Right Choice Health Care Training Institute, LLC was established in March, 2011 to help meet the rising demand for trained Nurse Aides.

**OWNER, FACULTY & STAFF**

The school is owned by Dawn Smithwick, who has over 28 years of social work experience including Director of Social Services at a large retirement community.

Terry Graham, RN is the school’s executive director. She has over 35 years of nursing experience and has worked in training both LPN and RN students completing their provisional internships.

**INSTRUCTORS:**

- Sondra Gootee, RN (Clinical Instructor)
- Donald Rucker, MAT, CNA
- Dolores Gail Beach, RN (Clinical Instructor)
- Catherine Anderson, RN (Clinical Instructor)

**Nurse Aide Training Program**

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Course Catalog 2012
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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 Nurse Aide. As the over-65 age group continues to grow in size, there will be a greater demand for health care 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 (6th ed.) by Sheila Sorrentino. The table of contents for this book appears on the following pages.

This program will have a MINIMUM of 75 clock hours of instruction of which a minimum 16 hours will be spent in clinical practice at a nursing facility.

Statement of Purpose
From the State of KY

1. The purpose of the Kentucky Nurse Aide training program 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 insure the availability of a well structured, uniform program across Kentucky and provide a foundation for high quality Nurse Aide service.
3. The course is divided between theory (class time) and supervised practical training (clinicals).

CLASS SCHEDULE & HOLIDAYS:
Because Right Choice 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 & Day
New Year’s Eve & Day
Memorial Day
July 4th
Labor Day
Thanksgiving Day

If these holidays fall on a regularly scheduled class day, an alternate make-up day will be established.

REGISTRATION, PAYMENT & REFUNDS:
In order to register for a class the student must submit a completed application along with a NON REFUNDABLE $50.00 registration fee. After the non-refundable deposit has been made, students have the option of paying the remaining balance of $540.00 in full or on a payment plan. Payment of $400.00 is due no later than 7 days prior to the first day of class for which the student is registering. The remaining $140.00 is due by the 5th day of the class session for which the student is registered.

Right Choice Health Care Training Institute, LLC reserves the right to cancel any class due to low enrollment and refund all funds paid by the student.

The $50 registration fee is non-refundable. Tuition and Insurance Fees are refundable up until 7 days prior to the first day of the class for which the student is registered. After this date no refunds of tuition or insurance fees are available. You may roll these fees over to a future class within 90 days if space is available. If materials have already been provided to the student (book, binder and scrub top) these materials must be returned in new condition in order to receive the full refund. If these materials are not returned the following fees will be deducted from the refund: $60 for the book, $5.00 for the binder and $12.00 for the scrub top.

STATE REGISTERED NURSE AIDE:
When you receive your license from the state of Kentucky it will say “State Registered Nurse Aide” but is recognized in other states as “CNA”. Many states use designations other than “CNA” but the training is substantially the same in each state.
ENTRANCE REQUIREMENTS:
Applicants must pass a background check (no felony convictions) and drug screen. Applicants must be at least 16 years old.

ATTENDANCE POLICY:
Because this class has a state mandated time requirement, attendance at every class is critical and required. If a student misses enough hours to drop attendance below the required minimum number of hours, we will work with the student to allow the missed hours to be made up in a future class. Missed hours can only be made up by attending on the appropriate day of another class session. We will allow the student to make up days in a future class session on a case by case basis and only when space is available in a class. We cannot guarantee that the student will be able to make up missed hours in the next class session.

If a student drops the class, or does not complete the class there will be no refund of tuition.

Students may reregister for a future class within 6 months for a nominal fee of $50, provided space is available.

Classes will begin and end promptly as scheduled. It is extremely important to be on time.

ACADEMIC PROGRESS:
Students will have regular quizzes in the class and must maintain an average of 70% to continue in the class. NO REFUND will be given to students who are dismissed due to lack of academic progress.

TRANSCRIPTS:
Students will be furnished with a transcript of their work upon successful completion of the class. Official copies of this transcript will be available for one year from 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”.

4. Ethics and laws
5. Work ethics
6. Communicating with the health care team
7. Assisting with the nursing process
8. Understanding the resident
9. Body structures and functions
10. The older person
11. Sexuality
12. Safety
13. Preventing falls
14. Restraint alternatives and safe restraint use
15. Preventing infection
16. Body mechanics
17. Safe resident handling, moving and transfers
18. The resident’s unit
19. Bedmaking
20. Hygiene
21. Grooming
22. Urinary elimination
23. Bowel elimination
24. Nutrition and fluids
25. Nutritional support and IV therapy
26. Exercise and activity
27. Comfort, rest, and sleep
28. Oxygen needs
29. Respiratory support and therapies
30. Assisted living
31. Measuring vital signs
32. Assisting with the physical examinations
33. Collecting and testing specimens
34. Admissions, transfers and discharges
35. Wound care
36. Pressure ulcers
37. Hearing, speech and vision problems
38. Cancer, immune system, and skin disorders
39. Nervous system and musculo-skeletal disorders
40. Cardiovascular and respiratory disorders
41. Digestive and endocrine disorders
42. Urinary and reproductive disorders
43. Mental health problems
44. Confusion and dementia
45. Developmental disabilities
46. Rehabilitation and restorative nursing
47. Basic emergency care
48. End-of-life care
TUITION, FEES AND OTHER COSTS:
The total cost of our program is $590. Of that amount, $50 is a non-refundable registration fee, $525 is tuition and $15 is insurance. Unlike many other training programs which charge separately for the many things you need, we provide most of what you need as part of your tuition cost. You will receive the following:
1. Text and workbook
2. Lecture Notes / Outlines on CD.
3. Skills Demo CD
4. Scrub top
5. Drug screen
6. Basic Physical Exam (Clinical Requirement)
7. Background check (State required)
You will need to purchase scrub bottoms (black) and you will be required to have black shoes for your clinical.

CREDIT FOR OTHER CLASSES:
Because this is a Certificate Program, we are not able to award any credit for any education received elsewhere or any work experience which you may have had. Your certificate of course completion will be based solely on work you have done while enrolled in Right Choice Health Care Training Institute, LLC.
We also cannot guarantee that work done at Right Choice will be honored for credit at any other school program.

TUITION RE-IMBURSEMENT:
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.

DRESS CODE:
“BE PROFESSIONAL – LOOK PROFESSIONAL” Students will come to class each day in clean, neatly pressed scrubs.

COURSE COMPLETION:
Upon successful completion of this course, the student will receive a certificate of completion from Right Choice Health 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.

Why Our Program is Different
Right Choice offers classes in a variety of different time frames so that we may meet the needs of as many students as possible. Schedules are available for day, evening, and weekend classes.

Class days will be devoted to lectures, videos and practicing the skills covered up to that point in the program. Skills will be practiced both on medical mannequins and live volunteers. Non-class days will be devoted to completing assignments and reading / preparing for the next class.

There will be a total of three quizzes in this class and students must maintain an average of 70% to be considered competent and be allowed to continue in the class. Those students who fail to achieve competency will be asked to drop from the class. There will be no refunds of any type to students who drop because of failing to maintain competency.

The Training Center will be open and available, by appointment, on non-class days and hours for students to watch videos, practice skills or to consult with instructors.

Right Choice strives to see that every student we serve has a successful educational experience. Our staff is willing to work with you to make sure your time with us is both successful and rewarding. NEVER hesitate to ask for additional assistance if you feel the need.

It is our hope and our desire that students who complete our program pursue further education in the field of health care. The need for professional health care workers is projected to grow dramatically in the coming years due to the aging population. We want our students to be strategically positioned so that they may benefit from this situation by being prepared to take their place in this ever expanding industry.

PRIOR TO ENROLLMENT:
The profession of Nurse Aide requires certain physical characteristics of strength and stamina. Before enrolling in our program you will be asked if you are able to be on your feet for eight hours at a time, bend, twist and lift patients. You will also be asked if you have any medical conditions which could prevent you from fulfilling all tasks generally associated with the occupation of Nurse Aide.