



Nurse Aide Training Program

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

Mission Statement

Our mission at Right Choice is to provide an excellent educational opportunity to those who are interested in entering the field of health care. We strive for excellence in all that we do and to that end we provide dynamic classroom instruction as well as hands-on experience in a clinical setting. Our students are prepared to the best of their ability to pass the state examination and to continue their education to attain higher credentials in the health care field.

OWNER, FACULTY & STAFF

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

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

INSTRUCTORS:

Catherine Anderson, RN

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About the Nurse Aide Training Program

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

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

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

Right Choice offers the program in three formats: in person instruction, live online instruction and a full online class. All class offerings require 16 hours of in person clinical instruction.

Statement of Purpose from the State of KY

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

State Test

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

State Registered Nurse Aide

Once you have completed the course and passed the state test, you will be a State Registered Nurse Aide (SRNA) in the state of Kentucky.

Course Description:

Table of Contents from Mosby's Textbook

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

26. Oxygen Needs and Respiratory Therapies
27. Measuring Vital Signs
28. Assisting with the Physical Examination
29. Collecting and Testing Specimens
30. Admissions, Transfers and Discharges
31. Wound Care
32. Pressure Injuries
33. Hearing, Speech and Vision Problems
34. Cancer, Immune System, and Skin Disorders
35. Nervous System and Musculoskeletal Disorders
36. Cardiovascular and Respiratory Disorders
37. Digestive and Endocrine Disorders
38. Urinary and Reproductive Disorders
39. Mental Health Disorders
40. Confusion and Dementia
41. Developmental Disabilities
42. Rehabilitation and Restorative Nursing Care
43. Assisted Living
44. Basic Emergency Care
45. End of Life Care
46. Getting a Job

Tuition Fees and Other Costs

Classroom/Virtual Classroom Instruction – Tuition and Costs

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

1. Registration Fee - \$50
2. Tuition (includes registration fee) - \$455
3. Textbook and class binder - \$80
4. Background check - \$25
5. Scrub top for clinicals - \$15
6. Insurance - \$25

Online Class – Tuition and Costs

The total cost of our on-line program is \$595.00.

1. Registration Fee - \$50
2. Tuition - \$400
3. Textbook and class binder - \$80
4. Background Check - \$25
5. Scrub top for clinicals - \$15
6. Insurance - \$25

It is recommended, but not required, that you also obtain a stethoscope and blood pressure kit for practicing key vitals skills. You will also need to purchase black scrub pants to wear to classes and to clinicals.

TB Skin Test

You must present the results of a TB Risk assessment **and** a TWO-STEP negative Tuberculin PD skin test. You must have these completed in order begin the class. The TWO-STEP Tuberculin PD skin test takes a minimum of 12 days to complete. If you are unable to get the TB skin test you may need a blood assay test or a chest x-ray to meet this requirement.

Entrance Requirements

Applicants must be 17 years old and must pass a background check (no felony convictions) and drug screen. Students cannot be listed on the Nurse Aide Abuse Registry or the Kentucky Adult Caregiver Misconduct Registry.

Registration and Payment

Registration and payment may be done online via our website for all class formats using major credit card or PayPal and is the preferred method. In-person paper registration and/or payment by check or cash may be done by appointment by calling our offices at 502-974-2541.

Classroom/Virtual Classroom Payment Plan

Classes are filled on a first come first served basis. The total fee due is \$650. Of that \$50 is a non-refundable registration fee. The registration fee will hold a seat for you up to 7 days prior to the first day of class. To continue to hold a seat a 2nd payment of \$400 is required 7 days prior to the first day of the class for which you are enrolled. Reserved seats for which the full \$450 is not received 7 days prior to the first day of class will be opened up to other students.

The final balance of \$200 must be paid in full prior to the clinical portion of the class. Any students not paid in full by the clinical portion of the class will not be allowed to participate in the clinicals and will not complete the class. Scheduling a make-up clinical session for any student due to non-payment is done at the discretion of Right Choice once payment is made and is dependent on class offerings and an open seat in a clinical session.

Online Class Payment Plan

The total fee for the online class is \$595. A payment of \$395 is required to begin the on line course. When the \$395 is paid, students will receive the required supplies and receive access to the course. Once the online coursework is completed and the full 59 hours of required attendance time is logged, students may register for the clinical portion of the class. A payment of \$200 is required to register for a clinical session.

Once a student has signed up for and paid for a clinical session no refund is available. Requests to reschedule a clinical session is done at the discretion of Right Choice and is dependent on an open seat being available. There is a \$50 fee to reschedule any clinical session.

Refund Policy

Classroom/Virtual Classroom Refund Policy

Refunds (less the \$50 registration fee) will be available up to 7 days prior to the first day of the class. After that date, there will be no refunds. Students who are dismissed due to improper conduct, absences or who fail to achieve competency are not entitled to any refunds. Students who do not attend the minimum required number of hours due to absences or tardiness are not entitled to any refunds. Students who drop the class for personal reasons are not entitled to any refunds.

Online Class Refund Policy

Once a student begins the on-line coursework, the \$395 payment is non-refundable. Once a student is registered for a clinical session, the \$200 payment is non-refundable.

Tuition Reimbursement

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

Credit for Other Classes

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

Dismissal, Withdrawal, Re-entry

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

Dress Code

BE PROFESSIONAL – LOOK PROFESSIONAL. When attending in-person classes at the Right Choice facility, the dress code is the red scrub top issued to you and black scrub pants. For the clinical portion of the class, students must wear the red scrub top issued to you by Right Choice and pair of black scrub pants with quality close-toed, close-heeled shoes (no sandals, flip flops or clogs).

Course Completion

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

Attendance Policy

Classroom/Virtual Classroom

Because this class has a state mandated time requirement, attendance at every class is critical. The class schedule is set up to ensure the student meets this requirement. If the student is late or misses a class session the student will not meet the minimum number of hours required. Students must be in attendance and participating in the classroom environment to be considered present.

Missed class time

1. Less than 4 hours: If the student misses less than 4 hours of scheduled class time, the hours may be made up with coursework at the discretion of the instructor.
2. 4-8 hours: If the student misses between 4 and 8 hours, Right Choice will work with the student to schedule a make-up day. Scheduling make-up days is dependent upon available space in upcoming classes.
3. More than 8 hours: Students who miss more than 8 hours may be required to drop the course. There will be NO REFUND of tuition already paid due to missed hours or days.

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

Classroom

There is a sign in sheet for each class session. Students will sign in upon arrival and sign out at the end of the day. Students will also sign in and out for designated lunch breaks. Any student that is sleeping, on their cell phone, or otherwise not participating in the class environment can be required to sign out and will not be counted present for missed time due to non-participation. Students must log a minimum of 59 classroom/lecture hours and 16 clinical hours. Any student who does not meet the state mandated time requirement will not receive a certificate of completion and will not be eligible to take the state exam.

Virtual Classroom Classes

Due to the nature of a virtual classroom, keeping attendance will be the responsibility of each student, using two separate Good Forms that Right Choice has created for this purpose. Students must sign in and out using the appropriate Google Form each time they begin a session of class activities in both the virtual classroom and individual, self-directed practice time.

The virtual classroom meets from 9am to 1:15pm each class day. Students are required to use the Google Form “Zoom Attendance” to sign in at the beginning of class and sign out promptly at the end of class. To be considered in attendance for the virtual classroom portion, students must be signed in, present and visible to the instructor and participating in the classroom activities. Students who are not signed in, are sleeping, on their cell phone, or otherwise not fully engaged with the class are not considered in attendance and will be signed out by the instructor.

Outside the virtual classroom, each student is required to spend an additional 4 hours watching skills videos and learning the steps for each skill, reading assigned textbook chapters, and taking the quizzes. The second Google Form “On Your Own” is used to document each student’s time and progress. Students who fail to practice the skills, do the reading, and take assigned quizzes outside of the virtual classroom will not be prepared to take the state exam. Students may not receive credit for hours if they fail to document their practice hours thoroughly and accurately. If the state-mandated time requirement is not met, the student will not receive a certificate of completion.

Students must also attend 16 hours of in-person clinicals to finish the course.

Online Class

Due to the virtual format of the course, students work at their own pace. Students must log 59 hours in the online course and complete 16 hours of clinicals to receive a certificate of completion from Right Choice and to be eligible to take the state test.

Academic Progress

Students who do not meet academic progress standards will be required to drop the class. Academic progress is measured in three ways.

1. Testing – students must pass required tests and quizzes with a 70% minimum
2. Skills Labs - Students have 26 hands-on skills that must be demonstrated with 70% accuracy.
3. Class participation – Students are expected to participate in all aspects of the class including lecture, video and skills lab.

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

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

Transcripts

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

Class Schedule and Holidays

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

Grievance Policy

In the event of a misunderstanding or unfulfilled expectations, we ask that you give us the opportunity to resolve any problems or complaints regarding your experience at Right Choice.

You are always welcome to call our Executive Director, Terry Graham, RN at (502)974-2541 or you can address correspondence to her, marked “Personal and Confidential” at 2310 Hurstbourne Village Drive, #200, Louisville, KY 40299. Please include the nature of your complaint, dates, times, personnel involved and the specific policy you feel was violated. The director will investigate the grievance and notify the student within 5 days of the outcome of the investigation and any action Right Choice plans to take. The grievance and results will be kept on file at Right Choice.

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

Filing a Complaint with the Kentucky Commission on Proprietary Education

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

Student Protection Fund

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