Nurse Assistant Training
Participant Catalog
July 2018 – June 2019

American Red Cross
420 East Cary Street
Richmond, VA 23219
www.redcross.org
(800) 733-2767

American Red Cross
123 N. Alfred Street
Alexandria, VA 22314
www.redcross.org
(800) 733-2767
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>Ownership, Mission Statement, Philosophy and Statement, Purpose and Program Overview</td>
<td>3</td>
</tr>
<tr>
<td>Nurse Assistant Training Program</td>
<td>3</td>
</tr>
<tr>
<td>Tuition, Student Responsibility, Transfers, Refunds, Withdraws</td>
<td>4</td>
</tr>
<tr>
<td>Course Components</td>
<td>5</td>
</tr>
<tr>
<td>Admission Policy</td>
<td>5</td>
</tr>
<tr>
<td>Documents Required Upon Registration</td>
<td>5</td>
</tr>
<tr>
<td>Background Checks/Barrier Crimes</td>
<td>6</td>
</tr>
<tr>
<td>Classes</td>
<td>6</td>
</tr>
<tr>
<td>Grading</td>
<td>6</td>
</tr>
<tr>
<td>Student Dress Code</td>
<td>7</td>
</tr>
<tr>
<td>Resume Building/Job Fair</td>
<td>7</td>
</tr>
<tr>
<td>Student Ground Rules</td>
<td>7-8</td>
</tr>
<tr>
<td>Non-Discrimination and Anti-Harassment Policy</td>
<td>8</td>
</tr>
<tr>
<td>Funding Assistance &amp; Reimbursement</td>
<td>8</td>
</tr>
<tr>
<td>Contact Information</td>
<td>9</td>
</tr>
</tbody>
</table>
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 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 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.

PROGRAM OVERVIEW
The American Red Cross Nurse Assistant Training Program exceeds the Virginia Board of Nursing’s requirements for Nurse Assistant Training in Virginia; including 80 hours of instruction and 40 hours of supervised hands-on clinical experience at a local nursing home. All classes are taught by highly experienced and professional nurses with a small student to instructor ratio to provide quality training. The expectation of excellence is high within our fast-paced and focused program. We train our students to provide compassionate care for people within the health care system.

Through lecture, video, role-playing, and hands-on laboratory and clinical practice, our students learn procedural skills such as bathing, dressing, positioning, and vital signs. Students will also learn key communication techniques through life skills training including resume workshop and interview preparation to prepare students for employment after graduation. After students graduate the NAT Program, they are eligible to sit for the Virginia Certified Nurse Aide (CNA) Exam.
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: $1000.00
TOTAL: $1250.00

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
Watch with a second hand $20.00-$30.00
State Certification Exam: $120.00

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 Program 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.

ADMISSION POLICY

Students enrolling in the Nurse Assistant Training Program must be at least 18 years of age (16 years of age accepted with High School Diploma). Prospective students that are 18 years of age or over without a US issued high school diploma/GED will be required to take and pass a TABE test prior to admission.

DOCUMENTS REQUIRED UPON REGISTRATION

1) Nurse Assistant Training Registration Form
2) Background Check Release Form
3) Enrollment Agreement
4) Education – One of the following required:
   i. High School Diploma/GED from the United States
   ii. TABE Assessment Test (taken at the Red Cross)
5) Copy of Government issued photo ID/Passport
6) TB Form documenting negative TB test *(Must use Red Cross Form provided by Admin Coordinator)*
7) Physical Form completed by Healthcare Practitioner *(Must use Red Cross Form provided by Admin Coordinator)*
8) Tuition
9) If a student requires or requests any accommodations, they must first seek approval from the Program Manager prior to registration.

Note: The classroom, lab and clinical sessions require the ability to learn in a fast-paced academic environment coupled with strenuous physical activity. If you have any conditions that could affect your ability to participate including learning disability, pregnancy, chronic condition or an injury, please provide written permission from your physician or clinician. Applicable conditions revealed after enrollment without permission to participate will be grounds for non-refundable dismissal.

BACKGROUND CHECKS/BARRIER CRIMES
Certain criminal convictions may prevent certification as a nursing assistant in Virginia, and/or prohibit employment in certain health care settings. Some criminal convictions, also known as “Barrier Crimes” will prohibit employment in nursing home facilities, home care organizations, hospice programs and assisted living facilities. You will be provided a copy of the “Joint Statement of the Department of Health and the Department of Health Professions on Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia.” You will need to sign page 10 of this document. If you have any further questions, please contact the Virginia Board of Nursing at 1-804-367-4569. To review document: http://www.dhp.virginia.gov/Nursing/guidelines/90-55CriminalConvictions.doc

CLASSES
All classes are held at the American Red Cross Locations:

420 East Cary Street, Richmond, VA 23219
- **Day Classes:** Monday through Friday from 9:00 a.m. – 4:00 p.m. Includes 5 days of clinical rotation from 6:45 a.m. – 3:15 p.m. at a local nursing home. Day class is 4 weeks total.
- **Evening Classes:** Monday through Thursday from 6:00 p.m. – 10:00 p.m. Includes 10 days of clinical rotation from 5:30 p.m. - 9:45 p.m. at a local nursing home. Evening class is 9 weeks total.

123 N. Alfred Street, Alexandria, VA 22314
- **Day Classes:** Monday through Friday from 8:00 a.m. – 3:00 p.m. Includes 5 days of clinical rotation from 7:00 a.m. – 3:30 p.m. at a local nursing home. Day class is 4 weeks total.
- **Evening Classes:** Tuesday through Thursday from 6:00 p.m. - 10:00 p.m., Saturday 8:00 a.m. – 3:00 p.m., includes 10 days of clinical rotation from 5:30 p.m. - 9:30 p.m., Saturday 6:45 a.m. – 3:30 p.m. at a local nursing home. Evening class is 9 weeks total.

Orientation, Policy Review, and CPR/AED/First Aid Training is held on the first day of class. **Attendance is mandatory.**

**Note:** The total number of weeks per class will vary based on holiday schedules.

GRADING
You are expected to come prepared to class with all homework assignments completed. Students are required to pass written exams (quizzes and a final exam) with a minimum of 80%. Students have the opportunity to retake quizzes up to two times; 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. All skills listed in the Virginia Nurse Aide Candidate Handbook will be performed with 100% accuracy. This is mandatory before attending clinical setting. In the clinical setting you are expected to demonstrate respect, truthfulness, reliability, timeliness and good judgment in providing safe care to residents.

**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. A second-hand watch is part of your uniform. 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
- Nails trimmed not extending beyond tips of fingers. No colors or designs
- Black ink pen

**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

**JOB FAIR**
- The NAT Program hosts a monthly job fair for all students. The job fair will help students find a job but does not guarantee employment. Students will have the opportunity to complete job applications and schedule interviews with prospective employers.

**STUDENT GROUND RULES**
- Attendance Policy: 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. Missing more than one half day of class will result in dismissal from the program. All missed time, less than one half day of class, must be made up before clinical. There are no excused absences.
- Students are required to adhere to the following program dress code while participating: white scrub top, red scrub bottom, white non-skid (tennis/athletic) shoes. The uniform is required for all class dates, graduation, job fair, and state test.
- Use of cell phones, pagers, and other electronic devices, including tablets, iPads, iPods, etc are prohibited and must be stored away. Cell phones are to be used only in designated areas.
- Smoking is prohibited in the building and on the premises. Smoking is prohibited during clinical experience including breaks.
• If weather conditions are poor and the city schools are delayed or closed in Richmond City; classes will be delayed or cancelled and time will be made up as directed by the Program Manager.

• Students will be quizzed on 24 textbook chapters and 25 state skills. A score of 80% or higher is required to pass the course. Students will be given up to two additional chances to re-take the quiz the following day upon arrival or after class. There is one additional retake for the final exam.

• Additional student ground rules will be provided on the first day of class.

• Cheating is grounds for immediate dismissal from the program with forfeit of all fees

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.

FUNDING ASSISTANCE
Alexandria, VA:
-Workforce Development Center (Job Links)
1900 N. Beauregard Street, Suite 300, Alexandria, VA 22311 (703) 746-5940

Richmond, VA:
CONTACT INFORMATION

Allison Flanary
Operations Manager
804-248-7713
allison.flanary@redcross.org

Karen Dittore
Registration Coordinator
804-780-2262
karen.dittore@redcross.org

Cherrie Eubanks
Lead RN
240-532-1570
cherrie.eubanks@redcross.org

www.redcross.org
(800) 733-2767

Alexandria Page: www.facebook.com/RedCrossNAT.Alexandria
Richmond Page: www.facebook.com/NATRichmondVA

Rev. May 2019