



# American Red Cross

## Nurse Assistant Training Participant Catalog

**July 2018 - June 2019**

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## **OWNERSHIP**

The American National Red Cross exists pursuant to a charter granted in 1905 by an act of the United States Congress. Chapters of the American Red Cross are local units of the corporation, but are not separate legal entities. As a national corporation chartered by Congress, the American Red Cross is authorized to conduct business in all 50 states.

## **MISSION STATEMENT**

The mission of the Red Cross Nurse Assistant Training program is to prepare Nurse Assistants who provide high quality and compassionate care for residents in nursing homes, assisted living facilities, private homes, and patients in hospitals.

## **PHILOSOPHY AND PURPOSE**

The Nurse Assistant Training Program is rooted in six principles of care: ***Privacy, Dignity, Independence, Communication, Safety, and Infection Control***. 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 healthcare 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 healthcare for clients at home and patients in hospitals and other healthcare facilities. The course is led by Registered Nurses who have completed a training course and meet all Federal, State, and American Red Cross instructor requirements.

## **NURSE ASSISTANT TRAINING PROGRAM**

### ***Tuition***

Total cost payable to American Red Cross for this training is \$1250.00 (includes \$250.00 non-refundable application fee). Each student will be responsible for additional expenses (see below).

### ***Tuition includes***

Application Fee (non-refundable):	\$250.00
Tuition:	<u>\$1000.00</u>
TOTAL:	\$1250.00

- Tuition includes BLS Certification (Basic Life Support for Healthcare Professionals)

### ***Student Responsibility***

Physical Exam:	\$25.00-\$75.00
Tuberculosis/TB Test:	\$5.00-\$50.00
Uniform (white scrub top, red scrub pants):	\$20.00-\$30.00
White tennis shoes:	\$20.00--\$50.00
State Certification Exam:	\$213.00
Fingerprints	\$9.10

Prospective students can pay their tuition in 2 payments: Application fee (\$250.00); and Tuition (\$1000.00) prior to the start of class. Students can also pay the full program cost (\$1250.00) in 1 payment.

If an outside source is covering all or a portion of the program cost, a signed authorization from the agency/source must be provided at the time of registration. If the agency is paying anything less than the full amount for the program, the student is responsible for the total remaining balance. The remaining balance is due at the time of registration.

Tuition is to be paid by cashier check, money order, or credit card and made payable to "American Red Cross".

## **TRANSFER/WITHDRAW/REFUND POLICIES**

Students requesting transfers up to 7 days prior to class starting can transfer to the next scheduled class that has availability. Students will be allowed one free transfer prior to class starting; additional transfer requests prior to class starting will require a \$250 processing fee.

Sometimes students have significant life events that make them unable to attend or complete a NAT course. Students providing documentation of a personal health issue or death in the immediate family within two weeks may be eligible for a refund or transfer into another class. Students who have started the course and request a refund before 60 hours have lapsed can request a \$500.00 refund (half of the program tuition; not including the non-refundable application fee). After 60 hours of class has lapsed, no refund will be given.

Refunds must be requested in writing to the Operations Manager.

Students dismissed from the program for academic; attendance/punctuality; or behavior issues are not eligible for refunds.

## **COURSE COMPONENTS**

**Lecture:** Note taking and pre-reading are mandatory and add to the learning process.

**Activities:** Activities are designed to involve students in the experiential learning process.

**Video:** Videos and instructor demonstrations are used to provide a standardized method for all nursing skills to help ensure standardization of quality, and to present real life scenarios for the student.

**Lab sessions:** Lab sessions allow students to demonstrate competency in each skill prior to the clinical experience.

**Clinical experience:** The clinical component of the program will provide students a real world, hands-on learning opportunity in a long-term healthcare facility.

## **COURSE DELIVERY OPTIONS**

Students have the option to take the course one of two ways:

1. Classroom format: 100% in person.
2. Blended format: theory content completed online; lab sessions in person; clinical experience in person.

## **ADMISSION POLICY**

Students enrolling in the Nurse Assistant Training Program must be at least 16 years of age. Prospective students without a US issued high school diploma/GED or a college transcript will be required to take and pass a TABE test prior to admission.

## **GRADING**

Students are required to pass written exams (quizzes and a final exam) with a minimum of 80%. Students may retake quizzes one time; and may retake the final exam one time. If a student does not successfully pass on their last attempt of a quiz or the final exam, he/she will be dismissed from the program.

Students are required to demonstrate competency of all skills required in the program.

Evaluation of competency occurs both in the lab and clinical components of the program.

## **DOCUMENTS REQUIRED UPON REGISTRATION**

- 1) Nurse Assistant Training Registration Form
- 2) Background Check Release Form & Fingerprints
- 3) Enrollment Agreement
- 4) Education – One of the following required:
  - i. High School Diploma/GED
  - ii. TABE Assessment Test (taken at the Red Cross)
  - iii. College Transcript (unofficial accepted)
- 5) Copy of Government issued photo ID/Passport
- 6) TB Form documenting negative TB test (***within 90 days of your last Clinical date***)
- 7) Physical Form completed by Healthcare Practitioner (***within 6 months of your last Clinical date***)
- 8) Payments
- 9) If a student requires or requests any accommodations, they must first seek approval from the Program Manager prior to registration.

## **CLASS ATTENDANCE & PUNCTUALITY POLICY**

Regular attendance and punctuality is required.

State regulations dictate NO MORE than 3.25 hours total for the entire course (classroom portion only) can be missed and must be made-up prior to clinicals. The first three days of class include federally mandated material of which no time can be missed.

### **Cause for Dismissal from the Program:**

- Missing more than 3.25 hours
- Missing any time during the first three days of class
- Missing any time during clinical
- More than two occurrences of tardiness (arriving late or leaving early)

## **STUDENT DRESS CODE**

The Nurse Assistant student uniform is a **white scrub top, fire-engine red scrub pants, and white shoes**. Students are expected to be in uniform every day of class, including clinical and the State exam days.

Shoes should be an athletic/tennis shoe and must be closed toe & closed heel. Your shoes may have some other small color or design, as long as they are mostly white.

### **PERMITTED**

- Scarf or skirt (*neutral colors*) for those with religious necessity
- Small earring studs and rings with personal significance (*limit one per hand*)
- Natural make-up
- Light or natural colored nail polish
- Watch w/second hand (*preferred*)
- Fitness devices (*e.g., pedometer, fit bit, etc.*)

### **NOT PERMITTED**

- **Cellular phones** (*should be put away during class & clinical*)
- Hats or scarves (*religious exception*)
- Dangling jewelry or visible facial piercings (nose, eyebrow, lip, chin, etc.)
- Long, loose hair, extreme hair color or styles
- Acrylic nails or overlays
- Heeled, open-back, or clogged shoes
- No jackets over the uniform attire, unless they are professional scrub jackets. If you are cold, we allow a long-sleeve red, white, gray or black shirt under the white scrub top.
- Please cover tattoos for the clinical experience

## **NON-DISCRIMINATION & ANTI-HARASSMENT POLICY**

The American Red Cross fosters equal employment opportunity for all applicants, volunteers and employees, without regard to race, color, sex, religion, national origin, age, handicap or veteran status, except when, with reasonable accommodations, age or handicap substantially limits ability to meet or perform legitimate service standards or poses a safety hazard. If a student believes that she or he has been subjected to illegal harassment, the student must bring the matter to the immediate attention of the instructor. All reports of harassment will be promptly investigated and, if appropriate, remedial action will be taken.

## **GRADUATION REQUIREMENTS**

In order to successfully graduate from the Nurse Assistant Training Program, students are required to: pass all written exams (minimum score of 80%); demonstrate competency in all required skills; and complete clinical component.

## **MINNESOTA NURSE ASSISTANT COMPETENCY EXAM**

Century College holds the competency exam at the American Red Cross of the Twin Cities Area (Minneapolis site) two Thursdays per month starting at 4:30 pm.

You will receive more detailed information and instructions on how to get registered in class.

### **EXPLANATION OF STATE EXAM COST (\$213.00 total)**

State exam fees must be paid as follows:

- **\$149.00** paid to **Century College** when calling to register for the exam (debit/credit card)
- **\$64.00** paid to **Pearson Vue** on the day of your exam – payment must be in the form of a money order or business check

### **FUNDING ASSISTANCE**

The state of Minnesota supports many programs that help pay for training like ours.

Please visit the following website to find a workforce center near you:

**Minnesota Department of Employment and Economic Development:**

[mn.gov/deed/job-seekers/workforce-centers/](http://mn.gov/deed/job-seekers/workforce-centers/)

### **REIMBURSEMENT for TRAINING**

Federal and state law requires *Medicare-certified* and *Medicaid-certified* healthcare facilities to reimburse nursing assistants if they meet the following conditions:

- The nursing assistant has received employment from the facility **within 12 months of completing training and testing**
- The nursing assistant has not already been reimbursed by another facility
- Reimbursement must be made by the first facility where the nursing assistant is employed 90 days from the date of employment.
- The nursing assistant has not quit/been terminated within the first 90 days of the job.
- The nursing assistant has actually paid for the cost of training and testing him/herself
- The nursing assistant has kept all receipts to prove costs\*

**\*Reimbursement costs *may* include:** tuition, gas, uniform, shoes, etc. - keep your receipts!

**Note:** Always ask about Medicare and Medicaid certifications during hiring process! Also, make sure that you ask about the company's HR policies for reimbursement before accepting any position. Please visit the official Medicare website for further information: [medicare.gov](http://medicare.gov)

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