



**Columbia Montour AVTS
Nurse Aide Program #3950725
Policy Manual**



Columbia—Montour AVTS Adult Nurse Aide Program #725

Student Nurse Aide Policies

Philosophy

The Nurse aide provides direct holistic care with the client. The Nurse aide is an integral member of the health care team. To that end, we believe that the Nurse Aide must be prepared through completion of a planned course that incorporates written material and skills competencies. The Nurse Aide who participates in the course shall recognize achievement as behavioral objectives are met and skill competencies are mastered.

The Nurse Aide curriculum shall provide classroom, lab and clinical instruction in all areas necessary for competency. Those areas will include but not be limited to legal and ethical practices, communication skills, safety practices, rights of residents, basic nursing skills, restorative procedures, and mental health and social services.

The curriculum will combine theoretical knowledge and skill practice to prepare the Nurse Aide for quality direct care in the clinical area.

The Nurse Aide who successfully completes the planned course will provide the necessary physical care to the client in a competent, efficient manner. The Nurse Aide will deliver that care while demonstrating genuine kindness and compassion for the residents and their families. The care will reflect the Nurse Aide's understanding of the resident's feelings of isolation, loneliness, loss of independence, and fear of the future relative to the continual aging process.

The curriculum is developed using the criteria for approval as developed by the Pennsylvania Department of Education.

I. Student Nurse Aide Policies

a. Admission Requirements

- Verification of PA Residency – Applicants are required to attest to their residency in PA for the last two years prior to enrolling in a nurse aide training program.
- PA Criminal History Record Information (CHRI) report – Applicants residing in the Commonwealth of PA for the last two years prior to their application will complete and submit a Pennsylvania State Police Criminal History Clearance. It may not contain prohibitive offenses as cited in Act 14. The applicant must submit a CHRI report, which was obtained during the year prior to enrolling in the nurse aide training program. epatch.pa.gov/home Select Submit a New Record Check (NOT Volunteer).
- FBI Clearance (if required) - Act 14 of 1997 (t3PS.671-680) requires an applicant who has **not** resided in the Commonwealth of PA for two full years, prior to the date of application, to complete and submit a PA CHRI **and** a FBI Report, two weeks prior to the first day of class. (allow 30 days for process)

***EXCEPTION:** If the applicant is **currently employed** by a licensed long-term care facility and plans to enroll in a PDE-approved NATCEP, a PA CHRI, letter from the Department of Aging, and when applicable, FBI RAP sheet from IDEMIA is acceptable. *The nursing facility (employer) is responsible to evaluate the CHRI/FBI report to determine eligibility for **employment** in compliance with PA Act 13 of 1997.*

For NATCEP compliance, the employer must provide to the NATCEP prior to enrollment:

- (1) CHRI, and when applicable, a letter from Aging or an FBI report with a full signature and date on each document to verify compliance with PA Act 13, **and***
- (2) written verification of the prospective student's employment (not impending hire) on nursing facility letterhead that includes initial hire date and job title of the employee/student.*

The NATCEP representative must record their full signature and date on each facility-signed document to confirm receipt **prior to** enrollment in the NATCEP and retain in student file for compliance review.

- Columbia-Montour AVTS “Right To Know” Policy for Criminal History Records

The criminal history, FBI and other sensitive information provided to CMAVTS from the student is placed in locked file cabinets. The facilities “Right to Know” personnel have access to the information. These individuals are the Administrative Director, Adult Education Coordinator, and the NA Program Coordinator with current and up to date clearances. Other individuals permitted to view these files are NATCEP state and federal employees involved with the program review/audit.

PROCESS FOR PROCURING A FEDERAL BUREAU OF INVESTIGATION (FBI) REPORT
for Eligibility to Enroll in a PDE-Approved Nurse Aide Training Program POLICY Pennsylvania
Act 14 of 1997 – Title 22 Chapter 701.

NATCEP APPLICANT PROCEDURES

The fingerprint-based background check is a multiple-step process, as follows:

- 1. Registration** – The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or via telephone. The registration website is available on the IDEMIA website at <https://uenroll.identogo.com/>. Telephonic registration is available at 844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data (name, address, etc.) for the applicant is collected along with notices about identification requirements and other important information. When registering online, an applicant must use the appropriate agency specific **Service Code 1KG6NX** to ensure fingerprints are processed for the correct agency (Pennsylvania PDE-AVTS). Select Schedule and Manage Appointment. Note that if the applicant proceeds with the process under an incorrect Service Code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will be required to start the process over and pay for the background check again.
- 2. Payment** – The applicant will pay a fee for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major credit cards as well as money orders or cashier's checks payable to MorphoTrust will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are accepted. IDEMIA has also established a payment option for fingerprinting services for entities interested in paying the applicant's fee. This option provides a payment 'coupon' that the entity will provide to each applicant for use. Each coupon is unique and may only be used one time. Account applications must be completed prior to the applicant visiting the fingerprint site. The authorized representative must complete the account application. To establish a billing account, download an application from the IDEMIA website at <https://www.identogo.com/locations/pennsylvania>.
- 3. Fingerprint Locations** – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on the IDEMIA website. The location of fingerprint sites may change; applicants are encouraged to confirm the site location.
- 4. Fingerprinting** – At the fingerprint site, the Enrollment Agents (EA) manage the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types can be found on the IDEMIA website. Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than five minutes.

December 2020 2 NOTE: If the applicant's fingerprints cannot be transmitted electronically by IDEMIA to the FBI a second time, the applicant will be notified that a "name check" process will be instituted. The name check is a manual review of records completed by the FBI, with the results being sent to PDE. Upon receipt of name check results from the FBI, PDE mails a letter directly to the applicant. The letter contains the applicant's name check results and may be presented to schools in lieu of the electronic report. The name check process takes 4 to 6 weeks.

5. Reviewing an FBI Report – Nurse aide training program staff do not access the applicant's FBI Report online. In order for the designated and approved PDE staff to access an applicant's FBI report, **the prospective nurse aide trainee must provide to PDE a legible written request via fax 717.783.6672 or email ra-natcep@pa.gov that includes:**

- (1) applicant's full name and
- (2) current mailing address and
- (3) Universal Enrollment Identification (UEID) number and
- (4) email address and
- (5) telephone number

PDE staff will print the FBI report and stamp each page ORIGINAL in red ink. PDE will send only one copy of the FBI report per UEID via certified mail to the applicant within 30 calendar days of the written request.

The designated and approved PDE staff member is:

**Sheri Weidman
Email ra-natcep@pa.gov Coordinator, NATCEP
Fax 717.783.6672**

The applicant must provide the FBI report to the nurse aide training program staff for their review and determination for eligibility to enroll in a nurse aide training program in compliance with PA Act 14 of 1997 – Title 22 Chapter 701 prohibitive offense list prior to enrollment in a PDE-approved nurse aide training program.

6. Applicants have a one-time opportunity to obtain an unofficial copy of their report via email from the IDEMIA website. An unofficial copy of the FBI report is not acceptable for enrollment in a nurse aide class.

CONFIDENTIALITY (SECURITY) OF APPLICANT INFORMATION

Onsite access to the Livescan equipment and the data traveling from the equipment is comprehensively secured and regulated by both IDEMIA and the regulations governing the use of that data. Electronic Security – The computer system is housed within a secured network that is protected by firewall devices configured explicitly to allow only permissible protocols and traffic. IDEMIA ensures that all devices procured under this process continue to adhere to the Commonwealth's Security requirements. Systems are configured to provide a point of defense with controlled access from both inside and outside the network. Livescan systems are configured to support logging and audit capability. Furthermore, the Livescan solution will support 128-bit encryption.

- Applicant must sign the Attestation of Compliance with ACT 14.
- Physical exam is required and paperwork submitted two weeks prior to the first day of class. The physical exam must include:
 - ✓ Evidence that the applicant is free of communicable disease in a communicable state.
 - ✓ The applicant is able to meet the physical demands of the Nurse Aide Training Program.
 - ✓ Documentation of a negative 2-step Mantoux (**must be measured in mm's**) that is dated within a year of starting class *or* QuantiFERON-GIT, T-SPOT *or* a negative chest x-ray, less than 5 year old, must be submitted.
- Must have the ability to communicate orally with residents and nursing staff. Have full use of hands, ability to stand for extensive periods, bend, pull, push and lift a minimum of 50 pounds without restriction.
- Desire and ability to learn to provide personal care: assist with feeding, bathing, dressing, and toileting the client.
- Willingness to work as a team member under the direction of the charge nurse.
- Committed to the principle of providing abuse free care to ensure quality of for the resident.
- Must be at least 16 years old.
- Must be able to provide **Two** forms of official, signature-bearing identification (one of which must be a current photo identification document). Examples of proper identification include: **Driver's License; Social Security Card;** Credit Card; Passport; Clinic Card; Library Card; Alien Registration Card; Other State-Issued Identification Card.

b. Attendance

- **All students must complete the entire 120 approved program hours.** This includes all classroom, laboratory, and clinical times.
- 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 five content areas as listed below before any resident contact. **Therefore, if you are tardy or absent on a day when the following content is taught, you may be asked to re-enroll in a future class.** The administration will determine if you will be permitted to attend a future class.
 - The five content areas are as follows:
 1. Communication and interpersonal skills
 2. Infection control
 3. Safety/emergency procedures, including abdominal thrust
 4. Promotion of resident's independence
 5. Respecting resident's rights
- **Students will sign a daily attendance sheet** that will serve as a "time card." The attendance sheet will reflect the number of classroom/lab/clinical hours, class for class, lab for lab, and clinical for clinical time.
- **Attendance is mandatory.** No absence will be permitted unless an extenuating circumstance, such as a death in the family or a court subpoena. A prescriber's (NP, MD, PA) statement permitting the student to return to class will be required for any excused absences related to a potential contagious disease (e.g. pink eye).
- Absence from class without the Instructor's authorization will result in **immediate termination.**
- The Instructor will provide the method and phone number to contact to report an absence.

- Attendance is validated by the use of a clock in the classroom or at the nurse station during clinical. You should be ready to begin class by “set time” listed in the syllabus. Failure to be in your seat, or at the designated site, ready to begin class is called a tardy.
- The first offense of tardiness will receive a verbal warning. The second offense will receive a written warning. The third offense will result in termination from class.
- Absence from class without the Instructor’s authorization will result in immediate termination.
- Any 120 hours of class, lab, or clinical time that is missed **MUST** be made up. Makeup time must be coordinated with the Instructor and may incur an additional expense to the student.

c. Level of Achievement (academic, lab and clinical)

- Student’s will be given a copy of their final grades, performance checklist and if applicable, a certificate of completion.
- To successfully complete the program, the student must fulfill the following requirements:
 1. **Theory**—Maintain an 80% or higher on each of the 3 tests. A test grade of less than 80% will have one opportunity to re-test. No resource material will be permitted during each theory test. If a student is absent on the day of a test, they will be required to take the test on the day they return to class.
 2. **Skills Lab**—All procedures must be performed at a satisfactorily level. A “S” Satisfactory level of achievement is attained if no more than 2 non-critical steps are missed. Each procedure must be satisfactorily demonstrated before it is performed on a resident. Each Procedure will be evaluated as Satisfactory or Unsatisfactory. Missing more than 2 non-critical steps is “U” unsatisfactory. Missing a critical step will result in a failure of the procedure.
 3. **Clinical**—satisfactorily demonstrate an 80% or higher on the Clinical Evaluation Form. If the clinical site staff observes a student performing or behaving unsatisfactorily, the “clinical site” has the right to refuse the student to return to the clinical site.

d. Nondiscrimination

In accordance with state and federal laws, participation in the Nurse Aide Training Program is governed and administered on individual achievement and mastery of program competencies. Participants will not be discriminated against on the basis of race, color, national origin, sex, age, or disability although some disabilities may preclude a person from being able to perform essential function of the job. Inquiries should be directed to the school administrator at (570) 784-8040, or by mail at: 5050 Sweppenheiser Drive, Bloomsburg, PA 17815.

e. Physical Examination/Health Condition

- The program requires that the applicant’s physical, 2-step Mantoux or x-ray or QuantiFERON-GIT, T-SPOT to be performed and paperwork submitted two weeks prior to the start of class.
- The 1st step of the Mantoux must be read within 2-3 days from given. The 2nd step of the Mantoux must be given within 10 to 14 days after the first Mantoux is read and evidenced as negative.
- The physical must certify that the student is free from communicable diseases in a communicable state and has no conditions that would affect the students’ performance. The physical must to be performed and all paperwork submitted two weeks prior to the start of class.

- Students must be able to lift 50 pounds to waist height
- Any change in physical condition from the original physical during the nurse aide training program will require the student to obtain their prescribers approval to continue participation in the nurse aide-training program.
- The physical must be signed by a Nurse Practitioner, MD, DO, or PA.
- The cost of the physical and testing is the responsibility of the individual student.

f. Standards of Conduct

- Academic honesty is expected of all nurse aide students. Dishonesty or cheating will not be tolerated.
- All students **MUST** wear an identification tag at all times. The tag will clearly identify them as a “Student” until they satisfactorily complete the State competency examination.
- Professional and safe behavior is expected of all nurse aide students.
- It is imperative to demonstrate care that is legally sound and to be held to high, ethical standards to ensure abuse-free communication and care delivery.
- **NO CELL PHONE** possession during class, lab, or clinical is permitted.
- Violation of these standards of conduct will result in disciplinary action, which may include immediate dismissal from the program.
- Dress code: students will wear navy scrub pants, white or navy scrub tops. The only jewelry permitted is a watch with a second hand. Hair must be pulled up or back at all times. No artificial nails permitted. Natural nails are not to be more than ¼ inch long. No crocs or croc-like shoes are permitted. Students and Uniforms must be neat and clean. Make-up and perfumes must be kept to a minimum level. Students are responsible for their uniforms, which must be purchased prior to the start of class.
- Leaving the clinical area without permission or performing procedures without the instructor present could result in immediate dismissal.
- Noncompliance with established facility rules and regulations (i.e. parking, smoking, food in the classroom, use of facility telephone) will result in disciplinary action.
- Disruptive behavior (i.e. profane language, insubordination, lack of respect to classmates or staff, sleeping or talking in class) will result in disciplinary action.
- Empathy, tact, willingness to learn, self-motivation, discretion, acceptance of criticism, enthusiasm, competence, patience, dependability, and responsibility are necessary for success in health care roles.

g. Student Grievance

This procedure has been developed to allow the student to express a grievance, complaint or dissatisfaction:

1. Step One: Student submits the grievance/complaint in written or verbally to the Primary Instructor. The Primary Instructor reviews and responds to the grievance within three days. The Primary Instructor documents in writing the grievance, the review and the resolution. Primary Instructor meets with the student to share the resolution to the grievance. The student is entitled to private and confidential counseling; however, another instructor or staff member may be asked to witness the counseling. If the student and instructor are unable to resolve the issue or if the grievance is against the Instructor, the grievance should be brought to the attention of the Program Coordinator within 72 hours.

2. Step Two: If the student and instructor are unable to resolve the grievance, a meeting between the Program Coordinator and student will take place within 3 days of the receipt of the complaint. (The student should place the grievance in writing if it has not to this point been required.) The Program Coordinator will review the documentation submitted by the Primary Instructor and conduct an investigation as needed. The Program Coordinator documents the review process and the resolution to the grievance. A meeting is scheduled with the Administrative Director, Program Coordinator and student to disclose the resolution. If the decision rendered by the Program Coordinator is not brought to a satisfactory conclusion, the student may appeal to the Administrator within 48 hours.
3. Step Three: All documentation is submitted to the administrator for review and consideration. Notification of the administrator's decision will be given in writing to the involved parties within 72 hours of the hearing. The decision of the administrator will be final.

h. Tuition/Refund

- Students are responsible for tuition payments. The course must be paid in full two weeks before training begins. Uniforms are additional costs and must be purchased prior to the start of class.
- If you personally incurred the tuition cost of the program and successfully completed the nurse aide program, you will be issued one original receipt on school letterhead. By law, only one original tuition receipt will be given to the graduate student.
- The student is responsible to pay the additional cost for the State Competency Examination. Credentia CNA365 will issue the student a receipt.
- The student must notify the program coordinator at least 4 business days prior to the beginning of the course of his/her withdrawal for a full tuition refund. 75% of the tuition fee will be refunded for withdrawal notification within three business days prior to the beginning of the course.
- No refund is available after start of class.
- A \$50.00 registration fee, included in the tuition payment, is non-refundable.

i. Utilization of Students

- Nurse aide students will not be utilized for any services or functions that they have not been supervised or determined as competent by the instructor. Learning opportunities will be sought by program instructors to guide student learning.
- Students will be supervised in the performance of resident care tasks, which have been taught in class and/or lab, for which the student has demonstrated competent performance.
- Students may not replace staff or serve as a staff member.

j. Course and Instructor Evaluation Policy (see sample)

Standard:

OBRA 1987, Regulation Section #483.154 states that student must evaluate the training program and the instructor(s).

Policy:

All Students completing the Nurse Aide course will fill out a course evaluation on the last day of the training program.

Procedure:

- a. The instructor will hand out the evaluation form to all students and explain the rating scale and general instructions.
- b. For confidentiality, the instructor will provide the students with an envelope to put the evaluations in.
- c. Once completed, the student will place the evaluation form in the envelope and the last person done will seal envelope.
- d. The envelope must then be submitted to the program coordinator.
- e. Evaluations will then be reviewed by the program coordinator and the school administrator.

k. Department of Public Welfare, Medical Assistance Bulletin, 99-11-05, Exclusion from Participation in Medicare, Medicaid or any other federal health program and the implications regarding future employment.

While your CHRI may be acceptable for nurse aide training, you should be aware that Pennsylvania maintains a data base by Department of Health and Human Services' Office of Inspector General (HH-OIG) that identifies individual and entities that have been excluded nationwide from participation in any federal health care program. Health care facilities are required to develop policies and procedures for screening all employees to determine if they have been excluded from participation in any federal health care programs. If you are on this exclusion list, it is possible you will not be eligible for employment in a health care agency. To see if you are on the list, please go to the following website:

<http://oig.hhs.gov/fraud/exclusions.asp>

Addendum A

COVID Testing - Vaccine

Nurse Aide students will need to participate in Covid testing and provide proof of a COVID vaccine, if required by the long-term care facility that partners with Columbia-Montour AVTS for clinical hours. Nurse Aide students will follow the policy of the clinical site.

<https://www.cdc.gov/>

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I have read the above policies that are necessary requirements for successful completion of the Nurse Aide Training Program

Signature of Student

Date