



*STNA PROGRAM*

**STUDENT / CATALOG**

**HANDBOOK**

School Registration Number

**15-09-2070T**

I, along with the administration, faculty, and entire staff of Academia School of Nursing would like to welcome you to our community of learners.

We hope you will take pride in being a member of our team and that you will find your time here at Academia School of Nursing to be rewarding and very positive choice. We value your talents and contribution as student to our quality program and as a member in our community of learners

We understand the key to success in life is a basic education from school everyone can flourish and our philosophy is to be that school of yours choice for all your education needs. We prepared this Catalog/handbook with policy and procedures to answer questions you might be looking for answers. If need be, feel free to speak with the Program Administrator for any further questions.

We hope that your experience at Academia School of Nursing will be enjoyable and rewarding. We look forward to working with you and once again, welcome!

Ahmet H. Ali, President

## OVERVIEW OF THE PROGRAM

Academia's Nurse Aide Training and Competency Evaluation Program (**NATCEP**) is licensed and registered with the State of Ohio Board of Career Colleges and Schools. (Columbus – OH Reg. #15-09-2070T) and The Ohio Department of Health (ODH) to provide the training needed to become a State Tested Nursing Assistant (STNA). A NATCEP must be no less than 75 hours in length. Training will consist of at least 59 hours of classroom experience and skills training and at least 16 hours of supervised resident care in a long-term care facility (nursing home only). Upon successful completion of a NATCEP, students will receive an official ODH Certificate of Completion and will be eligible to register for the state nurse aide test. Individuals who pass the state nurse aide test will have their names added to the **Ohio Nurse Aide Registry**.

### **HHA TRAINING IN GROUPS FOR HOME HEALTH AGENCIES**

Academia also offers HHA certification classes that assist students to work in a wide range of settings, predominately in client homes. They may also work in assisted living or long-term care facilities. We offer a 60-hour with no clinical experience required and a 75-hour course with 16 hours of clinical experience at an area Nursing Home

### **ACCREDITATION AND APPROVALS**

- Approved by the Ohio Department of Health to provide the Nurse Aide Training and Competency Evaluation Program (NATCEP) #3653004
- The Nurse Aide Program is also approved by the State Board of Career Colleges and Schools to provide this as a Certificate Level Program Registration Number 15-09-2070T
- Ohio Department of Aging approved Academia School of Nursing Nurse Aide program as an approved Home Health Care Training Facility.

### **OUR MISSION & VISION**

Academia School of Nursing strives to achieve excellence in nursing education. Our goal is to provide excellence in education to our students in nursing ethics, theory, and practice. We prepare health care professionals who demonstrate principles of integrity, accountability, compassion, and competence to contribute positively to the dynamic health care industry.

### **OUR PHILOSOPHY**

Academia School of Nursing's philosophy is anchored on the belief that nursing education should prepare students to function safely and effectively in the generalist role. We believe that nursing education should provide students an opportunity to progress within a ladder curriculum in order to enhance the profession of nursing and to serve as a foundation for life-long learning. Nurses should be prepared to provide

ethical, holistic, and compassionate care to diverse populations in a variety of settings. We believe that by incorporating into our curriculum the standards set forth by our governing bodies, the evidenced-based research provided by our colleagues, and the values and criteria promoted by our national nursing organizations, our goal can best be accomplished.

The Academia School of Nursing Nurse Aide Training and Competency Evaluation Program (**NATCEP**) meets the nurse aide program training requirements established by the Ohio Department of Health. The purpose of a nurse aide competency evaluation program is to ensure that a candidate who is seeking to become a nurse aide understands the standards and can competently and safely perform the job of an entry-level nurse aide. Academia's 75 hour training program prepares graduates to work in long-term care facilities, residential care facilities, hospitals, or private duty assignments. Graduates will be eligible to apply and take the nurse aide competency test which has a seventy-nine (79) item multiple-choice written/oral part and a skills part. Upon successful completion of the nurse aide competency test the candidate is recognized as state tested (certified) and is then listed on Ohio's Nurse Aide Registry which is maintained by the Ohio Department of Health.

Our nurse aide program curriculum provides an in-depth classroom learning and skills experience that includes, but is not limited to:

- Introduction to the Training and Competency Evaluation (TCEP) Program and the role and responsibilities of a nurse aide
- Basic nursing and personal care skills
- Resident rights and interpersonal communication skills
- Safety, emergency, and infection control procedures
- Restorative services

Under the guidance and supervision of our experienced faculty, students will practice various personal care skills in our nursing skills lab which once mastered, would demonstrate their newly acquired skills in their assigned clinical settings.

### **CONCEPTUAL FRAMEWORK**

Academia's NATCEP Program uses the Ohio Department of Health's nurse aide curriculum.

- 75 hours of classroom and skills laboratory instruction and clinical experience
  - 59 hours classroom and skills laboratory instruction
  - 16 hours clinical experience in a long-term care facility providing direct hands on care to a resident under an experienced instructor's direct supervision
  - Attendance at all scheduled classes and clinical is required

### **STATE TESTED NURSING ASSISTANT EXAM**

Upon successful completion of the NATCEP, the graduate will receive a Certificate of Completion issued by the Ohio Department of Health thereafter, the graduates can pay a separate \$100 testing fee, apply, and schedule with D&S Diversified Technologies, LLP (the testing service) to take the state nurse aide test to determine competency. Upon passing the state nurse aide test, the candidate will be recognized as being a state tested nurse aide (STNA) and will be listed on the Nurse Aide Registry maintained by the Ohio Department of Health.

### **FACILITIES**

Academia has sufficient space for classroom and laboratory activities, and is furnished with all the needed supplies and equipment. Clinical practice will be performed in the laboratories, classrooms, and in the clinical agencies through Ohio.

### **OFFICE HOURS**

Monday – Friday 9:00 A.M – 5:00 P.M

### **PUBLICATIONS**

Each student will received an electronic copy of the student Handbook at the time of enrollment. A hard copy of the student handbook will be provided the first day of class and the student will sign for his/her student handbook.

### **PROGRAM FEES AND TUITION COST\***

Tuition	\$299.00 (This cost includes text books and Uniform)
Textbook & Workbook	\$45
Uniform	\$19
TB Skin Test	\$25.00
Physical Exam	\$20.00

### **REFUND POLICY**

If a student is not accepted into the training program, all program costs paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1.

Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10: 1.

A student who withdraws before the first class shall be obligated for the registration fee.

The school shall make the appropriate refund within thirty (30) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student's attendance or participation in an academic school activity

### **ADMISSION POLICY**

Any student interested in attending the State Tested Nursing Assistant Program must meet the following Criteria for Admittance.

- Complete an application for admission
- Provide a copy of valid state identification
- Submit a \$150 Deposit
- Provide Skin TB Testing done in the last calendar year
- Provide physical Exam done in the last calendar year
- Sign enrollment agreement
- NO student will be allowed to sit in class prior to completion of all required paper work.

### **RE-ADMISSION**

Students who fail the STNA Course will be considered for readmission a maximum of two (2) times, and as with any other applicant, admission criteria will be based on current requirements. Readmission is evaluated on an individual basis by Academic Review Committee and is not guaranteed

Students applying for readmission will be financially responsible for a **\$50.00** registration fee prior to readmission into the STNA Program and the cost of the coursework to be taken.

Student dismissed for punitive or disciplinary reasons will not be permitted back into any program offered by Academia School of Nursing. Academia reserves the right to deny re-entry to any person for any non-discriminatory reason.

Students are required to sign a current student handbook and a current enrollment agreement when they are readmitted to Academia School of Nursing.

### **TRANSFERS TO ACADEMIA**

Academia does not accept transfers

### **TRANSFERBILITY OF CREDIT**

The acceptability of credits is solely at the discretion of the accepting institution.

### **STUDENT GUIDANCE AND COUNSELING**

Personal or family problems may present barriers to successful completion of education. Community support services are available in Franklin County on sliding scale cost for students in need of help. Refer to Connecting Mental Health America Franklin County 2323 W. Fifth Ave., Suite 160. Columbus, OH 43204 (614) 221-1441 | fax (614) 221-1491.

### **ACADEMIC GUIDANCE AND COACHING**

If a student identifies a need for academic assistance, it is the student's responsibility to contact his/her instructor(s) for a discussion of the issue and for guidance in correcting the academic problem. Faculty who identify an academic problem with a student may arrange a meeting the student to address the issue. For the official record, the student must complete a form with their academic issues and properly address it with primary instructor followed by the program administrator if desired. If student has verifiable disability; documentation is required.

### **LETTER OF RECOMMENDATION**

At the discretion of the Instructor a letter of recommendation may be given to student upon request. To be eligible for a letter of recommendation and the student must:

- Have completed the course of study at Academia – NATCEP program
- Have had no discipline reports during the program enrollment
- Have a zero (\$0) outstanding balance owed to Academia

This letter will be signed by the faculty member who generated the letter and the program director

### **GRADING SCALE**

#### **Theory**

93%-100% = A- Excellent  
85%-92.99% = B – Good  
80%-84.99% = C- Fair  
79.9 or below% = F - Fail

#### **Clinical**

Pass = P  
Fail = F

### **COURSE OBJECTIVES**

Upon completion of the STNA Program, The student will meet the program objectives as follows:

- Explain the purpose and regulations of the TCEP
- Describe and identify communication and interpersonal skills that accomplish effective communication
- • Identify the importance of infection control, factors which promote the growth and spread of pathogenic microorganisms
- Identify reasons to apply safety precautions that help prevent falls, burns, choking, and ingestion of harmful substances
- Identify and explain emergency procedures for fires, oxygen, burns, choking, and ingestion of harmful substances
- Identify ways to promote resident independence
- Describe resident's rights
- Perform basic nursing skills
- Perform personal care skills
- Identify and describe developmental tasks, stereotypes, and basic facts and statistics of the elderly
- Describe negative effects of immobility and basic restorative services

## **STUDENT LEARNING OUTCOMES**

Following completion of the training and competency evaluation program (TCEP), the graduate will be able to:

1. Define the role of the nurse aide in long-term care.
2. Identify resident rights.
3. Discuss the role of communication in health care.
4. Demonstrate principles of medical asepsis and standard precautions.
5. Demonstrate basic nursing care skills.

## **NON-DISCRIMINATION POLICY**

In compliance with the Americans with Disabilities Act (ADA) and Academia School of Nursing policy, the School provides an educational and working environment which offers equal opportunity to all members of the School community. The School prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, sex, sexual orientation, military status, national origin, disability, age, and ancestry.

Recognizing that nursing is a practice discipline, the School of Nursing requires all enrolled nursing students to possess the psychomotor skills necessary to safely and effectively perform cardiopulmonary resuscitation (CPR) which is a common situation for health care providers. It is the student's responsibility to self-identify and inform the lead course instructor in writing by the end of week one (1) of the semester regarding any special learning needs so reasonable accommodations can be provided.



## **PROGRAM COMPLETION**

All students **MUST** attend all course sessions. Each student must pass academic theory, skills and clinical components in order to pass the course.

## **ATTENDANCE**

Attendance is essential and important for success in the student's acquisition of knowledge in the STNA Program. The student must attend the first day of class; otherwise the student will be administratively withdrawn from the course. The **Program Coordinator** will review any first day absence for consideration as an excused absence. The student must attend all scheduled classes, nursing skills or other laboratory sessions, and clinical experience with the exception of an excused absence in which the scheduled hours still must be made up and an additional fee of ***\$30 per hour will be assessed.***

**Any absence must be scheduled within 60-days of the date the student is absent with the upcoming class.**

In the event a student needs to call off, the student is expected to notify the instructor or teaching assistant in advance whenever possible of the scheduled class, nursing skills or laboratory sessions, or clinical experience. Absences of two (2) or more days will require documentation.

Regular attendance and punctuality at all scheduled classroom, and clinical experiences are expected. The School records daily attendance of each student. Faculty/teaching assistants also maintain attendance records for each course meeting, nursing skills laboratory sessions, and clinical experiences.

"Absence must be made up within sixty days of the date the student is absent (see paragraph (D) OF O.A.C. Rule 3701-18-08). The student must make up the time on a n "hour for hour" basis to insure that he or she receives the required seventy-five hours of training (See paragraph (A) of O.A.C Rule 3701-18-12)

## **COMPLIANT OR GRIEVANCE PROCEDURE**

Academia School of Nursing strives to provide a supportive environment and respects the rights of all students. It is the School's practice to fairly and objectively address the concerns of any complainant in an attempt to equitably resolve his/her grievance. To fairly and expeditiously handle academic grievances and/or grade appeals, the following procedure shall be followed:

- A student lodging a complaint regarding an academic matter is required to state the complaint to the responsible faculty member first.
- If the matter is not resolved, the student is to speak with the immediate supervisor of the individual against whom the complaint is being made.
- A written complaint is preferred but not required.
- If the matter is not resolved to the student's satisfaction, s/he may pursue the grievance up to the level of the School's Chief Executive Director.
- A student has five (5) week days within which to make the complaint; the institution has five (5) week days within which to attempt to resolve the matter.

If the complaint is not resolved at the Chief Executive Director level or if the complaint is against the Chief Executive Director, the student may file a formal written complaint with the following

Executive Director  
State Board of Career Colleges and Schools  
30 East Broad Street, Suite 2481  
Columbus, Ohio, 43215

Phone 614-466-2752  
Toll free 877-275-4219

## **CLASS SCHEDULE**

The Training and competency evaluation Program is a total of 75 hours which consists of 59 hours of classroom instructions and 16 hours of clinical experience. Academia School of Nursing reserves the right to cancel courses. Students will be notified in advance should this be necessary. If the course should be canceled for whatever reason, I have the option to roll my enrollment over to another nurse aide course to be provided in the future per the posted course schedule on the School's Website.

**DAYTIME CLASS** – The daytime course is 10 days over two weeks.

- Classes will be held from 8:00 a.m. – 4:00 p.m.
- Clinical will be the **SECOND WEEK** of the course schedule and will be on Thursdays and Fridays 7:00 a.m. – 3:30 p.m.

**EVENING CLASS** – The evening course is 20 days over four weeks

- Classes will be held from 6:00PM – 10:00PM
- Clinical will be the **FOURTH WEEK** of the course schedule and it will be on dayshift 7:00AM. – 3:30PM. Students will be notified

## **CLASSROOM COURTESY**

Friends and family members can be distracting to others who are trying to study. Please do not bring any guests with you into the building. Be on time for class and skills lab. **CHEWING GUM** or **CELL PHONES** are not allowed in the lab, training resource center (TRC) room, or during lecture time. Keep your space clean and neat.

### **CLASSROOM TEST POLICY**

Tests will be administered according to the course syllabus. Each exam will be given only once. Students are not permitted to use cell phones or any hand-held computer instruments during testing unless otherwise indicated by the instructor. **No cell phone.** Students will not be permitted to leave and re-enter the room during test taking. It is very important that other students are not distracted during the testing period. Students should maintain a record of all grades obtained in the course so that they know their standing in the course at all times. Students who are having problems learning the course material are encouraged to seek assistance from the course instructor or designated faculty as soon as the problem is identified and not just before the final week of the course. It is the students' responsibility to be aware of their own strengths and weaknesses in test taking and to seek assistance as needed.

### **WEATHER OR EMERGENCY RELATED CLOSURE**

The School of Nursing may close or alter hours of operation during declared emergencies due to an "Act of God" or other unforeseen circumstances. Communication of a declared emergency will be posted on the School's Website. Every effort will be made to communicate the declared emergency to all staff, faculty, and students through appropriate available means. Employees and students may also access school closures from available local news media resources.

In the event of severe weather or other emergency situations when the School remains open, all employees and students are expected to make reasonable effort to maintain their regular schedules, but are advised to avoid undue travel risks. In the event of a declared Level III weather emergency, the School will automatically close.

Employees and students concerned about travel safety may use their own judgment whether to stay home or leave early after consulting with the Nursing Program Administrator or a senior management member.

## **PAYMENT POLICY**

The school accepts the following forms of payment: Money order, Master Card, Visa, Discover, and American Express.

**\*Full Tuition Payment is due FIRST DAY OF CLASS.**

***\*A \$35.00 fee will be accessed for any returned check. \*\*Checks are accepted from registered students only***

## **WITHDRAWAL**

Students withdrawing (personal or medical) from the program must do the following:

- 1) Submit a written letter of withdrawal to the Program Director;
- 2) complete a student withdrawal form;
- 3) meet with the Program Director to discuss circumstances and options for returning;

## **ACADEMIC DISHONESTY POLICY**

Academic dishonesty includes, but is not limited to, cheating, lying, plagiarism, falsifying records, breaching confidentiality, stealing, abusing alcohol or drugs, abusing patients/residents, behaving in a disorderly manner in the school or clinical area and providing care outside the scope of practice for licensed practical nurses. These behaviors are unacceptable and will be grounds for dismissal. No verbal or written warnings are required other than the explanations in this handbook.

## **PERSONAL PROPERTY**

All personal property is the sole responsibility of the student, and Academia School of Nursing does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid the possibility of property loss due to theft. While Academia

School of Nursing maintains a safe environment, students should be aware that theft can occur anywhere in public places and should always use available safeguards and common sense against such events.

### **SCHOOL CLOSING DUE TO INCLEMENT WEATHER**

The school reserves the right to close during weather emergencies or other emergencies for the safety of students and staff. Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program. Should the school need to be closed due to weather-related circumstances, please check local TV stations (10TV, NBC4I, ABC ABC). The school will notify the media as soon as possible in the event that the school will be closed. When school is on a two hour delay, students must report to clinical site at previously assigned time.

### **CERTIFICATE OF COMPLETION**

Upon completing the STNA program the student receives one (1) copy of their completion certificate.

### **CONFIDENTIALITY**

The Health Insurance Portability and Accountability Act (HIPAA) legislates the rights of individuals and the obligations of health care providers (nurses and nursing students) in maintaining the confidentiality of health care information. Therefore, any violation of confidential statements during classroom activities, clinicals, or during the student's own private time will constitute grounds for immediate dismissal. This includes the transmission of such materials by any means (e.g. verbal, e-mail, Facebook, text, Twitter, etc.).

### **WEAPONS POLICY**

While the State of Ohio through the Ohio Revised Code Section 2923.126(A) establishes the privilege of carrying a concealed handgun, there are certain restrictions

regulated by state and federal laws. Ohio Revised Code Section 2923.126(B) lists the places where concealed handguns are NOT allowed. These include "any public or private college, university, or other institution of higher education, unless the handgun is in a locked motor vehicle or ...[the licensee] is in the immediate process of placing the handgun in a locked motor vehicle." In the event this policy is violated the student is subject to immediate dismissal.

## **INSURANCE**

All students enrolled in Academia STNA program are covered under AC's liability insurance policy.

## **ESTIMATED EXAMINATION FEES**

See the state of Ohio STNA testing site for up to date fees for the examination

## ACKNOWLEDGEMENT OF STNA STUDENT HANDBOOK RECEIPT

I, \_\_\_\_\_ have received ***the S.T.NA Student Handbook*** from Academia NATCEP program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date