



# 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 healthcare. We strive for excellence in all we do, and to that end we provide dynamic online instruction as well as hands-on experience in a simulated clinical setting. Our students are prepared to the best of their ability to pass the State Registered Nurse Aide examination and to continue their education, if desired, to attain higher credentials in the healthcare field.

### OWNER, FACULTY & STAFF

The school is owned by Dawn Smithwick, who has over 30 years of social work and healthcare experience, including serving as Director of Social Services at a large retirement community.

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

### INSTRUCTORS:

Catherine Anderson, RN  
Sharon Becher, RN  
Jennifer Oney-Holeman, RN  
Elizabeth Reece, LPN

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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 (SRNA). As the over-65 age group continues to grow, there will be a greater demand for healthcare 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, 8<sup>th</sup> Edition, by Clare Kostelnick, RN, BSN. The table of contents for this book appears on the following pages.

The Kentucky Cabinet for Health and Family Services, Department for Medicaid Services Nurse Aide Training and Competency Evaluation Program (NATCEP) requires a minimum of seventy-five (75) hours of training, which shall include fifty-nine (59) hours of coursework and sixteen (16) hours of supervised clinical/practical training.

RightChoice Healthcare Training Institute offers online coursework, skills practice sessions in our clinical labs, and provides the required supervised clinical/practical training at a Nursing Facility in our community.

## **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 become a State Registered Nurse Aide (SRNA) must take and pass the State Exam. The cost of this exam is not covered by the tuition/fees paid to RightChoice and would be an additional cost to the student.

## **State Registered Nurse Aide**

Upon successful completion of the training course and passing the state test, the individual would be considered 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 Rights, 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, Moving, 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 Elimination
23. Bowel Elimination
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 System Disorders
37. Digestive and Endocrine System Disorders
38. Urinary and Reproductive System Disorders
39. Mental Health Problems
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 – Career Management

## **Tuition Fees and Other Costs – Online Course**

The total cost of our online course is \$725.00.

1. Application and registration fee – \$50 (*this fee is non-refundable*)
2. Tuition – \$520
3. Textbook and course study binder – \$85
4. Background checks – \$30
5. Scrub top for clinicals – \$15
6. Liability Insurance – \$25

It is recommended, but not required, that students obtain a stethoscope and blood pressure kit for practicing vital skills. Students will also need to purchase black scrub pants to wear for clinicals.

## **TB Skin Test**

Students must present the results of a negative TWO-STEP tuberculin (PPD) skin test OR blood test prior to enrollment. TB Risk Assessment will be completed at the time of enrollment. The TWO-STEP PPD skin test takes a minimum of 12 days to complete. If the student is unable to get the TB skin test, a blood test or chest x-ray will be required.

## **Entrance Requirements**

Applicants must be 17 years old and must pass a background check (no felony convictions). Applicants 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 using a major credit (or debit) card or PayPal and is the preferred method. In-person payment by check or cash may be done by appointment by calling our offices at 502-974-2541.

## **Payment Plan**

Students, upon request, may take advantage of the Payment Plan. An initial payment of \$500.00 is required for enrollment. The final balance of \$225.00 must be paid in full within forty-five (45 days) of enrollment or prior to scheduling the student's 16-hour clinical session, whichever occurs first.

## **Refund Policy**

The fee for application and registration is *non-refundable*. Once a student has received course materials, any other payment(s) are also 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, RightChoice is not able to award any credit for education received elsewhere or any work experience which an applicant may have had. The Certificate of Completion awarded upon completion of clinicals will be based solely on work the student has done while enrolled at RightChoice HealthCare Training Institute, LLC. RightChoice also cannot guarantee that work done while enrolled in our SRNA Training Course 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, or violation of the Student Code of Conduct. 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 practice or clinical sessions at the RightChoice facility, the dress code is the red scrub top issued upon enrollment and black scrub pants. Students should also wear good quality clean close-toed, close-heeled shoes (no sandals, flipflops or clogs.) Hair should be neat and clean. Long hair must be pulled back in a ponytail or pinned up. Nails must be short, clean, and trimmed: NO long nails. Jewelry should be modest (e.g., wedding band and short earrings are allowed.)

## **Course Completion**

Upon successful completion of this course, the student will receive a Certificate of Completion from RightChoice HealthCare 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 – Online Course**

Due to the online format of the course, students work at their own pace. Students must log fifty-nine (59) hours in the online course and complete sixteen (16) hours of clinical/practical training to receive a Certificate of Completion from RightChoice and to be eligible to take the state test.

Students are offered the first available clinical session after completion of coursework and MUST attend all scheduled hours of clinical class. Students who are absent from any portion of the scheduled clinical session, must reschedule and attend ALL scheduled days, even if the student previously attended any portion of the clinical session (i.e., students would have to repeat

any previously attended hours/classes.) Rescheduling is done at the discretion of and with the approval of the Executive Director, Administrator, and/or Clinical Instructor(s). A fee of \$50 will be charged for rescheduling a clinical session and is offered based on class availability.

### **Academic Progress**

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

1. Testing – students must pass required quizzes with a 70% minimum score.
2. Clinical Labs – students have 28 hands-on skills that must be demonstrated with 70% proficiency; critical steps must be demonstrated with 100% proficiency.
3. Class participation – students are expected to participate in all aspects of the clinical class, demonstrating proficiency/accuracy during evaluation.

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 and/or Administrator. 3) Dismissal from the program.

### **Transcripts**

Upon request and after successful completion of the training course, students will be furnished with a transcript of their work. 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 RightChoice offers multiple class sessions, class schedules will be available upon request, prior to registration. 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, Independence Day (July 4<sup>th</sup>), Labor Day, Thanksgiving Day.

### **Grievance Policy**

In the event of a misunderstanding or unfulfilled expectations, we ask students to give us the opportunity to resolve any problems or complaints regarding any experience at RightChoice.

Students are always welcome to call our Executive Director, Terry Graham, RN at (502) 974-2541 or address correspondence to her, marked “Personal and Confidential” at 2301 Hurstbourne Village Drive, Suite #200, Louisville, KY 40299. Students should include the specific nature of the complaint, including dates, times, personnel involved, and the specific policy felt to be violated. The director will investigate the grievance and notify the student within five (5) days of the outcome of the investigation and any action RightChoice plans to take. The grievance and results of the investigation/outcome will be maintained confidentially on file at RightChoice.

If a student believes a school has violated Kentucky statutes or regulations, written complaints may be forwarded 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 person filing must submit a completed “Form to File a Complaint” (PE-24) to the Kentucky Commission on Proprietary Education. This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov) The completed form should be sent by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, KY 40601.

### **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](http://www.kcpe.ky.gov).