink.
- EXCEPTION: If the applicant is currently employed by a licensed long-term care facility and plans to enroll in a PDE-approved NATCEP, a PA CHRI, letter from the PDE, and when applicable and FBI RAP sheet from EDEMIA is acceptable. The nursing facility (employer) is responsible for evaluating the CHRI/FBI report to determine eligibility for employment in compliance with PA Act 13 of 1997. For NATCEP compliance, the employer must provide to the NATCEP prior to enrollment: (1) CHRI, and when applicable, a letter from PDE or an FBI report with a full signature and date on each document to verify compliance with PA Act 13, and (2) written verification of the prospective student's employment (not impending hire) on nursing facility letterhead that includes initial hire date and job title of the employee/student. The NATCEP representative must record their full signature and date on each facility-signed document to confirm receipt prior to enrollment in the NATCEP and retain it in student file for compliance review.

Medical Assistance Bulletin 99-11-05; Exclusion from participation in Federal Health Care Programs

- Long-term care facilities are not permitted to hire an employee who is excluded from participation in Medicare, Medicaid or any other federal health care program.
- All applicants will be screened to determine if they have been excluded from participation in Medicare/Medicaid, or any other federal program.
- While your CHRI may be acceptable for nurse aide training, you should be aware that Pennsylvania maintains a database by Department of Health and Human services' Office of Inspector General that identifies individuals or entities that have been excluded nationwide from participation in any federal health care program.
- If any applicant is excluded based on the information reviewed on these sites, the applicant will not be accepted into the program, and is possible that you will not be eligible for employment in a health care agency. (The Exclusion from Federal Health Care Plans information page is included with the program application)
- To see if you are on the list, please go to the following website;
<http://oig.hhs.gov/fraud/exclusions.asp>.

Verification of Pennsylvania Residency Form/Attestation Form

- Complete the verification of Pennsylvania Residency form and Attestation of Compliance with Act 14 and submit two (2) forms of identification (one form of identification must have a photo) at the interview. Approved forms of ID include Driver's license, Passport, State-issued Identification Card and Social Security Card.
- If applicant is not a citizen of the U.S., the applicant must submit a copy of their Visa, I94, or Resident Alien card (green card) at the time of registration.

Physical Exam

- A Physical exam and evidence that the applicant is free of communicable disease is required within one-year of admission to the Nurse Aide Training Program. The physical exam will be completed by the facility.
- You will also need to pass a urine drug screen.
- Must show documentation of a negative Two-step Mantoux, OR Negative QuantiFERON TB Gold test dated within a year of starting class, OR a negative chest x-ray report dated within five (5) years of admission.
- Occupational responsibilities: Full use of hands, arms and legs; the ability to stand for lengthy periods of time (approximately 5+ hours); the ability to perform tasks that include bending, pushing, pulling, and lifting a minimum of 40 pounds without restrictions.

Attendance Policy

- Students must complete the entire 120-hour program. The curriculum includes classroom lecture, skills laboratory and clinical hours at a long-term care facility.
- In compliance with Regulation Section 483.152 of the Omnibus Budget Reconciliation Act (OBRA) and Section 3 of Act 14, a student must complete a minimum of 16 hours of instruction in the five (5) content areas listed below before any resident contact. Therefore, if the student is tardy or absent during a day when the following content is taught, they will be asked to enroll in a future class. The administration will determine if you are permitted to attend a future class.
 - o The content areas are as follows:
 - a. Communication and interpersonal skills
 - b. Safety and emergency, including the abdominal thrust
 - c. Infection control
 - d. Resident rights
 - e. Resident independence
- Attendance will be documented daily to reflect the number of classroom, lab and clinical hours as per the program calendar.

- If a student needs to miss a scheduled class or clinical session, the student must contact the Program Coordinator's office at 724-327-3500 **and** the instructor to report the absence.
- Any class or clinical time that is missed (due to an extenuating circumstance and **except for the 16 hours of instruction in the five content areas**) **MUST** be made up on a makeup day. The required 16 hours of instruction in the five content hours cannot be missed or made up. If a student would miss any of this time, they will be required to retake the entire class.
 - i. Students **CANNOT** miss (call off, be late or leave early) for any reason **ANY** of the first 4 days of class. This is the time that the mandatory 16 hours of instruction is taught. Failure to attend the entirety of these days will result in dismissal from the program.
 - H. 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. Hi. Absence from class without the program coordinators' authorization will result in immediate termination from the program.
 - iv. In the event an urgent situation occurs, the student will call the instructor. The student should note the time the call was made and the name of the "party" to whom the student spoke.
 - v. Attendance is mandatory. No absence will be permitted unless an extenuating circumstance, such as a death in the family or a court subpoena will be permitted.
 - vi. Students will sign a daily attendance sheet.
 - vii. Makeup time must be coordinated with the instructor. Depending on instructor availability the student may be required to attend a make-up day prior to resident contact.
 - viii. Students may only miss up to 7.5 hours of time on 2 days of class. (excluding the first 4 days of class with mandatory instruction in the 5 content areas). Day missed will be reviewed to ensure that the student is able to proceed to resident contact. If they have not obtained required instruction for resident contact the student will be required to re-take the entire class,
- Tardiness is validated using a clock in the classroom. You should be in your seat and ready to begin class by 7am.
 - i. is also determined by the timely return to the classroom or clinical site after a break or lunch. Failure to return at the set time is considered a tardy.
 - H. 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 from class.
- Make-up days
 - i. The student must supply the instructor with a make-up form to document attendance.

- ii. An *unexcused* absence will result in dismissal from the program.
 - iii. If deemed necessary, the student may have to re-take the Nurse Aide Training course.
- A student who leaves the program — dismissed or "no call no show" — forfeits class / clinical hours. If a student would like to re-apply (if applicable), the student must: repeat the registration process and repeat the entire course. Class/clinical time are not "carried over" to a new semester.

Level of Achievement Policy

- Students will be given a copy of their final grade, performance checklist and, if applicable, a Certificate of Completion.
- To successfully complete the program, the student must fulfill the following requirements:
 - *Theory*— The student must have a final cumulative average of 80% that includes five (5) quizzes and a final exam (test may be given via the computer and/or paper).
 - i. If the student scores less than the specified pass rate a second attempt may be permitted. Make-up tests are at the discretion of the instructor.
 - a. No dictionary or other resource material will be permitted during the quiz.
 - b. If a student is absent on the day of a quiz, they will be required to take the quiz on the day they return to class if the absence is deemed acceptable.
 - ii. Students who receive a cumulative average below 80% will receive a failure of the Theory requirement.
 - *Skills Lab*— The student must satisfactorily demonstrate all the required skills and procedures as defined by the NATCEP.
 - i. All required skills and procedures must be performed at a satisfactory level.
 - H. An "S" satisfactory level of achievement is attained if all steps are completed successfully as per skill.
 - Hi. Missing steps will result in a "U" unsatisfactory level of achievement.
 - iv. Students have two (2) opportunities to achieve a satisfactory rating.
 - v. Students who do not receive a satisfactory rating after the two (2) additional opportunities will receive a failure of the Skills Lab requirement.
 - vi. After satisfactory demonstration of a procedure, the instructor will sign each procedure evaluation checklist.
 - *Clinical* — The student must satisfactorily demonstrate all the required skills/procedures as per the NATCEP during the clinical portion of the program.
 - i. All procedures must be performed at a satisfactory level.**
 - ii. An "S" satisfactory level of achievement is attained when procedures are performed consistently as instructed in the classroom and lab with few to occasional reminders or with minor infractions.

Hi. A "U" unsatisfactory level that will result in a failure of the procedure is also defined as:

- frequent or major infractions
 - frequent cueing
 - unsafe or incorrect demonstration
 - iv. Students will receive support to bring the clinical skill to a satisfactory level. A student who does not improve or is not deemed competent by the instructor will receive a failure of the Clinical requirement.
 - a. 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.
 - a. 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.
 - v. A major infraction is defined as actual or the potential for actual harm, or immediate jeopardy.
 - vi. A minor infraction is defined as no actual harm with the potential for minimal harm.
 - ix. Students cannot perform any skill/procedure in which they have not been instructed and deemed competent by the instructor.
 - x. A final clinical grade of either a "S" satisfactory level or "U" unsatisfactory level will be assigned.
- 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 him/her from the program.
 - The following areas must be satisfactorily demonstrated and evaluated daily:
 - Infection Control
 - Resident Care and safety
 - Communication
 - Resident rights
 - Professional Conduct
 - Clinical performance parameters are specified on the Clinical Grade and Rubric documents and clinical anecdotal notes, these will be maintained by the instructor and will be reviewed with the student within one scheduled class day of the clinical experience. Clinical performance level will be documented on the Performance Checklist form as well as the Clinical Evaluation form. A rubric detailing the S or U criteria will be attached to the Clinical Evaluation form.
- Established grading scale: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = Below 60 i. Points will be deducted from the final theory grade for the following reasons:
 - iii. Noncompliance with attendance policy

Nondiscrimination Policy

- Quest Healthcare Academy NATCEP Training Program is committed to providing equal education and employment opportunities. This encompasses persons in legally protected classifications regarding race, color, national origin, sex, handicap, sexual orientation, disability in accordance with the Americans with Disabilities Act (ADA).
- The Education Amendments of 1972, Title IX, prohibits discrimination based on sex, the Rehabilitation Act of 1973, Section 504, prohibits discrimination based on handicap, and the Civil Rights Act of 1964, Title VI, and prohibits discrimination based on race in any educational program or activity sponsored by the Facility.
- The Facility will not tolerate any behavior by staff or students that constitutes sexual harassment of a student.
- If a student feels that his/her rights under the laws and regulations have been violated, contact the Campus Coordinator for Equal Employment Opportunity (EEO) in advance to request or clarify accommodations or to address issues concerning equal opportunities contact the facility/school human resources at 724-327-3500.

Physical Examination/Health Condition Policy

- The program requires that a physical exam be performed within one (1) year of admission indicating the student is free from communicable diseases and has no conditions that would affect the student's performance.
- The student must have and submit documentation of a Two-Step Mantoux (TB) test prior to acceptance into the program. An applicant can submit documentation of a negative Two-Step Mantoux dated within one (1) year of admission. **If** the Two-Step Mantoux is documented as a positive result or history of a positive reaction, a negative chest x-ray less than five (5) years old must be submitted.
- The **occupational responsibilities** of the candidate require having full use of their hands, the ability to stand for extensive periods of time, and the ability to perform tasks that include bending, pushing, pulling, and lifting a minimum of 40 pounds without restrictions.
- The cost of the physical and testing will be the responsibility of the facility. The facility will also incur the cost of the 2-step Mantoux. However, the cost of a chest x-ray is the responsibility of the applicant. Any student experiencing a change in their medical or physical condition must submit documentation of a physician's approval to participate in the NATCEP. Facility requires a urine drug screen and functional, capacity evaluation. This will be provided by the facility.

Standards of Conduct Policy

- Students are to conduct themselves with a positive attitude and a willingness to learn.
- Academic honesty is expected student behavior. Cheating at any time will not be tolerated and will result in the student being terminated from the program.
- Students will perform only those tasks for which they have been supervised and deemed competent by the instructor.
- Confidentiality with resident information is to be always maintained according to Health Insurance Portability and Accountability Act (HIPAA) regulations.
- **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.
- Professional and safe behavior is expected of all Nurse Aide students.
- Dress code
 - Name badges must always be worn so that residents can identify you. The first name badge is provided by Quest Healthcare Academy and replacement name badges are to be supplied and paid for by the student. Please report all lost name badges to the instructor.
 - Students will wear scrubs for class and clinical. All clothing must be clean and in good condition.
 - Hair must be clean and conservatively styled. Beards and mustaches must be nearly trimmed.
 - Jewelry and makeup should be worn in moderation.
 - Excessive pierced jewelry is not permitted during class time.
 - Visible tattoos should be covered during working hours.
 - Undergarments must not be clearly visible through clothing.
 - No jeans, cut-offs, or midriff baring clothes. Tight fitting slacks, mini-skirts, halter tops, and t-shirts with inappropriate messages are unacceptable attire on the facility grounds.
 - Avoid excessive use of colognes and perfumes.
 - Jeans are permitted on designated days, as announced.
 - Lab coats and sweaters are permitted if clean and in good condition.
 - Shoes must be clean and in good repair. Low-heeled, safety-soled shoes. Sandals and Crocs are not permitted.

Hair should be pulled back off the face and collar.

- Nails must be short, clean, and not broken.
- Students may be sent home for non-compliance.
- No cell phone use (calls, text, surfing the web, taking photos, etc.) during class or clinical time.
- Leaving the clinical area without permission or performing procedures without the instructor present could result in immediate dismissal from the program.
- Destructive behavior (i.e., profane language, insubordination, lack of respect to classmates or staff, sleeping or talking in class) will result in disciplinary action.
- Evidence of behavior related to drug or alcohol use will not be tolerated. The student will be.
sent home and dismissed from the program.
- Possession of alcohol or a deadly weapon (i.e., gun, knife) is prohibited.
- Noncompliance with established facility rules and regulations (i.e., parking, smoking, food in the classroom, use of facility telephone) will result in disciplinary action.
- After graduation or "off hours," a student cannot return to the clinical facility to visit the Residents without prior approval from the facility administrator.
- Violations of these standards of conduct will result in disciplinary action, which may include being asked to leave the clinical facility or dismissed from the program.
- Facility Discipline is a Progressive Discipline Policy — Quest Healthcare Academy strives to ensure the highest quality of care to our residents and efficient and cost-effective operation. To achieve this goal, we must abide by rules and standards of conduct that will enable all to participate in the smooth and harmonious operation of this facility. Quest Healthcare Academy's disciplinary policies are set forth to motivate or modify patterns of performance and behavior to assure the level of excellence to which we aspire. These policies provide the Supervisory Staff with tools to monitor the standards of care and behavior.

Group I Violations

- Behavior the student knows or should know is offensive to residents, visitors or fellow students or facility employees.
- Arguing or engaging in disruptive behavior with a fellow student or facility employee in resident care areas or in view or hearing range of a resident or visitor.

- Extending meal or rest breaks beyond the authorized time.
- Failure to keep workplace clean and orderly.
- Failure to take meal breaks and periods in designated locations.
- Violation of Dress Code Policy.
- Failure to follow instructions or to perform work according to procedure or policy.
- Horseplay and dangerous "practical jokes."

Group II Violations

- Use of class time for personal matters.
- Use of computers/internet for personal matters, including social networking sites, i.e., Facebook, Twitter, etc.
- Discourteous, rude, or unhelpful behavior toward residents, visitors and fellow student or facility employee.
- Eating food from a resident's tray or taking food from the kitchen for personal use.
- Use of foul or abusive language.
- Leaving Facility Property during working hours without authorization.
- Violation of Timecard policy.
- Gambling on Facility property.
- Failure to attend a mandatory staff development session.
- Failure to follow smoking restrictions.
- Loss of, or damage to, Facility property through carelessness, neglect, or indifference.
- Work performance not up to established professional standards.
- Minor breach of HIPAA Confidentiality (e.g., accidental release of information, by use of loud voices, not necessary for emergency care or treatment purposes).

Group III Violations

- Any deviation from a resident's course of treatment that does not create the risk of, or result in, serious or substantial harm to the resident including but not limited to discourteous treatment of residents.
- Failure to report a known safety hazard or violation of Safe Working Environment policy.
- Creating or contributing to unsafe or unsanitary conditions within or on the premises.
- Failure through negligence to account properly for Facility funds.
- Neglecting duties, including leaving the duty station without authorization.
- Removing Facility equipment or supplies from the premises without proper authorization.
- Refusal to sign a Written Warning, Employee Counseling form, Employees Evaluation, or Action Plan.
- Improper use of authority.

Group IV Violations

- Any deviation from a resident's course of treatment that creates the risk of, or results in, serious or substantial harm to the resident.

- Violation of Resident Abuse Policy
- Violation of Sexual Harassment Policy
- Violation of Non-Discrimination Policy
- Harassment of a co-worker, resident or visitor based upon sex, race, national origin, color, religion, age or disability.
- Violation of Confidential Information and Non-disclosure policy.
- Violation of Solicitation/ Distribution/ Bulletin Board policy.
- One "no-call no-show" absence.
- Conviction of a felony offense.
- Conviction of two or more misdemeanors under Chapter 39 of the Pennsylvania Crimes Code
- Unauthorized use of Facility computer files.
- Sleeping on duty.
- Signing in or out for another student. Clocking in or out for an employee.
- Physical, verbal, or sexual abuse of a visitor or a person conducting business on the premises.
- Willful or reckless inattention to the needs of a resident.
- Loss of, or damage to, Facility property through malicious intent.
- Theft, attempted theft or misuse of Facility, student, employee, resident, or visitor property.
- Falsification of documents, records, or concealment of material facts, including class and employment applications.
- Possession or use of a firearm or deadly weapon on Facility property.
- Threatening a fellow student or facility employee, resident, or visitor.
- Instigating a physical confrontation with a fellow student or facility employee, resident, or visitor.
- Possession, use, or being under the influence of drugs, intoxicants, or other controlled substances on Facility premises or while working.
- Accepting loans, gifts, tips, or gratuities of any kind from residents, resident friends and family members, or from visitors, except as allowed by Company policy.
- Failure to maintain professional licenses or certifications.
- Insubordination - deliberate refusal to comply with instructions issued by an authorized Supervisor or disrespect, or the use of abusive or insulting language toward a supervisor.
- Any act committed with the intention of disrupting the care of residents or the operation or reputation of facility.
- Purposeful and egregious release of information about a resident, in violation of HIPAA Privacy rules.
- Using social networking sites in a manner which defames or adversely impacts the reputation of facility.

The preceding is a list of some conduct that warrants disciplinary action. It is by no means exhaustive.

STUDENTS MAY BE DISCIPLINED FOR ANY CONDUCT THAT A SUPERVISOR DETERMINES WARRANTS DISCIPLINARY ACTION. QUEST HEALTHCARE ACADEMY HAS THE SOLE DISCRETION IN DETERMINING WHETHER CONDUCT IS GROUP I, II, III OR IV VIOLATION.

Progressive Disciplinary System

Should a supervisor or the Administrator determine that an act by any employee merits disciplinary action, appropriate action will be taken. Except as necessary to deal with unusual circumstances, the Progressive Discipline System should be followed whenever student commits conduct that is subject to disciplinary action.

First Offense Involving a Group I Violation

The student's Supervisor will issue a verbal warning, and a notation shall be made in the student's file.

Second Offense Involving a Group I or a First Offense Involving a Group II Violation

The student's Supervisor shall issue a written warning to the student and shall include a reference to any prior verbal warnings, where appropriate. The Administrator may institute a disciplinary probationary period and a notation shall be made in the student's file as well as a copy of the warning.

Third Offense Involving a Group I, Second Offense Involving a Group II Violation or First Offense Involving a Group III Violation

The Administrator or Supervisor shall issue a one-day suspension to the student and the hours must be made up by the student. The counseling should include a reference to the prior written and verbal warnings. A notation shall be made in the student's file on the suspension.

At his/her discretion, the Administrator may impose a Disciplinary Probation Period.

Fourth Offense Involving a Group I, Third Offense Involving a Group II Violation, Second Offense Involving a Group III or First Offense Involving a Group IV Violation

The Administrator or the Department Director will terminate the student from the program. The Administrator or Program Coordinator will issue written notification of termination to the student via United States Mail. Documentation will be placed in the student's file as to the reason for removal.

The foregoing are guidelines; the Administrator retains the right to take such disciplinary action as he or she determines is appropriate.

Multiple Violations

A student who accumulates four (4) or more violations of any WPCC Policy within a class shall be reviewed by the Administrator for potential disciplinary action including dismissal.

Disciplinary Probation

Any student placed on a Disciplinary Probation Period may be terminated without regard to Quest Healthcare Academy's Progressive Disciplinary System.

Student Grievance Policy

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

Step One

Student submits the grievance/complaint in a written or verbal manner to the RN instructor.

RN instructor reviews *and* responds to the grievance within three days.

The RN instructor documents, in writing, the grievance, the review and the resolution.

RN 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 or human resources within 72 hours.

Step Two

- if the student and instructor are unable to resolve the grievance, a meeting between the director of nursing or human resources and the 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 director of nursing or human resources will review the documentation submitted by the primary instructor and student then investigate, as needed. The director of nursing or human resources documents the review process and the resolution of the grievance.
- A meeting is scheduled with the director of nursing or human resources, RN instructor and student to disclose the resolution.
- If the decision rendered by the director of nursing or human resources 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.

Tuition Policy

Facility Sponsored:

- . Quests Healthcare Academy is not responsible for the costs of training and testing.

There will be an additional fee for the state competency exam, National Nurse Aide Assessment Program (NNAAP), this is the responsibility of the student.

Utilization of Students Policy

- Nurse Aide students will not be utilized for any services or functions for which they have not been supervised or passed as competent by the instructor. Learning opportunities will be sought by program instructors to guide student learning.
- Students will be supervised in the performance of resident care tasks, which have been taught.
in class and/or lab.

Admission and Student Policies Signature Page

- The student is required to sign this document stating that they have read and understood the policies outlined in the Nurse Aide Training Program handbook. The student must sign, date, and bring the signature page (page 23) with him/her when registering for the program. If there are any questions concerning the policies or handbook, please contact the Program Coordinator, Nurse Aide Training Program, at 724-327-3500 or via Director@questhealthcareacademy.org or HR@williampenncc.com
- The student will retain a copy of the Nurse Aide Training Program Handbook.
- The signature portion of the document will be kept in the student's file for the length of the program.

Health Risk Waiver Policy

- During participation in the classroom, lab or clinical rotation experience, the William Penn Care Center student must be aware of the actual and/or potential health risks.
- The occupational responsibilities of the candidate require having full use of their hands, arms, and legs; the ability to stand for extensive periods of time (approximately 5+ hours); the ability to perform tasks that include bending, pushing, pulling, and **lifting a minimum of 40 pounds** without restrictions.

- While in the program, the student will be required to attend clinical practice in a long-term care facility. In case of accidents or illness during a clinical practice experience, if medical treatment should become necessary, the facility is willing to give **emergency care**. Payment for medical treatment, including emergencies, is the responsibility of the student or visitor.
- At the clinical facility, the student may need to sign a required waiver stating, "I will accept the financial responsibility for any necessary emergency medical care while in clinical practice as a Nurse Aide trainee."

Criminal History Record Information Policy: Nurse Aide Program

In compliance with Act **14**, it is the policy of Quest Healthcare Academy that each applicant completes a PA Criminal History Record Information (CHRI) report. The results must be within one year of admittance into the Nurse Aide Training Program.

- If the applicant **has lived in the Commonwealth of Pennsylvania for TWO OR MORE YEARS**, prior to entering the Nurse Aide Training Program, the student must complete a **PA Criminal Background Check (CHRI) from the Pennsylvania State Police**. A form titled SP4 -164 can be obtained at a police station or online. The only acceptable **website** to process the CHRI electronically is <https://epatch.state.pa.us>. The electronic version has a state seal embedded in the final report.
 - a. Most results can be printed immediately.
 - b. If your copy only has a control number but not a record determination i.e. "no record exists" or a printout of prior offenses, a new check may need to be run.
- If the applicant has **NOT lived** in the Commonwealth of Pennsylvania for two or more years or **is not certain whether a crime committed in another state is similar to those crimes listed on the Prohibitive Offenses contained in 63 P.S. § 675**, the applicant must complete both the CHRI from the Pennsylvania State Police (item #1 above) **and** an FBI check. The registration website is available on the **IDEMIA** website at <https://uenroll.identogo.com/>.
 - a. When registering online the applicant must use the appropriate agency specific service code **1KG6NX** to ensure fingerprints are processed for the correct agency (Pennsylvania PDE-AVTS)
 - b. Bring a copy of your confirmation/receipt when you go to the fingerprint location.
 - c. The Pennsylvania State Police (CHRI) and FBI reports are valid for one year.
- The Program Coordinator is responsible to:
 - a. Receive the applicant's original CHRI report or copy the applicant's original CHRI report.
 - b. Review the CHRI report for prohibited offenses contained in 701.13 (relating to the non-acceptance of certain applicants).
 - c. Sign and date the original or a copy of the original and place it in a locked file cabinet.

- d. Ensure that only those individuals who are designated in the "Right to Know" policy for NATCEP and state or federal employees involved in monitoring the program have access to these files.
- e. Notify the applicant in writing whether the decision not to admit the applicant is based in whole, or in part, on the CHRI report.
- Quest Healthcare Academy will not enroll a Nurse Aide applicant whose CHRI report indicates that the applicant has been convicted of any of the offenses designated as
 - a. A felony under the Controlled Substance, Drug, Common Device, and Cosmetic Act (P.S. 780-101, 780-144); or
 - b. Any offense listed under Act 14; or
 - c. A Federal or out-of-State offense similar in nature to those crimes listed under a. or b. above.
- PA CHRI checks, and FBI reports will be maintained by the Program Coordinator, Nurse Aide Training Program in a secured location for three years.
- Individuals designated to review and approve application for enrollment into the program who willfully fail to comply with §701.12 (2) and (3), or 701.13 of Act 14, shall be subject to a civil penalty as provided for in §701.21.
- Representatives from the Pennsylvania Department of Education, State or Federal Departments will be permitted to view all PA CHRI and FBI reports.

Nurse Aide Admission and Training Policies Iv Signature Page

This policy agreement has been developed and is given to all students on or before the first day of class. A signed agreement will be retained in the student's file.

- A. Admissions Policy**
- B. Attendance Policy**
- C. Level of Achievement Policy**
- D. Nondiscrimination Policy**
- E. Advisement of Bulletin 99-11-05; Exclusion from Participation in Medicare, Medicaid or any other federal health care program**
- F. Physical Examination / Health Conditions Policy**
- G. Standards of Conduct Policy**
- H. Student Grievance Policy**
- I. Tuition Policy**
- J. Utilization of Students Policy**
- K. Student Signature Policy**
- L. Health Risk Waiver Policy**

I have received a copy of the Nurse Aide Training Program Policies. I have read, understand, and agree to comply with the above policies that are necessary requirements for admittance into and 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 policies.

I am aware that the occupational responsibilities require having full use of hands, arms, and legs; an ability to stand for extensive periods of time (approximately 5+ hours); an ability to perform tasks that include bending, pushing, pulling, and lifting a minimum of 40 pounds without restrictions.

In addition, I accept the financial responsibility for any medical treatment, including emergencies, while in clinical practice as a Nurse Aide Trainee.

Print Name: _____

Signature: _____

Date: _____