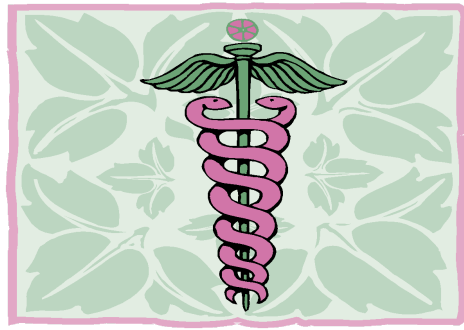


# RSB Nursing Assistant Training Program



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# RSB Nursing Assistant Training Program

Main Class Room 1000 South Caraway, Jonesboro, AR. 72401

Mailing Address: 9001 Highway 358, Paragould, AR. 72450

Document origination date 10-30-2005. This document will remain in effect and unchanged, for the current year, until the changes by the Director of RSB Nursing Assistant Training Program has notified and received approval from the State Board of Private Career Education.

Revised 12-8-16

## Certified Nursing Assistant Program Description

This 90-clock hour's course consists of a balance between theory instructions and skills training. Skills' training is composed of both skills demonstration in classroom lab and skills performance in the clinical area with residents in a Long Term Care Facility. Students are prepared to work in long-term care environment and / or trained in basic nursing assistant procedures including infection control, resident's rights, transferring and positioning technique, and obtaining vital signs. It is based on and meets the Arkansas Long Term Care Nursing Assistant Training curriculum and has been approved by the Office of Arkansas Long Term Care. Arkansas State Board of Private Career Education, Licenses RSB Nursing Assistant Training Program.

### Enrollment Requirements

- A. According to OLTC Regulations, minimum age to be licensed as a Certified Nursing Assistant is 16. Minimum age at most Clinical locations is 18. If at the time of a request of enrollment, RSB has a Long Term Care Facility (Nursing Home) which will allow 16 and 17 year old Students to perform Clinical, then less than 18 year old can be accepted. This decision is on an as needed bases.
- B. Be able to meet the Criminal Back Ground (CRC) requirements per the Office of Long Term Care.
- C. Provide proof of TB skin test results. (Must be completed and on file before clinical begins). If needed the test can be administered by RSB Certified Personnel.
- D. There are no Prerequisite requirements to enroll.
- E. A High School Diploma or GED is not required.**

## General Information

The School year is the same as the Calendar Year. First Classes will begin on or after January 2, of the current year. Each class session consist of 90-clock hours. Expected beginning date of the next class would be after the completion of the current class.

Contact RSB Nursing Assistant Training Program at 870-926-9496 for the next expected class start date.

Clock hours for class (daily start and end times) will remain unchanged for each individual class, unless the Instructor notifies students in advance. Each classes start and finish hours may vary from class to class. With enough students interested there are days and evening classes offered. Clinical hours will match classroom hours unless the teacher notifies the students of a change. There is no pre-registration requirement. RSB may try to have the students registered prior to the first day of a class session. If there are spaces available, students may register at the beginning of class on the first day. There is no registration fee for this course. RSB **does not** promise employment or have a placement program.

The school reserves the right to postpone classes when there are not enough students available to be financially feasible or weather related as determined by the Director of RSB on each occurrence.

## Absences & Tardiness

Absences or Tardiness without a Doctors excuse is grounds for termination. Tardy is defined as entering class 5 minutes after class begins. Being Tardy twice, student will be counseled. Additional Tardiness may result in termination.

Absences are required to be made up, before the Certificate of Completion will be issued.

## Grading

The following grading scale will be applied: 90-100 = A

80-89 = B

70-79 = C

60-69 = D

Below 60 = F

Minimum score on all written exams must equal a “C” average. In addition to the written exams, there will be an evaluation of clinical skills performances. Clinical skills performances must be completed in accordance with the approved Office of Long Term Care curriculum guidelines.

## Student Withdraw / Refund Policy

Students who wish to withdraw from RSB Nursing Assistant Training Program, must contact the instructor and complete the “Official Withdrawal Form within seventy-two (72) hours after enrolling, (until midnight of the third day excluding Saturdays, Sundays and / or legal Holidays, in order to officially withdraw and be eligible for full tuition refund. All refunds will be calculated on a prorated basis using the last date of attendance. They will receive an “incomplete grade” in the class. Former Students may re-enter the class within 30 days of withdrawal, Per OLTC Policy at the point they left if passing scores were recorded during the previous class attendance. If the return date is longer than 30 days, then the returning student must start at the beginning of the class. Normal fees will apply. In the event of withdraw or termination, the rate will be prorated at \$48.00 per day when in a 10 day session and \$40.00 per day when in a 12 day secession, starting from the first day of class attended until the date of withdrawal or termination from classes. Note: There is no registration fee. If a student does not officially withdraw as stated above but they do not attend classes as scheduled, they will be dropped from the class and receive an “I” for Incomplete. Self-paying students will not be allowed to take the Final

Exam or receive a certificate or copies of academic records unless they have paid their tuition in full.

RSB NURSING ASSISTANT TRAINING PROGRAM, reserves the right to drop students or place them on probation if they do not follow the school policies.

All Self-paid student's refunds shall be made by check, no later than thirty (30) calendar days after the student withdraws or is terminated from the program. Proof of refund(s) shall be placed in the student's file. Refunds will be made by check; proof shall be a photocopy of the refund check and form signed by the student indicating the receipt of the Refund check. Bank statement can be used to show the check has cleared the bank. Or Check may be copied front and back on the same sheet of paper, with the number of the check from the front folded so that it shows at the same time the back is copied. If refunds are made by electronic funds transferred, they shall be recorded on the student's account record and proof of refund shall be provided to the Board staff upon written request, if request is not made in person.

Should RSB Nursing Assistant Training Program not accept the applicant for enrollment, any money paid by student or sponsor will be returned in full.

A student is considered as having entered or begun training, after completing the first class session. RSB Nursing Assistant Training Program only has one course / program of study at this time.

## Tuition and Fees

Tuition is \$480.00. Full payment or proof of recognized sponsorship is expected at the beginning of the first day of class unless other arrangements are made, acceptable to the Director. There is no tuition charge to the students who are sponsored. In the event that you decide to withdraw from class, or no longer want or have sponsoring, you will be responsible for paying for your class sessions attended.

## Credit For Previous Training

CNA students who have documentation of acceptable completion of class time in an OLTC Approved CNA training program within the prior 30 days as per OLTC Policy may receive credit for such time.

## Program Outline

Part 1 Theory/Lab	16 Hours
Unit I	Communications and Interpersonal Skills (2 hours theory/classroom lab)
Unit II	Infection Prevention and Control (2 hours theory/classroom lab)
Unit III	Safety and Emergency Procedures (4 hours theory/lab)
Unit IV	Promoting Independence/Resident Rights (3 hours theory/lab)
Unit V	Introduction to Resident Care (5 hours theory / lab)

### Part II Theory/Lab/Clinical

Unit VI	Personal Care Skills (23 hours theory/lab, 7 hours clinical)
Unit VII	Basic Nursing (10 hours theory/lab, 5 hours clinical)
Unit VIII	Cognitive/Behavior/Social (5 hours theory/lab)
Unit IX	Basic Restorative Service (5 hours theory/lab, 4 hours clinical)

### Part III Theory/Lab/Clinical 15 Hours

Barbara Boyles Alzheimer & Dementia Program for Nursing Assistants

- (I) When a program is no longer offered on a permanent basis the program shall be removed from the catalog/bulletin or stamped "Not Offered".

## Testing and Related Fees

First Time Tester:

Clinical Skills and Written (Oral) Test.....	\$75.00
Eligibility Screening and Fees (nonrefundable).....	<u>\$10.00</u>
Total.....	\$85.00

## Training Location and Class Schedule

All classroom and lab will be conducted at the address list on the cover page. Clinical training will be conducted at a Nursing Home approved by OLTC and designated by the Director of RSB and communicated to the Students by the Instructor. This private school is complete with classrooms, labs, and break area. All classroom and lab equipment needed for training nursing assistant are available at the school site.

Clinical sites are Long Term Care Facilities.

For class availability call 870-926-9496.

## School Calendar

RSB's school year is the same as the calendar year.

Classes begin on or after January 2 of the school year.

Students must check with RSB for information on the next scheduled class.

## Holidays Observed

Holidays observed by the school will be: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas. There will be No Vacation during the 90-clock hour session. For some holidays Saturday may be used to complete the course on time.

## Student Complaints

Any student, who feels they have a complaint, may contact  
The Instructor before or after class and during breaks.

Or

The Director of RSB at 870-926-9496.



Form 8000, “Notice to Students” is posted in the classroom with information for contacting, Arkansas State Board of Private Career Education at: 501-683-8000 or by mail: 501 Woodlane, Suite 312 South, Little Rock, AR. 72201, if they desires.