

# PROVIDENCE TRAINING INSTITUTE

## NURSING ASSISTANT PROGRAM POLICIES

### **Policy: Admission Requirements**

Applicants must be at least 16 years of age and can speak, read, comprehend and write Basic English. Prior to applying, applicants will be required to take PTI's 20 question math and 30 question reading comprehension entrance test with a passing score of 80% on each of the math and the reading portions. Immunization requirements are: documentation of an MMR (at least 2 doses) or a lab test result showing immunity; a negative Tb. Skin test or a negative chest x-ray within the last 9 months.

Reviewed/ 1/12/2019

### **CITIZENSHIP/NATIONALITY/ALIEN STATUS DOCUMENTATION**

Federal law, 8 U.S.C. § 1641, and State law, A.R.S. § 1-501, require documentation of citizenship or nationality for certification. If the documentation does not demonstrate that the applicant is a United States citizen, national, or a person described in specific categories, the applicant will not be eligible for certification in Arizona. All applicants must submit documentation regarding their citizenship/nationality/alien status with their application. Please refer to [www.azbn.gov](http://www.azbn.gov) for complete details.

Reviewed 1/12/2019

### **FINGERPRINTING**

According to A.R.S. § 32-1606(B) (16), each applicant for initial licensure (those wishing to obtain an LNA) is required to submit a full set of fingerprints. A DPS fingerprint clearance card cannot be substituted for this requirement.

Reviewed 1/12/2019

### **FELONY CONVICTIONS**

According to A.R.S. § 32-1606(B), an applicant for certified nursing assistant is not eligible for certification if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge from the sentence for all felony conviction(s) must be received 3 or more years before submitting this application. If you cannot prove that the absolute discharge date is 3 or more years, the Board will notify you that you do not meet the requirements for certification.

Reviewed 1//12/2019

### **DRUG TESTING POLICY**

Providence Training Institute does not require an initial drug screening. If at any time the student's behavior leads the staff to believe that he/she is impaired/ under the influence of drugs or alcohol that student will be required to provide a urine specimen in a controlled environment for testing. Any student who refuses (or parent refuses for the underage student) the test will be considered positive. The Arizona Board of Nursing must be informed of all positive drug tests. The student with a positive drug test will be dismissed from the program.

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If you are taking controlled substances that are prescribed to you by a medical doctor you must inform the program coordinator at the time the prescription starts, showing proof of the prescription; they will determine if you are able to care for patients during your treatment. Students may register at any time prior to the start of class by completing an on-line registration form and signing the enrollment policy. The school reserves the right to cancel any scheduled classes at short notice due to unforeseen circumstances, but will make all attempts to inform students enrolled in the course. There is no advance placement policy.

Reviewed 1/12/2019

### **Program Tuition \$1200.00 includes:** effective 1/01/2017

- Blood Pressure Cuff & Stethoscope
- One Scrub Top
- Gait belt

**Additional cost, for online registration fee:** \$2.00 (ASAP Connected.com)

### **Additional costs, if purchased with PTI, includes:**

Text book: \$ 90.00

Tb. Skin test: \$20.00

CPR certification (Healthcare Provider): \$50.00

Finger print card (for students wishing to apply for LNA): \$10.00

State Competency test \$118.00

**Additional cost:** LNA application fee to the Arizona State Board of Nursing \$50 for application and \$50 for background check.

Reviewed 1/12/2019

### **POLICY: GRADING**

There is a weekly vocabulary test, mid-term, Comprehensive final exam, a written skills final exam and workbook in which you will be graded as follows:

Workbook:	20%
Weekly vocabulary:	10%
Mid-term:	20%

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Comprehensive Final: 30%

Written Skills Final 20%

Skills Lab. Pass/Fail

Clinical externship Pass/Fail

You must maintain an average grade of **80% or higher**, with a Comprehensive Final exam score of at least 80%.

If your overall grade is not 80% and you received less than **80%** on the mid-term or final Exams you will be given a chance to retake the exam. ***You may retake only ONE time for the mid-term AND final exams.***

- After **the mid-term exam**, your average grade will be calculated. If the average grade is at **80% or less** the student will be counseled by the instructor.
- Should the instructor and student come up with a plan of action that ensures a successful passing grade, the student will move forward with the class
- If 70% or less a recommendation will be made to drop from the class. Should there be circumstances where the instructor and student feel that more time is needed to ensure a successful passing grade, the student will be offered to come back and take the class again, at no additional cost to them. This circumstance will be offered only one (1) time. There will be a fee of \$35 for a new workbook.
- A Nursing Assistant Instructor shall verify and document that the student has satisfactorily demonstrated proper performance of each skill on the “Student Skills List”. This must be completed and graded as a pass/fail grade. A passing grade must be obtained prior to the student performing those skills on patients/residents without the instructor’s direct observation and supervision.
- The Instructor will determine the pass/fail grade for the Clinical Externship with documentation on the daily observation/ evaluation sheet for each student.

Revised 1/3/2018

### Policy: Graduation Requirements

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Students must successfully complete all course work; laboratory training and clinical externship totaling 122 hours and obtain a final grade average of 80% or above with a Final Comprehensive exam score of at least 80%. Students will have an opportunity to retake a failed mid-term and/or final exam one time, the retake exams will cover the same material with different questions. (see grading policy for details; The Graduate is then eligible to take the D&S Competency Test for Certification as a CNA and placement on the CNA registry or apply for LNA (Licensed Nursing Assistant) through the AZ. Board of Nursing (AZBN) by submitting a finger print card and payment of fee for background check. Any record of a felony conviction within the past three (3) years must be documented on the AZBN application for investigation and consideration by the Board.

Reviewed 1/12/2019

### **POLICY: Attendance**

The school maintains an attendance record for each student. The school requires a hundred percent (100%) completion of 122 class hours to receive a certificate of completion for the course. All missed class/lab time must be made up and documented prior to clinical externship and any missed clinical time must be made up prior to graduation. Make up time will be documented on the Make-up Time form. If the time is not made up the student will be dismissed from the program. Classes start promptly on the hour scheduled and students are expected to be on time and attend all scheduled classes. Any student who is late must make up the portion missed. Students must attend all classes to understand the presented material and function at a quality level in the health care setting.

Revised 1/12/2019

### **Policy: Record Maintenance**

Cohort course materials and student records will be retained electronically for three (3) years.

Cohort course materials include:

- Course syllabus and course schedule
- A copy of all exams including comprehensive final exam & retake exam.

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- Students end of course evaluation with summary of findings with actions taken or planned.

### **Records for each student include the following:**

Student name, date of birth, copy of picture ID and SS number

Attendance record for class lab & clinical

Skills check list

Instructor completed competency evaluation from clinical

Copy of certificate of course completion

D&S competency test results letter

All scores on tests/exams including retakes and homework

Students may access their record with a written request to the Administrator.  
. Transcripts will be issued free of charge on written request from graduates.

reviewed 1/12/19

### **Policy: Grievance**

Any student wishing to file a grievance shall do so within three (3) day of the occurrence. The issue shall be clearly outlined in writing to the School Director who will respond within three days of receipt of the submitted grievance; either in a meeting with the aggrieved which will be documented or in a written statement addressing the issue submitted.

Should the aggrieved be dissatisfied with the outcome, he/she shall appeal in writing, stating the specifics of said dissatisfaction to the School Director within three (3) days of receiving the decision. The School Director shall review the case and respond to the aggrieved within 3 days rendering a final decision.

If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the Arizona Board of Nursing. 1740 W. Adams Street suite 2000, Phoenix AZ 85007. Phone 602-771-7800 [www.azbn.gov](http://www.azbn.gov)

Revised 1/12/2019

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### **Policy: Student Conduct**

Students must comply with the rules, regulations, and policies of Providence Training Institute. Infractions of the established policies and procedures requiring disciplinary action, shall be handled in a manner that demonstrates progressive interventions. Any student not conducting themselves in an orderly and professional manner, which includes use of or under the influence of drugs and /or alcohol on school property, dishonesty, theft, disrupting classes, carrying dangerous weapons, cheating on tests/exams use of profanity, insubordination, violation of safety rules will lead to probation or dismissal. The student is expected to conduct themselves in an ethical and professional manner. A student who commits academic dishonesty and/or acts in an unprofessional manner will be removed from the Training Program.

Revised 1/12/2019

**Clinical Supervision** A qualified RN instructor shall supervise any student who provides care to patients or residents by:

- Remaining in the clinical facility and focusing attention on student learning needs during all student clinical experiences.
- There shall be no more than 10 students per instructor.
- Provide current and valid contact information to students and facility staff during the instructor's scheduled teaching periods.
- Observing each student performing tasks taught in the training program.
- Documenting each student's performance each day, consistent with course skills and objectives on the "Student Clinical Documentation Form"
- During the clinical session engaging exclusively in activities related to the supervision of students; and
- Reviewing all student documentation.

Reviewed 1/12/2019

### **Policy: Academic Assessment, Suspension, or Dismissal**

Student grade averages will be determined after the Mid-Term exam. A student with a grade average of less than 80% on homework and mid-term exam will be counseled and a plan established to improve performance. If the student has not

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brought his or her grade up to meet our established attendance and academic standards, or if the midterm average is below 70%, other options will be considered such as leave of absence (LOA), suspension or dismissal from the program; depending on the recommendation of the faculty. The student has the right to appeal the decision to the School Director.

Reviewed 1/12/2019

### **Policy: Training Evaluation**

At the end of the training course, each student will be asked to complete an anonymous end of course survey to evaluate the training program. For each cohort group a summary of the evaluations will be completed with a statement of actions or no actions to be taken.

Reviewed 1/12/2019

### **Policy: Leave of Absence (LOA)**

Leave of Absence may be granted in a medical or personal emergency or for military or jury duty. Such leave of absence shall not exceed 60 days in duration.

To receive a leave of absence, a student must submit a properly signed and dated written notice to the school explaining the reason for the request and the expected duration. If a student fails to notify the school director of their leave of absence, the student's training program may be considered terminated and the student will have to repeat the whole course. Or receive a refund in accordance with published policy. Students wishing to return to classes after a leave of absence must contact the school director who will confer with the student and determine when and if the student will return to class. If the student does not return following a Leave of Absence the published refund policy will be followed.

Reviewed 1/12/2019

### **Policy: Termination Procedure**

Students who are dismissed or terminated from school will be notified in writing and can appeal to the School Administrator within three days of receiving the termination notice.

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Reviewed 1//12/2019

**Policy: Student Re-enrollment**

Students, who for any personal reasons have dropped out of the program, may be readmitted within six months by contacting the school director and paying all fees due at the time of readmission. Program requirements at the time of re-entry shall be applicable. Students who were terminated for poor conduct may not be readmitted.

Revised 1/12/2019

**POLICY: REFUND**

**Full Refund.** A full refund of all monies paid by the student will be made if:

- (1) An applicant rejected by the school is entitled to a refund of all monies paid.
- (2) An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement.
- (3) An applicant who provides written notice of cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school shall receive a refund *minus* \$200 cancellation fee.

**Refund after the commencement of classes:**

**1. Procedure for withdrawal:**

- a. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Academic Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- b. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave, and failed to do so.



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c. A student will be determined to be withdrawn from the institution if the student has not attended any class for **3 consecutive class days**, or reported to their extern site for **3 consecutive days**

d. All refunds will be issued within 30 days of the determination of the withdrawal date

1) A student who withdraws or is dismissed after commencement of classes, shall receive partial refund of the tuition paid, minus the cancellation fee of \$200, determined pro rata as follows:

<b>% of the clock hours attempted:</b>	<b>Tuition Refund amount:</b>
10% or less	At least a 90% refund
More than 10% and less than or equal to 20%	At least a 75% refund
More than 20% and less than or equal to 30%	At least a 70% refund
More than 30% and less than or equal to 40%	At least a 60% refund
More than 40% and less than or equal to 50%	At least a 50% refund
More than 50%	No Refund is required

Tuition refunds will be determined based upon the percentage of the clock hours attempted. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Books and Supplies: There is no refund for equipment, books and supplies received by the student.

Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to

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complete the program, the school may make a settlement which is reasonable and fair

Effective; 4/17/11

reviewed 1/12/2019