American Red Cross
SEPA Nurse Aide Training Institute
Program Catalog

July 2017 – June 2018

Red Cross House
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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.

PHILOSOPHY AND PURPOSE
The Nurse Assistant Training Program is rooted in five principles of care: Privacy, Dignity,
Independence, Communication, and Safety. 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 health care 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 health care for
clients at home and patients in hospitals and other health care 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
Total cost payable to American Red Cross for this training is $1250.00 (includes $150.00
non-refundable enrollment fee). Each student will be responsible for additional expenses,
such as the purchase of red scrub pants and white scrub tops, white shoes or sneakers
(closed toe / not clog type) and a watch with a second hand is recommended.

Tuition includes
- Background check: included in tuition
- American Red Cross ID Badge: $ 3.00
- Registration Fee: $150.00
- Textbook*: $ 60.00
- Lab Fee: $ 75.00
- Adult CPR/First Aid/AED: $ 90.00
- Job Fair: included in tuition
- Training fee: $ 872.00

TOTAL: $1250.00

Student Responsibility
- Physical Exam: $25.00-$75.00
- PPD Test: $5.00-$50.00
- Uniform (white scrub top, red scrub pants): $40.00-$80.00
- White tennis shoes: $20.00--$50.00
- State Competency Exam: $102.00

*The student textbook is the American Red Cross Nurse Assistant Training Textbook ©2013,
published by StayWell. The text is the most recent publication available, confirmed as of July 2015.

Tuition is to be paid by cashier check, money order, or credit card and made payable to
“American Red Cross-NAT”. Tuition must be paid in full one week before class start date.
Transfer/Withdraw/Refund Policies
Students requesting transfers up to 5 business days prior to class starting can transfer to the next scheduled class that has room. Students will be allowed one free transfer prior to class start; additional transfer requests prior to class starting will require payment of a $150 processing fee.

Refunds will be issued as followed:

• Up to 5 days after enrollment but before classes start – 100% (including registration fee)
• More than 5 days after enrollment and before classes start – 100% minus registration fee
• Up to 10% of class completed – 90%
• Within 25% of class start – 55%
• Within 50% of class start – 30%
• After 50% of class completed – no refund

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. Refunds are not given in the event that the student is dismissed from training for academic or behavior issues.

Financial Aid
The American Red Cross does not offer financial aid. However, financial assistance is accepted from recognized community agencies. Funding agency determines who qualifies for this financial assistance. The Red Cross will also accept student funding in the form of grants/stipends provided by external organizations. The funding organization will establish the qualifications for this assistance.

PROGRAM LEARNING OBJECTIVES
The Nurse Aide Training Course curriculum consists of the following components of study:

Role of the Nursing Assistant: This chapter examines the role of the nursing assistant in the long-term care facility. It also introduces students to the health care team and the different agencies that provide care.

Communicating with People: This chapter is designed to instruct students in observation, reporting methods, to provide a foundation in medical terminology, and abbreviations. Additionally, students learn effective communication techniques for interacting with residents, family and members of the health care team.

Infection Control: These chapters introduce the students to the modes of infection transmission, the importance of hand washing and to medical asepsis. In addition these chapters provide instruction on Universal Precautions, Hepatitis and HIV infections. Also covered is TB, isolation techniques, personal protection equipment and the importance of cleaning, disinfecting and sterilizing equipment.
**Safety & Emergency Procedures**: An overview of General Safety, Fire Safety, Prevention, Proper use of restraints and the Right to Know Law.

**Resident Rights**: This chapter examines the area of ethics, confidentiality and the legal responsibilities of the nurse aide. It also covers Resident Rights and the subject of abuse.

**Personal Care Skills**: This chapter is designed to provide students with an understanding of hygiene needs, including but not limited to the procedure of the complete bed bath, tub bath or shower, mouth care, nail care and shaving.

**Providing Care for the Person’s Surroundings**: This chapter in designed to provide the students with an understanding of the importance of keeping the resident’s personal space clean and neat to promote dignity and independence.

**Basic Nursing Skills**: This chapter teaches the procedures for measuring the vital signs (including temperature, pulse, respirations and blood pressure), height and weight. Additionally, this area provides instructions in assisting with elimination needs, use of the bedpan and urinal, providing catheter care, and collecting specimens.

**Restorative Care**: This chapter involves the study of Rehabilitative Care Skills, bowel & bladder training, self help with the Activities of Daily Living, using a mechanical lift, Range of Motion exercises, prosthetic devices, assisting the resident to dangle, stand and walk, cast care, turning, moving, lifting residents, moving the resident up in bed, position changes and bed-to-chair transfer. The chapter also provides an introduction to the function and roles of Physical Therapy, Occupational Therapy and Speech Therapy.

**Nutrition**: This chapter emphasizes the general principles of Nutrition, the food triangle, therapeutic diets, and the process of feeding a resident.

**Common Diseases and Conditions of the Body Systems**: These chapters provide an introduction to the body systems and the illnesses that are specific to each.

**Mental Health Needs of the Resident**: These chapters provide students with an understanding of Human Needs, Coping Mechanisms, Patient Care Plans, Sexuality and Behavior Modification.

**Care of the Cognitively Impaired Resident**: This chapter teaches the physiology of the brain and examines the difference between dementia, delirium and other coexisting brain disorders. Additionally, the unit also examines the etiology and physiology of Alzheimer’s disease as well as the progression of symptoms, and individual differences. Interventions of the resident with memory impairment and manifestations of anxiety and/or depression are also explored.
Providing End-of-Life Care: This chapter provides students with an understanding of both the physical and emotional changes a resident may experience in the final stages of the life cycle. It also provides students with ways to care for the resident to allow this person to die with dignity.

ADMISSION POLICY
The American Red Cross – SEPA Nurse Aide Training Institute is a certificate-granting institute for all who meet the entry requirements and maintain positive enrollment status.

- Applicants must be 16 years of age or older
- Applicants must be able to perform the essential functions of a nurse aide that includes but is not limited to: full use of hands, ability to stand for extensive periods of time, bend, push, pull and lift between 35-50 pounds without restriction
- Applicants will be asked to complete an admission application during informational session and provide valid proof of identity and Pennsylvania residency
- Applicants are required to take and pass an eighth grade reading level Test of Basic Education (TABE)

Students enrolling in the Nurse Assistant Training Program must be at least 16 years of age, or have obtained a high school diploma or GED. No educational requirements are required for those 18 years and over. However, fundamental reading and writing skills in English are essential. Everyone will be required to take and pass a TABE test prior to admission. Minimum score required on TABE Test is - Grade 8 Level. The training materials are written at an eighth grade reading level. Credit for previous training is not granted. Please note that an American Red Cross background check will need to be completed as part of the application process. The American Red Cross Southeastern Chapter Nurse Assistant Training Institute reserves the right to change the admission requirements and procedures when determined by the Director of the School and approved by the Pennsylvania Department of Education and the State Board of Private Licensed Schools, as appropriate.

ADMISSION PROCESS
1. Attend a program information session.
2. Complete the TABE test (picture ID required to take test).
3. Submit completed student application and agreements:
   a. Application and Enrollment Agreement
   b. Provide government issued photo ID and provide proof of age if under 18
   c. Acknowledgement of Receipt of Student Catalog and Handbook
   d. Letter of Reference
   e. Proof of negative two-step TB skin test, negative chest x-ray or a negative QuantiFERON Gold Blood Test (completed within the last year)
   f. American Red Cross physical form completed by licensed Health Care Practitioner (completed within the last 6 months), including certification that student is free from communicable diseases
      - Students must be able to perform physical activities required to push/pull objects more than 50 pounds and to transfer objects more than 100 pounds (with assistance)
   g. Proof of Flu Shot (only during Flu season i.e. November 1 – March 31)
(completed by the NAT office)

- If the applicant has not been a permanent Pennsylvania resident for at least two years (24 months) consecutively, the student is responsible to register with the Cogent System (www.pa.cogentid.com) to begin the process of obtaining an FBI background check prior to enrolling. **Students who require a FBI background check will not be considered for admission if both background checks are not completed.**

**Academic Standing**

Students must demonstrate mastery of all skills. Testing of these skills occurs during the skills practice sessions in the laboratory setting and in the Nurse Assistant Training Program during the clinical experience in the long-term care facility. The student must also pass multiple written competency examinations with a minimum score of 80%. If a student fails a quiz, they must take a make-up quiz the next day. Tutoring may be available but is a case-by-case situation that can be discussed with your Program Manager and Instructor. A third quiz attempt will be given following the second attempt if the student fails the first re-take (second attempt). If the student fails their three quiz attempts, they will be dismissed from the program. The student must achieve a minimum passing grade of 80% on one of the three attempted quizzes. The student only has a second attempt (one make-up quiz) to achieve the 80% on their final exam. Any student who does not pass the final exam, with an 80% or higher, will not be permitted to participate in clinicals or graduate. All questions and exams are equally weighted.

To qualify for a certificate from the Nurse Aide Training Program of the American Red Cross-Southeastern Pennsylvania Chapter Nurse Assistant Training Institute, students must:

- Complete the required 124 hours of the program.
- Maintain an average of 80% or higher in the lecture/theory component and clinical practice components of the program.
- Pass the skill lab and be able to perform all the tasks on the Nurse Aide Task Performance Checklist under the supervision of the instructor.
- Be in good standing with regard to all Institute rules, policies, and regulations.

**Criteria for Grading Students:** Students are assessed a grade based on their performance. Performance is measured and recorded by the instructors on the Clinical Practicum Guide Evaluation form and on the final written examination.

**Grades are assigned according to the following:**

- **Pass (P):** entered as the final grade for a student who has passed all the required skills competency check-offs and scored an overall 80% on all quizzes/tests.
- **Fail (F):** entered as the final grade if the student has not passed all the required skill competency check-offs and scored less than 80% on all quizzes/tests.
- **Incomplete (I):** entered as the final grade if the student is unable to complete the course due to certain circumstances, such as illness or a death in the family. An Incomplete is given only when arrangements to complete the course have been made.

**State Certification:** The certificate issued by the Red Cross upon successful completion of the course allows you to take the state competency examination. With proof of passing the state examination, the graduate may work as a Certified Nurse Assistant under the state
and federal law guidelines for up to one year while awaiting receipt of state certificate, which could take up to four months.

**STUDENT SERVICES**

*Transfer Credit*
Transferability of credit is at the discretion of the accepting institution and it is the student’s responsibility to confirm whether credits will be accepted by another institution. The American Red Cross Training Center does not accept transfer credits from any institution.

*Student Records*
All records will be maintained in a safe location. All files are locked in a filing cabinet in a locked room and secure location.

*Employment*
Although the American Red Cross will assist with employment, the American Red Cross does not in any way imply or guarantee a job as part of the training or placement process.

Prohibitive Offenses Contained in 63 P.S. § 675

In no case shall an applicant for enrollment in a State-approved nurse aide training program be approved for admission into such program if the applicant’s criminal history record information indicates the applicant has been convicted of any of the following offenses:

1. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.” (See 35 P.S. § 780-101 et seq.)

2. An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<table>
<thead>
<tr>
<th>Offense Code</th>
<th>Prohibitive Offense Description</th>
<th>Type/Grading of Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC2501</td>
<td>Criminal Homicide</td>
<td>Any</td>
</tr>
<tr>
<td>CC2502</td>
<td>Murder</td>
<td>Any</td>
</tr>
<tr>
<td>CC2503</td>
<td>Voluntary Manslaughter</td>
<td>Any</td>
</tr>
<tr>
<td>CC2504</td>
<td>Involuntary Manslaughter</td>
<td>Any</td>
</tr>
<tr>
<td>CC2505</td>
<td>Causing or Aiding Suicide</td>
<td>Any</td>
</tr>
<tr>
<td>CC2506</td>
<td>Drug Delivery Resulting in Death</td>
<td>Any</td>
</tr>
<tr>
<td>CC2507</td>
<td>Criminal Homicide of Law Enforcement Officer</td>
<td>Any</td>
</tr>
<tr>
<td>CC2702</td>
<td>Aggravated Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC2901</td>
<td>Kidnapping</td>
<td>Any</td>
</tr>
<tr>
<td>CC2902</td>
<td>Unlawful Restraint</td>
<td>Any</td>
</tr>
<tr>
<td>CC3121</td>
<td>Rape</td>
<td>Any</td>
</tr>
<tr>
<td>CC3122.1</td>
<td>Statutory Sexual Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3123</td>
<td>Involuntary Deviate Sexual Intercourse</td>
<td>Any</td>
</tr>
<tr>
<td>CC3124.1</td>
<td>Sexual Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3125</td>
<td>Aggravated Indecent Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3126</td>
<td>Indecent Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3127</td>
<td>Indecent Exposure</td>
<td>Any</td>
</tr>
<tr>
<td>CC3301</td>
<td>Arson and Related Offenses</td>
<td>Any</td>
</tr>
<tr>
<td>CC3502</td>
<td>Burglary</td>
<td>Any</td>
</tr>
<tr>
<td>CC3701</td>
<td>Robbery</td>
<td>Any</td>
</tr>
<tr>
<td>CC3901</td>
<td>Theft</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3921</td>
<td>Theft by Unlawful Taking</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3922</td>
<td>Theft by Deception</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3923</td>
<td>Theft by Extortion</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3924</td>
<td>Theft by Property Lost</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3925</td>
<td>Receiving Stolen Property</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3926</td>
<td>Theft of Services</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3927</td>
<td>Theft by Failure to Deposit</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3928</td>
<td>Unauthorized Use of a Motor Vehicle</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3929</td>
<td>Retail Theft</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3929.1</td>
<td>Library Theft</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3929.2</td>
<td>Unlawful Possession of Retail or Library Theft Instruments</td>
<td>2 Misdemeanors</td>
</tr>
<tr>
<td>CC3929.3</td>
<td>Organized Retail Theft</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3930</td>
<td>Theft of Trade Secrets</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3931</td>
<td>Theft of Unpublished Dramas or Musicals</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3932</td>
<td>Theft of Leased Properties</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3934</td>
<td>Theft From a Motor Vehicle</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC4101</td>
<td>Forgery</td>
<td>Any</td>
</tr>
<tr>
<td>CC4114</td>
<td>Securing Execution of Document by Deception</td>
<td>Any</td>
</tr>
<tr>
<td>CC4302</td>
<td>Incest</td>
<td>Any</td>
</tr>
<tr>
<td>CC4303</td>
<td>Concealing Death of a Child</td>
<td>Any</td>
</tr>
<tr>
<td>CC4304</td>
<td>Endangering Welfare of a Child</td>
<td>Any</td>
</tr>
<tr>
<td>CC4305</td>
<td>Dealing in Infant Children</td>
<td>Any</td>
</tr>
<tr>
<td>CC4952</td>
<td>Intimidation of Witnesses or Victims</td>
<td>Any</td>
</tr>
<tr>
<td>CC4953</td>
<td>Retaliation Against Witness or Victim</td>
<td>Any</td>
</tr>
<tr>
<td>CC5902B</td>
<td>Promoting Prostitution</td>
<td>Felony</td>
</tr>
<tr>
<td>CC5903C or D</td>
<td>Obscene and Other Sexual Materials and Performances</td>
<td>Any</td>
</tr>
<tr>
<td>CC6301</td>
<td>Corruption of Minors</td>
<td>Any</td>
</tr>
<tr>
<td>CC6312</td>
<td>Sexual Abuse of Children</td>
<td>Any</td>
</tr>
</tbody>
</table>

1 These offenses could be designated as “CS” on a criminal rap sheet.

RULES AND REGULATIONS

1. Effective October 2013, any student requesting transfers after class has started must have a valid reason for not being able to finish the current class, such as a family emergency, health issue, death in the family, etc. No exceptions. Additional transfer requests prior to class starting will require payment of $150 processing fee. All transfers must be approved by the Program Manager.

2. Students who complete the classroom portion, but are unable to complete the scheduled clinical due to an emergency as noted above will have 60 days to complete the clinical experience; they do not have to formally transfer to another class. However they must provide documentation verifying the emergency within two (2) weeks to the Program Manager.

3. Students who have started the course, but requested a refund before 60 class hours of training have elapsed, will receive 50% of what they paid as a course fee. Students requesting a refund after 60 hours of training have elapsed will not receive a refund. Students have 30 calendar days from the day they drop out of class to request a refund. Students will not typically receive a refund if they are dismissed from the course for cause, regardless of the elapsed time. Students will not receive a refund if they fail the course.

4. Dismissed students may only be readmitted at the Program Manager or Senior Program Manager’s discretion. If readmitted, students will be asked to re-enroll in a future class and pay tuition for that class. Students who fail a test/skill/course will only be allowed to re-enroll in a future class if the American Red Cross has reason to believe that they will be successful. If they re-enroll, they will be required to pay the full tuition. No exceptions.

5. Students are expected to actively participate in class discussions and activities. Students will not be allowed to sleep or lay their head on the tables.

6. Use of cell phones, pagers and other electronic devices, including tablets, ipads, ipods, etc. are prohibited and must be stored away. Cell phones must be set to silent and messages are to be answered at lunch time only. Cell phones are not to be answered in the restroom, elevators, stairwells or hallways of the buildings. Refer emergency calls to the American Red Cross Emergency Number. Your instructor will inform you of the emergency number. Cell phones are to be used only in designated areas.

7. If you are found with a cell phone – on or off – or any other electronic device anytime during the class time it will result in immediate dismissal from the program.

8. Storage areas are not to be accessed during class time, only during lunch or break time.

9. Students are expected to be on time for class. Tardiness or leaving early on more than two occasions will result in dismissal from the program. Time will be measured by the classroom clock only. Missing more than one half day of class (or the amount of time outlined by the state guidelines) will result in dismissal from the program. All missed time, must be made up before clinicals. There are no excused absences.

10. The student is expected to be on time for clinical assignments. Clinicals are mandatory. The need for make-up will be on an individual basis and must be made up within 60 days. If any clinical time is missed, the student will not be permitted to graduate with his/her class unless that time is made up before graduation.

11. The student will also keep resident information confidential. No electronic devices are allowed to be on or visible at the clinical site. Students found using a cell phone in patient care areas or hallways at the clinical site will be sent home immediately. Students are never permitted to post clinical or resident information or pictures on social media sites.

12. Students are expected to listen to different opinions and treat others with respect. Argumentative or disruptive behaviors, fighting, use of profanity or foul language will result in immediate dismissal from the program. Physical/verbal threatening or provoking behavior towards any student, American Red Cross Staff or Clinical Facility staff will not be tolerated for any reason and will be grounds for immediate termination. Students must report this behavior to the Instructor or other American Red Cross staff immediately. Illegal drug use and/or consumption of alcohol prior to or during classroom or clinical experience are prohibited and will result in immediate dismissal from the program.
13. Cheating, lying, falsifying information and/or stealing will result in immediate dismissal from the program.

14. The student dress code is designed to enable students to comply with principles of safety and infection control while also projecting a professional appearance. Students are required to adhere to the following program dress code while participating: white scrub top, red scrub bottom, which fit appropriately and white non-skid (tennis/athletic) shoes. Items not permitted include: Sandals (flip flops), coats (hoodies/jackets), hats, sunglasses, scarves, dangly jewelry, hair color beyond natural tone, extreme nail color, artificial nails and all facial and tongue piercings. Nail length must be ¼ inch or less from the tip. Pierced ears with small studs are permitted. Loose hair must be pulled back and tattoos must be covered for clinicals. Coats and jackets must be removed in the classroom and clinical settings; only white scrub uniform jackets are permitted or white, black, red, or grey long sleeve shirts underneath the scrub tops while in colder climates.

15. Due to the sensitivity of residents, student and staff perfume, after shave and scented lotions are prohibited.

16. The American Red Cross uniform is required for graduation, state test and job fair events.

17. Students needing to cover their head or otherwise modify their attire due to religious or other reasons will be addressed on a case-by-case basis by the Program Manager. The final decision will be based on the clinical site dress code.

18. Each student will present an oral presentation. It is a class requirement.

19. Review Class is part of the curriculum and student attendance is mandatory and students are expected to be present the entire class.

20. Breaks will be taken at assigned times only. Breaks taken outside of assigned times will be counted as missed time from class, counted toward hours missed and subject to make-up. Two fifteen (15) minute breaks and one thirty (30) minute lunch will be scheduled by the instructor on the first day of class and will remain at that time throughout.

21. No food is allowed in the classroom during class time. Students may have a drink provided it is covered with a lid. No student is permitted to bring in food for potlucks or parties. A graduation ceremony will be provided to all classes, refreshments will be provided by Red Cross staff.

22. Smoking is prohibited in the building and on the premises, including inside vehicles in the American Red Cross parking lot.

23. Children and other student guests are not permitted in the building, classroom, clinical setting, review class, or state testing, even during lunch breaks. There is a no visitor rule.

24. Students will handle classroom supplies, books and medical equipment in an appropriate manner. Failure to do so may result in dismissal from the program.

25. If weather conditions are poor and the city schools are delayed or closed where the classroom is located; class will be delayed or cancelled. If a cancellation occurs, it is up to the Program Manager when it will be made up and if the graduation date will be changed.

26. I understand that according to federal guidelines, anyone convicted of a disqualifying felony or misdemeanor cannot work as a Nurse Assistant or Home Health Aide.

CLASS ATTENDANCE POLICY

Each student is required to satisfactorily complete the course instruction (this includes didactics, lab, and clinical/externship time). You are required to attend all classes. An employer will not tolerate tardiness, leaving early, excessive absences, or a poor attitude. Therefore, these behaviors are also not tolerated by this institution. It is highly recommended to be at least ten minutes early for class. It is a great habit to create and employers will look for this when considering you as a hire.
ABSENCES
The nurse assistant training program is a fast-paced program; therefore attendance and punctuality are essential. Attendance will be documented on a daily basis. Excused absences are determined on a case-by-case basis by the Program Manager and will have to be emergency situations with written documentation provided such as an illness with a physicians note, death in the family, etc. All excused absences must be made up prior to final.

TARDINESS
The day class and Lab start at 8am sharp and the evening class starts at 5:30pm. Students are considered late if they arrive after 8am on days or 5:30pm on evenings. Breaks will be taken at assigned times only. Breaks taken outside that time will be considered missed time from class and will be subject to make-up. All class time missed must be made up by the student prior to the final exam. Students will receive a Student Progress At-Risk Form for any time missed.

CORE CURRICULUM
In compliance with Regulation Section 483.152 of OBRA and Section 3 of Act 14, a student must complete a minimum of 16 hours in instruction in the 5 content areas below before going to clinicals. Therefore, if the student is late or absent when the following content is taught, the student must make up class time hour for hour. Content areas are as follows:

- Communication and interpersonal skills
- Infection control
- Safety/emergency procedures, including abdominal thrust
- Promotion of resident's independence
- Respecting resident’s rights

CLINICALS
When at the clinical site, students should not shadow nursing assistants, but instead should perform care under the supervision of their instructors. Students must not be disruptive at the clinical site. Failure to comply will result in disciplinary action. Students will abide by all policies at the clinical site. Students will follow all clinical guidelines regarding equipment and transfer procedures.

COURSE AND HOLIDAY DATES

Course Start Dates
Enrollment is open and is on a first come, first served basis. Enrollments will be taken until the class is full. When a class reaches its capacity, prospective students can be put on a waiting list (in case there is a cancellation by another student) and/or enrolled in the next scheduled class.

Course Locations
Classes (day) are given at Holy Redeemer-Lafayette located at 8580 Verree Rd. Philadelphia, PA 19111. Classes (day, weekend and evening) are given at Red Cross House located at 4000 Powelton Avenue, Philadelphia, PA 19104. Externships/Clinicals will be located at various clinical partner sites throughout the local community.

Holidays
School will be closed on the following dates:
- Independence Day (Tuesday, July 4, 2017)
- Labor Day (Monday, September 4, 2017)
- Thanksgiving Day (Thursday & Friday, November 23 and 24, 2017)
- Christmas Day (Monday, December 25, 2017)
- New Year’s Day (Monday, January 1, 2018)
- Memorial Day (Monday, May 28, 2018)
GRIEVANCE POLICY
If a student wishes to appeal an academic or disciplinary action, he/she must first go to the instructor with the appeal in writing within 48 hours. Students are encouraged to use the Compliant/Grievance Form that is in the student handbook. If the discussion is not satisfactory, then the Lead RN should be contacted in writing. A meeting will be scheduled to discuss concerns. If unable to reach consensus, then the next step is for the student and instructor to discuss the situation with the Program Manager for final appeal. The student has 48 hours to submit in writing to the next level of authority. Each level will have 48 hours to respond to the student’s appeal. An appeal will be taken seriously and evaluated objectively by the Lead RN and Program Manager.

The levels are:

1. Level one (initial level) – Instructor
2. Level two – Lead RN
3. Level three – Program Manager

All written grievances will be considered by the above individuals fairly and without discrimination. Within 48 hours after receiving a written grievance from a current student, a meeting will be scheduled to discuss and resolve. A dismissed student who has a grievance involving expulsion must submit their grievance in writing within two weeks of dismissal.

If a student feels that a grievance remains unresolved after exhausting the school’s grievance policy, he/she should contact the Pennsylvania State Board of Private Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126.

Please keep in mind that the American Red Cross is here to assist you at any time.

NON-DISCRIMINATION GUIDELINES
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.

GRADUATION & STATE TESTING
Students who upon successful completion of the Nurse Assistant Training Program by passing the multiple written exams and the final exam with a minimum score of 80%, demonstration of skills, and completion of clinical hours will receive the American Red Cross Certificate of Completion and be eligible to sit for the state board exam.

For the National Nurse Aide Assessment Program (NNAAP) Examination, you should reserve the entire day for testing. Proper documents to take test includes: original Social Security Card, acceptable photo ID (names must appear the same on both documents).
American Red Cross SEPA Nurse Assistant Training Program Staff

Program Manager/Director: Brigitte Johnson, M.Ed

Administrative Coordinators: Carla Morrow
Debbie Gaeta

Instructors: Jennis Binns RN
Barbara Fonrose, BSN, RN
Jacqueline Gentry LPN
Yvonne Harris, BSN, RN
Angelique Hill, BSN, RN
Renee Johnson-Vessels, BSN, RN
Tonya Latney, BSN, RN
Lynn Lawler, BSN, RN
Kimberly Lightsey, RN
Sylvia Murray, RN
Tammie O’Neill, BSN, RN
Cheryl Tucker, BSN, RN