

Nursing Assistant Training Program Catalog



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Volume I

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DESCRIPTION OF FACILITY

Formal instruction is provided in the nursing classroom and the lab at South Florida Healthcare Institute in Boca Raton, Florida. Total square footage of the training center is 1,700 square feet which includes two nursing classrooms, a nursing laboratory and one administrative office. The lab area is furnished with workstations that include all of the equipment found in a basic resident room as well as modern practice manikins. Additional equipment such as canes, walkers, wheelchairs and other equipment used in the health care environment is available. Students have access to restrooms and a break room with refrigerator and microwave. Academic and practical skills that are required will be conveyed in the classroom and lab. These skills will culminate as students perform in a licensed Palm-Beach County clinical setting working with actual patients under instructor supervision. There is ample on-site parking and no parking fees. Exact directions can be found by visiting www.mapquest.com.



South Florida Healthcare Institute, LLC owns South Florida Healthcare Institute. It was founded by Leonora Creary, MSN, RN in 2015. She has taught various courses for The American Heart Association, and The American Red Cross. She has also created several of her own courses that are approved by The Florida Board of Nursing. South Florida Healthcare Institute is a CEU Provider - #50-25897.

OWNERSHIP

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PHILOSOPHY AND PURPOSE

The Nurse Assistant Training Program is rooted in six principles of care: *Safety, Infection Control, Dignity, Independence, Privacy, and Communication*. The program is designed to motivate the participant and establish a deeper appreciation of his/her important role in providing quality nursing care in a variety of health care settings.

The purpose of the Nurse Assistant Training Program is to provide the information and skills that will enable nurse assistants to provide quality care for residents in nursing homes, as well as supplemental information and skills to enable them to provide quality health care for clients at home and patients in hospitals and other health care facilities.

PROGRAM DESCRIPTION

South Florida Healthcare Institute - Nurse Assistant Training Program is designed to prepare the student for employment as a certified nurse assistant (CNA) after passing the State of Florida certificate exam. After completing this course, students will have the information they need to recognize the importance of nurse assistant's role in improving the quality of life for people in the health care system. Content includes nursing theory and personal care procedures. Updated videos support the program. The curriculum accommodates diverse educational backgrounds and the preferred learning styles of today's students. The Nurse

Assistant Training Program will be conducted both online and in person, which includes 40 hours of theory online, 40 hours of in-person lab training, and a 40 hour externship, for a total of 120 hours. ReadyCNA is an online course that replaces the theory portion of instructor-led lectures of a CNA program. While students are not in a traditional classroom setting, instructors are able to monitor student progress and performance through the Learning Management System. ReadyCNA, is device agnostic, allowing students to use smartphones, tablets or computers to complete the course at hours that best suit them, while following the CNA program's syllabus.

In conjunction with the online theory, students will meet in person with their instructors to cover the skills portion of their CNA training and their clinical hours in a skilled nursing facility. While these skills are initially introduced to students throughout ReadyCNA, the training partner provides in-person instruction, providing students with the hands-on practice to master the skills. Students will also complete the clinical hours determined by the state, getting hands-on experience with residents under the supervision of their instructor.

ReadyCNA is not meant to replace the skills nor clinical components of a CNA program. ReadyCNA is meant to serve as a substitute for the traditional classroom- based environment, for students that may be unable to attend an in-person CNA class or for those who prefer online learning at their own pace and schedule.

NURSE ASSISTANT TRAINING

Total cost payable to South Florida Healthcare Institute for this training is \$1,750 (includes \$150.00 non-refundable enrollment fee). Each student will be responsible for additional expenses, such as the purchase of white shoes or sneakers (closed toe/non-canvas type) and a watch with a second hand.

Tuition:

| | |
|--|----------------------------|
| Background check | included in enrollment fee |
| Enrollment Fee (Non-refundable) | \$ 150.00 |
| Textbook & Supplies | included in tuition |
| Adult CPR/AED Certifications | included in tuition |
| Nursing Assistant Graduation Pin and Certificate | included in tuition |
| South Florida Healthcare Institute ID Badge | included in tuition |
| State Certification Exam | included in tuition |
| <u>Tuition</u> | <u>\$ 1,600.00</u> |
| TOTAL: | \$ 1,750.00 |

Student Responsibility:

| | |
|---|-------------------------------|
| <i>Student Responsibility:</i> | <i>Estimated Costs</i> |
| Physical Exam: | \$ 25.00 - 75.00 |
| PPD (TB)Test or (if needed) Chest X-Ray: | \$ 5.00 - 50.00 |
| White shoe or sneakers (closed toe/non-canvas): | \$ 20.00 - 50.00 |
| Watch with a second hand | \$ 5.00 - 20.00 |

**The student textbook is the American Red Cross Nurse Assistant Training copyrighted 2020 published by StayWell. The text is the most recent publication available, confirmed as of July 2020. **

Tuition is to be paid by Credit Card or ATM with a Credit Card Logo only. Tuition must be paid in full before class start date.

Payment Policies

Prospective students will pay their tuition into 2 payments, enrollment fee of \$150.00 and a second payment of \$1,600.00 prior to the start of class. Students receiving third party funding for a portion of their tuition will typically submit their personal fee portion as one payment. To help keep our program costs as low as possible, South Florida Healthcare Institute is unable to offer payment plans.

Students will be financially responsible for treatment of any accident or illness which occurs while the student is engaged in any classroom, lab or clinical experience activity. If transportation to a hospital is recommended by EMS personnel but refused by the student, an EMS refusal form must be signed by the student.

Financial Aid

South Florida Healthcare Institute does not offer financial aid. However, scholarships are accepted from recognized community agencies. Funding agency determines who qualifies for scholarship. If South Florida Healthcare Institute receives scholarship assistance donations, every effort will be made to offer enrollment program fee assistance to qualified enrollees. The terms of the scholarship requirements are pre-determined by the donor(s) and must be adhered to by South Florida Healthcare Institute. South Florida Healthcare Institute offers students the option to finance their tuition with private loan options. More information can be provided by the Program Director.

PROGRAM LEARNING OBJECTIVES

Students enrolled in South Florida Healthcare Institute Nurse Assistant Training Program will:

- Recognize the importance of the nurse assistant's role in improving the quality of life for people in the health care system
- Encourage people to be as independent as possible
- Support and maintain the rights of residents, clients and patients
- Be sensitive to the physical and psychosocial needs of people in the health care system
- Communicate effectively with staff, residents/clients/patients and their families and friends
- Provide quality basic care for people in the health care system
- Help reduce the potential negative effects of the health care system
- Observe and document a person's physical condition and overall well-being
- Be a good team player and work well with team members

NURSE ASSISTANT CURRICULUM SUMMARY

| | | |
|--|-----------|--------|
| Introduction To The Course - ONLINE | 1.0 hours | NA 100 |
| Being A Nurse Assistant - ONLINE | 1.5 hours | NA 101 |
| Nurse Assistant Responsibilities and Training Working as a Member of the Health Care Team The Art of Caregiving Professionalism | | |
| Protecting the People in Your Care - ONLINE | 1.0 hour | NA 102 |

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| Acting in an Ethical and Professional Manner - ONLINE Legislation That Influences the Delivery of Health Care Behaviors That Can Result in Legal and Disciplinary Actions Using Ethics to Guide Behavior Avoiding Legal and Ethical Difficulties on the Job Patient Abuse Prevention | 2.0 hours | NA 103 |
| Understanding People in Your Care - ONLINE Human Growth and Development Basic Human Needs Sexuality and Intimacy Culture Spirituality | 1.0 hours | NA 104 |
| NURSE ASSISTANT CURRICULUM SUMMARY(continued): | 1.0 hours | NA 105 |
| Communicating with People - ONLINE Communication Basics Communicating with Those in Your Care Communicating with Family Members Communicating with Other Members in the Health Care Team | | |
| Medical Terminology - ONLINE | 1.0 hour | NA105.1 |
| Understanding The Body and How it Works - ONLINE | 1.0 hour | NA 106 |
| Controlling The Spread Of Infection - ONLINE What Causes Infection? The Chain of Infection Health Care – Associated Infections How to Recognize Infection How to Control the Spread of Microbes Blood Borne Pathogens and Workplace Safety Hand Washing Using Personal Protective Equipment (PPE) | 4.0 hours / 2 lab hrs. | NA 107 |
| Preventing Injuries- ONLINE Protecting Your Body from Injury Using Equipment Safely Keeping the People in Your Care Safe A Word about Restraints Performing Skills Safely Using Equipment Safely Keeping the People in Your Care Safe A Word about Restraints Performing Skills Safely | 2.0 hours | NA 108 |
| Responding To Emergencies- ONLINE Medical Emergencies Fire Emergencies Weather Emergencies, Disasters and Other Events of Widespread Impact First Aid | 1.75 hours/0.875 lab hrs. | NA 109 |
| Measuring Vital Signs and Other Data- ONLINE Vital Signs Weight and Height Using an Electronic Thermometer to Measure a Person's Temperature Evaluating a Person's Radial Pulse Evaluating a Person's Apical Pulse Evaluating a Person's Respirations and pulse oximetry Measuring a Person's Blood Pressure Measuring a Person's Weight and Height | 4.0 hours/2.375 lab hrs. | NA 110 |
| Assisting with Positioning and Transferring- ONLINE The Person's Space Common Furnishings in Health Care Setting Bedmaking Making an Unoccupied Bed Making an Occupied Bed | 4.0 hours/2.375 lab hrs. | NA 111 |
| Providing Restorative Care- ONLINE Goals of Restorative Care The Nurse Assistant's Role in Providing in Providing Restorative Care Promoting Independence Promoting Mobility Helping a Person to Walk Helping a Person with Passive Range of Motion | 2.5 hours/1.875 lab hrs. | NA 112 |
| Maintaining A Comfortable Environment- ONLINE The Person's Space Common Furnishings in Health Care Setting Bedmaking Making an Unoccupied Bed Making an Occupied Bed | 4.0 hours / 2.25 lab hrs. | NA 113 |

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| Assisting With Personal Cleanliness & Grooming- ONLINE | 6.0 hours / 6.5 lab hrs. | NA 114 |
| <ul style="list-style-type: none"> Mouth Care Hair Care Shaving Dressing and Undressing Vision and Hearing Aids Hand and Foot Care Perineal Care Skin Care Brushing and Flossing a Person's Teeth Providing Denture Care Providing Mouth Care for an Unconscious Person Brushing and Combing a Person's Hair Shampooing a Person's Hair in Bed Helping a Man Shave Helping a Person to Change Clothes | | |

NURSE ASSISTANT CURRICULUM SUMMARY(continued):

| | | |
|---|---------------------------|--------|
| Assisting With Personal Cleanliness & Grooming - ONLINE | | |
| <ul style="list-style-type: none"> Helping a Person to Put on Compression Stockings Providing Hand and Foot Care Providing Perineal Care Helping a Person with a Complete Bed Bath Helping a Person with a Shower or Tub Bath Giving a Back Rub | | |
| Assisting With Meals & Fluids- ONLINE | 2.5 hours / 1.5 lab hrs. | NA 115 |
| <ul style="list-style-type: none"> What is Good Nutrition? Planning a Healthy Diet Factors that Affect What and How We Eat Special Orders Concerning Nutrition Meal Time When a Person is Receiving Health Care The Importance of Fluids Other Ways of Providing Nutrition and Fluids & Helping a Person to Eat | | |
| Assisting With Elimination - ONLINE | 8.5 hours / 5 lab hrs. | NA 116 |
| <ul style="list-style-type: none"> Introduction of Elimination Promoting Normal Elimination Assisting the Person to Use a Toilet, a Portable Commode, a Bedpan or a Urinal Problems with Elimination Special Tasks Related to Assisting with Elimination Helping a Person to Use a Portable Commode Helping a Person to Use a Bedpan Helping a Man to Use a Urinal Collecting a Routine Urine and Stool Specimen Collecting a Clean Catch Urine Specimen Providing Catheter Care and colostomy care Emptying a Urinary Drainage Bag | | |
| Promoting Comfort & Rest - ONLINE | 2.5 hours / 2 lab hrs. | NA 117 |
| <ul style="list-style-type: none"> Promoting Comfort Promoting Rest | | |
| Assisting With Admissions, Transfers & Discharges - ONLINE | 2.0 hours / 0.75 lab hrs. | NA 118 |
| <ul style="list-style-type: none"> Assisting with Admissions Assisting with Transfers Assisting with Discharges | | |
| Providing Care For People With Specific Illnesses- ONLINE | 2.5 hours / 0.75 lab hrs. | NA 119 |
| <ul style="list-style-type: none"> Musculoskeletal, Cardiovascular, Neurological, and Respiratory Conditions Diabetes Kidney Failure Cancer HIV/AIDS Mental Health Conditions | | |
| Providing Care For People With Dementia- ONLINE | 2.0 hours | NA 120 |
| <ul style="list-style-type: none"> Types of Cognitive Changes Dementia Initial and Annual Dementia Management Challenging Behaviors Communicating with a Person with Dementia | | |
| Providing Care For People At The End Of Life- ONLINE | 2.0 hours / 0.75 lab hrs. | NA 121 |
| <ul style="list-style-type: none"> A Peaceful and Comfortable Death Providing End-of-Life Care Providing Care in the Hours Before and After Death Providing Postmortem Care | | |
| Providing Care To Infants And Children- ONLINE | 1.5 hour | NA 122 |
| Providing Care For People In Their Homes- ONLINE | 1.0 hours | NA 123 |
| <ul style="list-style-type: none"> Overview of Home Health Care The Home Health Aid's Role The Home Health Care Environment Care giving Skills in the Home | | |

| | | |
|--|--------------------------|---------------|
| Entering The Workforce- ONLINE | 1.5 hours | NA 124 |
| Planning Your Job Search | | |
| Applying for Jobs | | |
| Going on Job Interviews | | |
| Responding to a Job Offer | | |
| Becoming a New Employee | | |
| Enjoying Professional Success- ONLINE | 1.0 hours | NA 125 |
| Basic Expectations to Those Employed as Nurse Assistants | | |
| Dealing with Violence and Harassment in the Workplace | | |
| Contributing to a Positive Work Environment | | |
| Caring for Yourself & Developing Your Career | | |
| CPR And AED Training | 6.0 hours / 6 lab hrs. | NA 126 |
| Four Chapter Quizzes- ONLINE | 4.0 hours | NA127 |
| Comprehensive Final Exam | 2.5 hours | NA128 |
| Prometric Overview and Mock Skills | 3 hours / 3 lab hrs. | NA129 |
| <u>Clinical Practicum</u> | <u>40.0 hours</u> | <u>NA 130</u> |
| | Total Hours 120.0 | |

“Clock Hour” means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

***The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.*

ADMISSION POLICY

Students enrolling in the Nurse Assistant Training Program must be at least 18 years of age, or have obtained a high school diploma or GED. No additional educational requirements are required for those 18 years and over. However, fundamental reading and writing skills in English are essential. Those that do not have a high school diploma/GED will be required to take and pass a TABE test prior to admission. Minimum score required on TABE Test is and Math- Grade 8 Level and Reading - Grade 8 Level. The training materials are written at an eighth grade reading level. Credit for previous training is not granted. Please note that a South Florida Healthcare Institute background check will need to be completed as part of the application process.

ADMISSION CRITERIA

1. Attend a program information session either online or in person.
2. Submit copy of high school diploma or GED if under the age of 18, or proof of age if 18 or older.
3. If no high school diploma/GED, complete the TABE test (picture ID required to take test).
4. Submit completed student forms and agreements:
 - a. Enrollment Agreement
 - b. South Florida Healthcare Institute Application/Program Registration Form
 - c. Copy of Government issued photo ID
 - d. South Florida Healthcare Institute Background Release and Clearance Report
 - e. Proof of negative TB skin test or negative chest x-ray (*completed within the last year*)
 - f. Physical form completed by Health Care Practitioner (*completed within the last 6 months*)
 - g. Acknowledgement of Receipt of Student Catalog and Handbook
 - h. Authorization for Release of Information
 - i. Media/Photo Release
 - j. Payment

GRADING

Students must demonstrate mastery of all skills. Testing of these skills occurs during the skills practice sessions in the laboratory setting and during the clinical experience in the health care facility. The student must also pass multiple written competency examinations with a minimum score of 80% on each one. If a student does not achieve a score of 80% on a quiz, they must take a make-up quiz the next day. A third quiz attempt will be given following the second attempt if the student fails the first re-take (second attempt). If the student fails all three quiz attempts, they will be withdrawn from the program. The student must achieve a minimum passing grade of 80% on one of the three attempted quizzes. The student only has a second attempt (one make-up exam) to achieve the 80% on their final examination. Any student who does not pass the final examination with an 80% or higher, will not be permitted to participate in clinicals or to graduate.

All questions and exams are equally weighted. Final grades are listed as a Pass/Fail basis only. In order to graduate, each student must achieve a "Pass" grade on theory and a "Pass" grade on skill performance.

STATEMENT OF EQUAL ACCESS AND EQUAL OPPORTUNITY

South Florida Healthcare Institute shall not discriminate on the basis of race, creed, color, religion, age, sex, or handicap in the educational programs or activities which it operates with regard to admission, employment, and treatment of staff and students. South Florida Healthcare Institute's grievance procedure shall be used for all complaints of discrimination, including allegations of violations of the regulations and any other federal or state regulations concerning discrimination which require grievance procedures.

Legal Reference: Title VII of the Civil Rights Act
Florida Statutes 230.00, 413.08 (03)
Title IX of the Education Amendment of 1972
Section 504 of the Rehabilitation Act
Title VI of the Civil Rights Act

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, certified mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the enrollment fee which is \$150.00.
4. Cancellation after attendance has begun through 40% completion of the program will result in a Pro Rata tuition refund computed on the number of hours completed to the total program hours
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Books and supplies (stethoscope and blood pressure cuff) are included in student's tuition. If a student withdraws from our program, they must return both their books, and supplies (stethoscope and blood pressure cuff) in new condition. If a student fails to return their books and supplies, a fee of \$100, will be deducted from their final tuition refund.

7. In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
8. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
9. Any course may be rescheduled or cancelled by the Admissions Representative if less than five (5) students are registered. If a course is cancelled by South Florida Healthcare Institute, the student may transfer to another class (no additional charges) or receive a full refund.
10. Students requesting transfers up to 5 business days prior to class starting can transfer to the next scheduled class that has room.
11. Students will be allowed one free transfer prior to class start. Additional transfer requests prior to class starting will require a payment of a \$150 processing fee.
12. Students requesting a transfer after class has started must have a valid reason such as a family emergency, medical issue, death in the family, etc. These transfers will be handled as refunds under the guidance described above. The student can then register for a future class.
13. Students who have completed the classroom portion but are not able to complete the clinical portion due to an emergency as described above will have 60 days to complete the clinical experience.

STUDENT SERVICES

Counseling

The goal of South Florida Healthcare Institute is to provide a comprehensive program with a coordinator who holds the hand of each student starting from the point of their initial interest, throughout the training experience, and continue even through job placement. Prior to registration, all potential nurse assistant applicants will meet with the Program Admissions Representative. The purpose of this meeting is to discuss program content and responsibilities of a nurse assistant in a long-term care facility. The admissions representative will also ask questions about the applicant's availability for the length of the course, the need for childcare, and other details that might affect the learning process for the student.

The course instructor may complete a student "*At Risk Memorandum*" form for students enrolled in the Nurse Assistant Training Program. This form documents the instructor's concern with challenges the student is facing with the course. The instructor will initiate a personal meeting with the student to share the documentation, discuss the student's deficiencies, and develop a plan for improvement. Instructors are also available for individualized assistance each day before class or after class *IF ARRANGED IN ADVANCE*. Instructors shall be available to students who wish to discuss the merits and advantages of pursuing further training in the nursing field, including the responsibilities of a licensed practical nurse and/or a registered nurse. Students may also discuss the nature of work for nursing assistants in home health care or in acute care fields.

Students with Special Needs

Self-identification and documentation of disabilities help us serve you better. While South Florida Healthcare Institute makes no pre-admission inquiry about an applicant's disability, such knowledge can often be helpful in the admission process. We recognize that the decision to disclose a disability is a personal choice that every applicant may exercise. We respect the choice; however, we encourage applicants with hidden disabilities, such as a learning disability, an emotional disability or chronic medical condition, to disclose such

conditions and provide us with the necessary data. It is only through self-disclosure that informed and fair decisions can be made by both the students and the learning institution regarding the suitability of the Nurse Assistant Training Program. This information is also useful after the student is enrolled in helping the faculty and staff provide needed services or in referring students for appropriate services. Accommodations can be made only after the student provides the appropriate documentation to his/her counselor (the Admissions Representative).

For students with a physical disability, there are designated parking spaces available for accessibility. Modifications to the work area and curriculum can be provided when necessary on a case-by-case basis. The faculty and staff of the American Red Cross Training Center will make every appropriate and possible accommodation to provide the best learning environment for every student.

Transfer Credit

Transferability of credit is at the discretion of the accepting institution and it is the student's responsibility to confirm whether credits will be accepted by another institution. South Florida Healthcare Institute does not accept transfer credits from any institution.

Student Housing

Housing arrangements for out-of-town applicants, or students, will be the responsibility of the student. South Florida Healthcare Institute does not have the resources to accommodate these arrangements.

Student Records

Each student's educational record will be retained indefinitely by South Florida Healthcare Institute. A complete student record will include the student's application or enrollment agreement, all documents evidencing a student's eligibility for enrollment into the program, financial records, certificates, academic transcript, record of progress, and student counseling or advising records.

Student Placement

South Florida Healthcare Institute will make available, at no charge, at the time of graduation and on an on-going basis, a list of local prospective employers of Nurse Assistants. Such lists shall contain the names and phone numbers of area long-term care facilities, temporary nursing agencies, and other potential employers. Students shall have access to these listings. In addition, the Nurse Assistant Admissions Representative works closely with hiring agents from potential employers. These agents will be invited to participate in graduation ceremonies and other activities.

ALTHOUGH SOUTH FLORIDA HEALTHCARE INSTITUTE WILL ASSIST WITH EMPLOYMENT, SOUTH FLORIDA HEALTHCARE INSTITUTE DOES NOT IN ANY WAY IMPLY OR GUARANTEE A JOB AS PART OF THE TRAINING OR PLACEMENT PROCESS.

RULES AND REGULATIONS

1. Any student requesting transfers after class has started must have a valid reason for not being able to finish the current class, such as a family emergency, health issue, death in the family, etc. No exceptions. Additional transfer requests prior to class starting will require payment of \$150 registration fee. All transfers must be approved by the Program Director.
2. Students who complete the classroom portion, but are unable to complete the scheduled clinical due to an emergency as noted above will have 60 days to complete the clinical experience; they do not have to formally transfer to another class. However they must provide documentation verifying the emergency within two (2) weeks to the Program Director.
3. Books and supplies (stethoscope and blood pressure cuff) are included in student's tuition. If a student withdraws from our program, they must return both their books, and supplies (stethoscope and blood pressure cuff) in new condition. If a student fails to return their books and supplies, a fee of \$100, will be deducted from their final tuition refund.
4. Students are expected to actively participate in class discussions and activities. Students will not be allowed to sleep or lay their head on the tables.
5. **Use of cell phones, pagers and other electronic devices, including tablets, ipads, ipods, etc. are prohibited and must be stored.** Cell phones must be set to silent and messages are to be answered at lunch time only. Cell phones are not to be answered in the classroom, restroom, elevators, stairwells or hallways of the buildings. Refer emergency calls to South Florida Healthcare Institute. Your instructor will inform you of the emergency number.
Cell phones are to be used only in designated areas.
6. If you are found with a cell phone – on or off – or any other electronic device anytime during the class time it can result in immediate dismissal from the program.
7. Storage areas are not to be accessed during class time, only during lunch or break time. Students are expected to be on time for class. Tardiness or leaving early on more than two occasions will result in review by Lead RN and/or Program Director which may lead to program dismissal. These will be reviewed on a case by case basis. Time will be measured by the classroom clock **only**. Missing more than two class sessions (or the amount of time outlined by the state guidelines) will result in dismissal from the program. All missed time must be made up. **There are no excused absences.**
8. The student is expected to be on time for clinical assignments. Clinicals are mandatory. The need for make-up will be on an individual basis and must be made up within 60 days. If any clinical time is missed, the student will not be permitted to graduate with his/her class unless that time is made up before graduation.
9. The student will also keep resident information confidential. **No electronic devices are allowed to be on or visible at the clinical site.** Students found using a cell phone in patient care areas or hallways at the clinical site will be sent home immediately. Students are never permitted to post clinical or resident information or pictures on social media sites.
10. Students are expected to listen to different opinions and treat others with respect. Argumentative or disruptive behaviors, fighting, use of profanity or foul language will result in immediate dismissal from the program. Physical/verbal threatening or provoking behavior towards any student, South Florida Healthcare Institute Staff or Clinical Facility staff will not be tolerated for any reason and will be grounds for immediate termination. Students must report this behavior to the Instructor or other South Florida Healthcare Institute staff immediately. Illegal drug use and/or consumption of alcohol prior to or during classroom or clinical experience are prohibited and will result in immediate dismissal from the program.
11. Cheating, lying, falsifying information and/or stealing will result in immediate dismissal from the program.
12. The student dress code is designed to enable students to comply with principles of safety and infection control while also projecting a professional appearance. Students are required to adhere to the following program dress code while participating: South Florida Healthcare Institute uniform set, white which fit appropriately and white non-skid, non-canvas (tennis/athletic) shoes. Items not permitted include: sandals (flip flops), coats (hoodies/jackets), hats, sunglasses, scarves, dangling jewelry, hair color beyond natural tone, extreme nail color, artificial nails and all facial and tongue piercings. Nail length must be ¼ inch or less from the tip. Pierced ears with small studs are permitted. Loose hair must be pulled back and tattoos must be covered for clinicals. Coats and jackets must be

- removed in the classroom and clinical settings; only white scrub uniform jackets are permitted or white, black, or grey long sleeve shirts underneath the scrub tops while in colder climates.
13. South Florida Healthcare Institute uniform is required for graduation, state testing and job fair events.
 14. Students needing to cover their head or otherwise modify their attire due to religious or other reasons will be addressed on a case-by-case basis by the program manager. The final decision will be based on the clinical site dress code.
 15. Each student will present an oral presentation. It is a class requirement and will provide the students an opportunity to gain up to an extra 4% towards the final exam: 1% for an outline, 1% for the presentation, 1% for a handout and 1% for a poster.
 16. Review Class is part of the curriculum and student attendance is mandatory and students are expected to be present the entire class.
 17. Breaks will be taken at assigned times only. Breaks taken outside of assigned times will be counted as missed time from class, counted toward hours missed and subject to make-up.
 18. No food is allowed in the classroom during class time. Students may have a drink provided it is covered with a lid. No student is permitted to bring in food for potlucks or parties. A graduation ceremony will be provided to all classes, refreshments will be provided by Red Cross staff.
 19. Smoking is prohibited in the building and on the premises, including inside vehicles in South Florida Healthcare Institute parking lot.
 20. Children and other student guests are not permitted in the building, classroom, clinical setting, review class, or state testing, even during lunch breaks. There is a no visitor rule.
 21. Students will handle classroom supplies, books and medical equipment in an appropriate manner. Failure to do so may result in dismissal from the program.
 22. If weather conditions are poor and the city schools are delayed or closed where the classroom is located; class will be delayed or cancelled and time made up as directed by Program Manager.
 23. Prior to any direct contact with a resident, during clinicals, South Florida Healthcare Institute, requires that each student receives a minimum of 16 hours of classroom instruction in the areas provided in the rule, per Rule 64B9-15.006(3), F.A.C.

CLASS ATTENDANCE POLICY

Each student is required to satisfactorily complete the course instruction (this includes didactics, lab, and clinical/externship time). You are required to attend all classes. An employer will not tolerate tardiness, leaving early, excessive absences, or a poor attitude. Therefore, these behaviors are also not tolerated by this institution. It is highly recommended to be at least ten minutes early for class. It is a great habit to create and employers will look for this when considering you as a hire.

ABSENCES

The nurse assistant training program is a fast paced program; therefore attendance and punctuality are essential. More than 50% of a class session absence (or more than 2 occurrences) will not be tolerated. Any time missed within these guidelines must be made up prior to the final exam. However, there is no make-up day for a student who misses the CPR. Students who are absent for the CPR day will be transferred to the next class. Absences are reviewed on a case-by-case basis by the program manager and typically will have to be emergency situations with written documentation provided such as an illness with a physicians note, death in the family, etc.

TARDINESS

The day class and lab start at 9 AM sharp and the evening class starts at 5 PM sharp. Students are considered late if they arrive after 9 AM on days or after 5 PM on evenings. Breaks will be taken at assigned times only. Breaks taken outside that time will be considered missed time from class and will be subject to make-up. All class time missed must be made up by the student prior to the final exam. Students will receive a Student Progress At-Risk Form for any time missed.

COURSE AND HOLIDAY DATES

Course Start Dates

Enrollment is open and is on a first come, first served basis. Enrollments will be taken until the class is full. When a class reaches its capacity, prospective students can be put on a waiting list (in case there is a cancellation by another student) and/or enrolled in the next scheduled class.

| | |
|---|---------------------------------|
| <ul style="list-style-type: none">• Monday, March 21, 2022• Monday, April 25, 2022• Tuesday, May 31, 2022• Tuesday, July 5, 2022• Monday, August 8, 2022 | (Daytime Class Schedule) |
|---|---------------------------------|

Course Location

Classes (day and evening) are given at South Florida Healthcare Institute located at 7700 West Camino Real, Suite 401, Boca Raton, FL 33433. Externships/Clinicals will be located at various clinical partner sites throughout the local community.

Holidays

School will be closed on the following dates in 2022 and 2023:

| | | |
|---------------------------|-----------------|---------------------------|
| • Memorial Day | Monday | May 30, 2022 |
| • Independence Day | Sunday | July 04, 2022 |
| • Labor Day | Monday | September 05, 2022 |
| • Thanksgiving Day | Thursday | November 24, 2022 |
| • Christmas Day | Saturday | December 25, 2022 |
| • New Year's Day | Saturday | January 1, 2022 |

DISCIPLINE

Abuse of the policies and procedures as outlined in this Nurse Assistant Training Program Catalog and Student Handbook will be dealt with by the Instructor and the Admissions Representative. Disciplinary action may include:

- A. Class and/or clinical probationary period
- B. Dismissal from the program

Re-entry Policy

There may be opportunity for individuals who have withdrawn or been dismissed to re-enroll in another Nurse Assistant Training Program. Re-entry is an option for students who failed to complete their course of enrollment due to academic reasons (failure of the written exam, difficulty mastering skills, etc); illness; or reasons other than disruptive behavior, academic dishonesty or falsifying student records, possession of non-prescribed drugs, weapon possession or alcoholic beverages. A student must interview with the Admissions Representative in order to determine eligibility for re-entry. If eligible, the cost of the course would be the tuition, certifications and non-refundable fee. The cost for books and materials is waived if the student has the current course manual, materials, and supplies received initially. If the student does not own these materials, the total cost of \$2,000 will apply.

DISMISSAL/UNSATISFACTORY CONDUCT POLICY

Students who encounter difficulty with skills may inform the Instructor and will be offered individualized counseling, tutoring, or other assistance as determined appropriate and is noted on the "Student Progress Memorandum" form. A student may be dismissed, at the discretion of the Instructor or Program Manager, due to the following reasons:

1. Repeated tardiness (2 or more times) and/or class absences without prior notification
2. Failure to make up excused absences
3. Failure to demonstrate skills
4. Failure to achieve required 80% or more on written exams and the final exam
5. Disruptive behaviors, academic dishonesty or falsifying student records (including clinical records), foul language, possession of non-prescribed drugs, weapon possession, or alcoholic beverages
6. Theft of property from the school, the clinical setting, staff, other students or others
7. Failure to arrive at the clinical setting in appropriate uniform, one warning will be given before dismissal
8. Failure to pay tuition fees
9. Failure to pass background screening

ACADEMIC AND DISCIPLINARY ACTIONS APPEAL PROCESS

If a student wishes to appeal an academic or disciplinary action, he/she must first go to the instructor with the appeal in writing within 48 hours. If the discussion is not satisfactory, the NAT Admissions Representative should be contacted in writing. A meeting will be scheduled to discuss concerns. If unable to reach consensus, then the next step is for the student and instructor to discuss the situation with the Program Director for final appeal. The student has 48 hours to submit in writing to the next level of authority. Each level will have 48 hours to respond to the student's appeal. An appeal will be taken seriously and evaluated objectively by the Admissions Representative and Program Director.

1. Level one (initial level) – Instructor
2. Level two – Admissions Representative
3. Level three (final level) – Program Director

Appeals will be considered by the above individuals fairly and without discrimination. All appeals must be in writing and submitted to the appropriate individuals. Within 48 hours after receiving written appeals, a meeting will be scheduled to discuss and conclude.

GRIEVANCE PROCEDURES

Healthy relationships and good, clear communication are integral to the success of any community. South Florida Healthcare Institute strives to keep lines of communication open and clear among its students, faculty and staff. Therefore, if a student has a grievance, he/she must vocalize such a grievance to his/her instructor without fear of reprisal. The instructor should make every effort to address the student's concerns promptly and if necessary, steps should be taken within 48 hours to remedy the situation.

If after this attempt, the grievance has not been resolved, the student has 48 hours to submit his/her grievance in writing to the next level of authority.

1. Level one (initial level) – Instructor
2. Level two – Admissions Representative
3. Level three (final level) – Program Manager

All written grievances will be considered by the above individuals fairly and without discrimination. Within 48 hours after receiving a written grievance from a current student, a meeting will be scheduled to discuss and resolve. A dismissed student who has a grievance involving expulsion must submit their grievance in writing within two weeks of dismissal.

If a student is not satisfied with the resolution, the unresolved case should be presented to the senior program manager for review within five working days from the date the resolution was presented. The senior program manager will make a final ruling on the case.

If a student feels that a grievance remains unresolved after exhausting the school's grievance policy, he/she should contact the Commission for Independent Education, Florida Board of Nursing (<http://floridasnursing.gov>) and or The Florida Department of Education (<http://www.fldoe.org>). Contact information for the Commission for Independent Education can be found on page 16.

GRADUATION

A South Florida Healthcare Institute Nurse Assistant certificate of completion will be awarded to all students successfully completing the program. Successfully completing the Nurse Assistant Training Program is the passing of multiple written exams and the final exam with a minimum score of 80%, demonstration of skills, and completion of clinical hours. Students will also receive certification in Adult CPR and AED. Students will be able to invite family and friends to participate in the graduation ceremony.

Administration, Faculty and Staff

*Nurse Assistant Training Program - State Program Operations and Business Development Program
Director/Admissions Representative:*

- Leonora Creary, MSN, RN – Masters of Science in Nursing, Major – Nursing; Walden University

Licensure Information

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 323099-0400, toll-free telephone number (888)224-6684

State CNA testing is conducted by Prometric
Prometric - FL Nurse Aide

In order for a student to be employed as a certified nursing assistant, he/she must successfully pass the Prometric CNA Exam and meet all the requirements to be licensed by the Florida Board of Nursing. The application and candidate information bulletins are available through the state's contracted test administrator, Prometric.

Website: <http://www.prometric.com/Florida> **Email:** FLCNA@prometric.com

ADDENDUM

South Florida Healthcare Institute Nursing Assistant Training program have reviewed 6E-2.0041 Delivery of Programs Through Nontraditional Assessments, Modes and Methods. Our program complies fully with all items listed within this Florida statute.