

## State Tested Nursing Assistant (STNA) Program

**Placement Rate:** (No statistically significant data available)

### **Employment**

Upon successful completion of the training program this school will provide placement assistance; however, the school does not guarantee any graduate a job or a salary.

### **Transferability of Credits**

Athena Career Academy does not accept transfers. For students transferring from Athena Career Academy to another institution, the acceptability of credits is solely at the discretion of the accepting institution.

### **Grievance Procedures**

I understand the grievance procedure listed on the Enrollment Agreement and my right to contact the State Board at the following address and phone number:

**Career Colleges and Schools Board**

35 East Gay Street, Suite 403

Columbus, OH 43215-3138

(614) 466-2752

# **ATHENA CAREER ACADEMY**

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5700 Monroe Street, Suite 500 A  
Sylvania, Ohio 43560

*State Tested Nursing Assistant*

## **STUDENT HANDBOOK**

July 2013



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## **INTRODUCTION**

Welcome to Athena Career Academy. The Director, faculty and administrative staff of Athena Career Academy are proud to greet you as you enter the path to your career as a State Tested Nursing Assistant. Athena Career Academy is dedicated to the personal success of each of our students. Through this commitment, we have developed a comprehensive curriculum designed to prepare students for a satisfying career in today's economic environment. We strive to create a nurturing training environment that meets the needs of our student base. We wish you success as you gain new knowledge toward your goal of helping other individuals, your community, and yourself

We believe that learning is enhanced in a nurturing positive relationship that develops between the student and faculty. Athena Career Academy employs skilled instructors that are experts in their field. Our instruction is intertwined with teachings in dignity, cultural diversity, and customer service. We believe that caring for others is a sacred art. We provide a scientific knowledge base combined with a humanistic value system to prepare our graduates to be successful.

Athena Career Academy is an equal opportunity institution, which does not discriminate on the basis of creed, gender, ethnic origin, race, marital status, age or any physical disability, which does not inhibit performance or attainment of course/clinical objectives. The Director, faculty and staff reserve the right to revise and update this handbook and curriculum, as they deem necessary.

## **MISSION**

The Mission of the State Tested Nursing Assistant Program is to train students to successfully pass the state competency test and obtain professional employment in today's health care industry.

## **PHILOSOPHY OF THE NURSE AIDE TRAINING PROGRAM**

We value providing a nurturing learning environment in which emphasis is placed on providing students opportunities to acquire the knowledge, skills and caring attitude needed to provide competent patient care We are dedicated to using proven instructional practices that

actively engage students in the learning process. We value curricula that is reflects honor and respect human dignity and cultural diversity.

### **APPLICATION/ADMISSION PROCESS**

Persons interested in attending the State Tested Nursing Assistant Program shall do the following:

Applications are maintained for one year only after which the process of admission must be restarted. School personnel are available by phone Monday through Friday 9:00 am - 4:00 pm, or by appointment.

1. Submit an application.
2. Provide a recent copy of a 2-step PPD results/ or CXR
3. Provide an FBI and BCI Criminal Background Check and fingerprinting.
4. Pay a \$25.00 Registration Fee
5. No GED or High school Diploma necessary

Persons who have submitted an application, the results of a recent 2-step PPD, an official FBI/BCI Criminal Background Check, and have paid the \$25.00 Registration Fee will receive an Acceptance letter.

Applications are maintained for one year only, after which the process of admission must be restarted.

The Admissions Director is available for questions regarding admissions to the program Monday -Friday, 9:00 a.m. - 4:00 p.m.

### **CRIMINAL RECORD POLICY**

This policy serves to protect the clients, students, and staff of Athena Career Academy and clinical affiliation sites, and also provides for the safety and well-being of patients, for whom responsible care is our primary consideration. Ohio Senate Bill 160 requires a criminal background check for anyone employed in a long term care facility.

All students will have a criminal record check completed prior to final admission to the program and before attending required clinicals. The student must obtain both a BCI&I and FBI fingerprinting. The Ohio Bureau of Criminal Identification will conduct the criminal records check. Students may be denied access to clinical sites due to a felony record.

Students who have failed to disclose criminal records on their application will be immediately terminated from the program for falsification of the application.

Persons having other criminal records are, by law, barred from employment in pediatric and adult care facilities. The clinical affiliation sites with whom the school is contracted require that students meet the same criteria as their employees on these matters. The crimes included are aggravated assault, assault, failing to provide for a functionally impaired person, aggravated menacing, abuse or neglect of a patient, extortion, coercion, importuning, voyeurism, public indecency, prostitution, felonious sexual penetration, pandering obscenity, pandering or disseminating materials harmful to a minor, robbery, burglary, breaking and entering, theft, unauthorized use of a vehicle or property, credit card fraud, insurance fraud, receiving stolen property, domestic violence, illegal possession or conveyance of a weapon, carrying concealed weapons, having a weapon while under disability, improperly discharging a firearm into a school or house, drug trafficking, deception to obtain drugs, permitting drug abuse, illegal processing of drug documents, and placing harmful objects in or adulterating food.

Any misconduct on or off school property and/or clinical sites that is directly related to and impacts the welfare and morale of the school is within the scope of authority and the discretion of the Program Director and or Executive Director with respect to discipline and/or program termination.

Applicants with any other criminal records are required to submit certified copies of the indictment, plea, and journal entry for each offense with their application. The applicant will be counseled regarding admission, clinical site availability, potential for employment, and licensure.



## **ATHENA CAREER ACADEMY STNA PROGRAM COST**

### **PRE-REGISTRATION COSTS**

Criminal Background BCI and FBI Records Check (Paid to 3<sup>rd</sup> party) \$61.00

### **PROGRAM COSTS**

REGISTRATION FEE \$25.00

TUITION \$195.00

### **CERTIFICATION TEST FEES**

Students who successfully complete the program will be eligible to sit for the state certification exam through the Ohio Department of Health (ODH). State testing fees will be the student's responsibility.

## **WITHDRAWAL**

Students withdrawing (personal or medical) from the program must do the following:

- a. Submit a written letter of withdrawal to the Program Director;
- b. Complete a student withdrawal form;
- c. Make an appointment with the Program Director to discuss circumstances and options for returning;

## **REFUND POLICY**

If a student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before the first class and after the 5 (five) day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% completed but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within 30 (thirty) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student's attendance or participation in an academic school activity.

### **NON-DISCRIMINATION POLICY**

The Program of ATHENA CAREER ACADEMY is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, ancestry, marital status, gender, creed, sexual orientation, disability, age, Vietnam-era veteran's status, or national origin. Courses meet the needs of students with physical and/or learning disabilities as provided by the Americans for Disability Act of 1992. The student must be able to perform the following activities to progress through the program:

1. Frequently work in a standing position and do frequent walking;
2. Lift and/or transfer patients up to 6 inches from a stooped position, then push or pull the weight up to three (3) feet;
3. Lift and/or transfer patients from a stopped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
4. Physically be able to perform two eight (8) hour clinical shifts;
5. Discriminate between sharp/dull and hot/cold when using hands;

6. Speak English clearly enough for patients to understand, and understand the verbal communications of English-speaking clients/patients;
7. Communicate effectively in writing, using appropriate grammar, vocabulary, and word context usage;
8. Make quick appropriate decisions under stressful situations;
9. Carry out procedures that prevent the spread of infection, e.g., frequent hand washing or using masks and gloves, etc.

Please note that all applicants are responsible to determine their own level of eligibility with respect to these qualifications and **MUST** identify to the school any particular accommodation that they may need or require. Students with a disability who enter the Program do so with the full understanding that they will be expected to meet all course requirements with any reasonable accommodation that maybe provided by the school. The faculty, Program Director, and Executive Director will evaluate all requests for reasonable accommodation.

### **TUITION PAYMENT SCHEDULE**

All tuition and fees are due two weeks prior to the start of the program.

Please note: that all payments, must be made by cash, check, or money order. Students who are receiving any financial assistance from any agency or funding source; must be advised that it is their responsibility to make sure that all proper paperwork is filed in a timely fashion so that the school receives the proper tuition fees based upon the above payment schedule.

Failure to meet the payment dates would be reason for dismissal from the Program.

### **SKILLS LAB**

When included in a course, the skills lab provides the student the opportunity to learn and practice in preparation for competency testing. The student will manifest their comprehension by demonstrating a competency skill to the instructor. The student will be given a total of 2 opportunities to satisfactorily complete any skill during skills competency. If the student is

unsatisfactory in two (2) attempts at competency, the student will be given an "unsatisfactory" mark and cannot participate in the clinical rotations. The student will subsequently be awarded an "F" grade for the course, be dismissed from the program, and will need to reapply (see the Readmission Policy). All skills must be completed successfully prior to the clinical rotation.

## **PROCEDURE FOR REPORTING INTENT OF ABSENCE OR TARDINESS**

### **CLASSES**

Students who intend to be absent must personally call the school between 7:30 a.m. – 8:00 a.m. and speak directly to the Program Director, or leave a voice mail message to report an absence. Students must report off every "day" they plan to be absent from the school or clinical location.

All Students must personally sign the **SIGN IN / SIGN OUT LOG** in the classroom upon entering or leaving the building. Failure to do this will result in disciplinary actions.

\*\*All Attendance will be taken by the Instructors.

## **SCHOOL CLOSING DUE TO INCLEMENT WEATHER**

The school reserves the right to close during weather emergencies or other emergencies for the safety of students and staff. Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

Should the school need to be closed due to weather-related circumstances, please check local TV stations (13 ABC [www.wtv.com](http://www.wtv.com), 11 CBS [www.wtol.com](http://www.wtol.com)). The school will notify the media ASAP in the event that the school will be closed.

## **HEALTH / MEDICAL CARE**

Students are expected to take proper care of their own health by maintaining proper sleep, exercise, and diet. All medical and dental appointments are to be made outside of program hours. The Program will not be responsible for rendering any medical assistance or transportation due to liability reasons. Any illness/injury that occurs during clinical hours will count as an absence and all missed hours must be made up. The instructor reserves the right to request the student who exhibits signs or symptoms of illness to be seen by a physician. Students may be required to submit a physician's statement that they are able to resume responsibilities before being permitted to return to the program. If an injury or illness alters a student's ability to meet the technical standards, that student will not be able to attend the classroom and/or clinical portion of the curriculum. Although a reasonable attempt to make accommodations will be made, the absence policy does remain in effect.

Students taking prescribed narcotics under the care of a physician must bring a physician's statement to the Director which must explain that the student is able to safely meet the requirements of the Program.

## **PREGNANCY**

A student who is pregnant and who wishes to remain in the program must notify the school administration of her pregnancy status and must sign and submit a waiver releasing Athena Career Academy and its affiliating agencies from **ANY** liability should her activities be detrimental. The student's physician must also provide written approval (with no restrictions for activity or weight lifting) in order for the student to continue in the program. The pregnancy waiver must be updated following each prenatal visit. Failure to report a pregnancy and have a signed waiver and physician's release could result in dismissal from the program.

## **INJURY**

A student who is injured while in class or the clinical area must report the injury to their instructor on the day it occurs. Any injury, even though it may seem minor, should be reported in writing. Students will be referred to emergency care at their own expense for injuries or illness, and will be referred to their physician for follow-up care. Because students are not covered by

Workers Compensation by either the school or the clinical sites, each student will assume the financial responsibility for any illness or accident while enrolled in the program. If an injury occurs at a clinical site, the student must follow the policy and procedure for injury required by that facility.

### **ALCOHOL AND DRUG POLICY**

Athena Career Academy has a commitment to each student, and to each patient at a clinical or externship affiliation, to assure that the learning or clinical or externship environment is free from the effects of abuse of alcohol and drugs by a student of Athena Career Academy.

Therefore, it is the school's policy to prohibit unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized, or drug abuse or impairment caused from medically prescribed drugs; or any other substance that may impair an individual's academic or work performance, or pose a hazard to the individual, public, students, or employees of the school on its property (owned or leased), or at any of its clinical or externship affiliates or any activity sponsored by Athena Career Academy.

\* In the event a student is in question of alcohol or drug abuse a student will be immediately referred to Athena Career Academy's Program Director and Campus Director; and the Athena Careers Academy alcohol and drug policies will be followed per facility protocol. A student may request a copy of this policy from administration.

### **GRIEVANCE PROCEDURE**

Within the Program, the term "grievance" is defined as a dispute between a student and the Program regarding the interpretation, application of, or compliance with any provision of the ATHENA CAREER ACADEMY policies or procedures. The grievance process is available to all students without fear of retaliation or intimidation. All conversations, with the student, shall be held in strict confidence by those involved. The grievance decision may be appealed as outlined in Step I.

Step I: The grieving student discusses the concern with the instructor or faculty member who is involved with the issue in an effort to arrive at a mutually agreeable solution. The discussion must be held within three (3) working days of the occurrence.

Step II: If the grievance is unresolved after Step I, the student may further pursue the grievance process by submitting a completed grievance form (Appendix) to the Campus Director within six (6) working days of the original dispute.

Within five (5) working days from the submission of the completed grievance form, the student, Campus Director, and faculty member will meet for the purpose of resolving the grievance.

Following this meeting, the Campus Director's written disposition will be given to the student and the faculty member within three working days of the meeting.

The grievance will be considered resolved if an agreement is reached at this point.

Step III: If the student is not satisfied with the Campus Director's disposition of the grievance, the student may appeal in writing to the Program Director and the Executive Director within three (3) working days after receipt of the disposition. The following conference will include the student, the involved faculty member, the Campus Director, the Program Director, and the Executive Director.

Within five (5) working days of the conference, the Program Director shall submit a written disposition, which shall include reasons for the disposition.

Whether or not the grievance or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215, Phone 614-466-2752; toll free 877-275-4219.

The time limits set forth in the above procedure may be extended by mutual agreement of the Program Director and the student. "Working days" shall not include Saturdays, Sundays, holidays, or vacation days.

## **CHANGE OF STATUS AND ADDRESS**

After enrollment in the Program, the student must notify the Office Manager as soon as possible of their status, address, or telephone number changes for any reason. It is important that our records be correct and current, so that the student can be contacted in case of a schedule change, job recommendation, etc. Our office must be able to maintain the student's current status during enrollment and after graduation.

## **PROGRAM OUTCOME**

The State Tested Nursing Assistant (STNA) program at Athena Career Academy will present the basics of bedside patient care under the guidelines of the federal and state requirements. The STNA course is approximately 75 hours of study and composed of three weeks of campus instruction and clinical experience at an off-campus facility.

Nursing Assistants are a valuable component of the health care team and work under the direct supervision of the licensed nurse. At Athena Career Academy students will learn to provide basic care for individuals in their homes or in a care facility setting; training also focuses on interaction with the health care team. Students will learn about patient's rights, communication, observation and maintenance of a basic level of comfort and safety.

The STNA course includes 59 hours of classroom and lab participation and 16 hours of clinical experience in which the student will have opportunities to provide patient care. Participants who successfully complete the course will meet criteria to sit for the State of Ohio certification examination.

## **FACILITIES**

Athena Career Academy has sufficient space for classroom and laboratory furnished with all the needed supplies and equipment. Clinical skills will be performed in the laboratory, classrooms, and in clinical agencies throughout Northwest Ohio and Southeast Michigan. Contractual agreements have been made with several clinical agencies, and the signed contracts are on file with all partnering agencies.



## **DISMISSAL**

A student may be dismissed from the program for the following:

1. A cumulative theory grade of less than 78% in any course at the end of the course.
2. An 80% on each lab skill performed in the lab.
3. A passing grade in student's clinical rotation.

Other behaviors that may result in dismissal from the program include:

1. Absenteeism exceeding policy limits.
2. Cheating on a test, lying to an instructor or staff, submitting another student's work as your own, failure to participate and complete required lab skills.
3. Use or possession of unauthorized drugs or alcohol and reporting for class or clinical while under the influence of alcohol or illegal drugs.
4. Non-payment of fees.
5. Any behavior deemed unsafe.

## **CRIME AWARENESS AND CAMPUS SECURITY ACT**

In compliance with the Federal Crime Awareness and Campus Security Act, the Program publishes and distributes annually to all current students and employees a campus security report. Highlights of this report are outlined below. Students or employees who want to review the full report may obtain a copy from the Campus Director.

Whenever any of the following crimes occur on this campus, the information is reported to local police agencies and recorded on an incident report. These statistics are available to students and employees.

- |                       |                        |
|-----------------------|------------------------|
| 1. Murder             | 5. Burglary            |
| 2. Sexual Assault     | 6. Motor Vehicle Theft |
| 3. Robbery            | 7. Arson               |
| 4. Aggravated Assault |                        |

Whenever an arrest is made for the violations stated below, the school records the incident and makes the statistics available to students and employees.

1. Liquor Law Violations
2. Drugs Abuse Violations
3. Weapons Violations

### **FAMILY EDUCATION RIGHT TO PRIVACY ACT (FERPA)**

Under authority of the Family Education Right to Privacy Act, Athena Career Academy has established a policy for the release of student *and/or* graduate information:

- All students attending Athena Career Academy, parents of minor students, and parents of tax dependent students will have the right to inspect, review, and challenge their academic records including grades, attendance, advising, and any additional information contained in their education records or that of their minor or tax-dependent child. The right to student file information is not conveyed to any spouse or family member by the right of relationship. A spouse does not have access. As a postsecondary educational institution, parental access to students' records will be allowed without prior consent of the students if the students are dependents.
- Education records are defined as files, materials, or documents that contain information directly related to students and are maintained by the institution. The Program Director supervises records and access is afforded by program officials for the purpose of recording grades, attendance, and advising, as well as determining financial assistance eligibility.
- Each student and the parent or guardians of a dependent student have the right to review their academic and financial assistance records. The review will be allowed during regular program hours under appropriate supervision. The student *and/or* parent must notify the Program one day in advance. During and after inspection of the file, no original document may be removed by the examining party. The Program will provide one copy of each document free of charge and will do so within five (5) working days of the student's or their parent's request.

- Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law. Anytime access is granted to a student file, for purposes of review by other than appropriate management, state, or federal authorities, an access log will be kept of the date, place, and time during which access occurred. The name of the person(s) who accessed the file and the reason for the file review will be recorded in the log.
- Under no circumstances will Athena Career Academy disclose to any agency or person any statistic or report in the student files that relate to Campus Crime Information reporting requirement. This does not preclude disclosure under order of the court or to agencies entitled to access by right of legislation.

### **CODE OF STUDENT CONDUCT**

Students are expected to maintain professional behavior at all times in the classroom and clinical areas. Professionalism projects the moral values of empathy, integrity, and trustworthiness. Respect for self and others create a positive learning atmosphere. Courtesy and cooperation help promote teamwork. The term "professional" is used to describe a person who can be trusted to maintain high personal standards, and is responsible and accountable for his/her own actions.

### **UNETHICAL CONDUCT/UNACCEPTABLE BEHAVIOR/ATTITUDE**

Unethical conduct is any behavior that violates professional standards. For ATHENA CAREER ACADEMY, such behavior includes, but is not limited to, cheating, lying, falsifying records, breaching confidentiality, stealing, abusing alcohol or drugs, abusing patients/residents, behaving in a disorderly manner in the school or clinical area.

An undesirable behavior or attitude would be shown if the student refused to cooperate with co-workers or peers, causes dissension among classmates or co-workers or peers, uses profanity or vulgarity, and displays antagonism toward instructors or classmates. These behaviors, as well as those listed above, are unacceptable and may be grounds for dismissal.

## **SMOKING POLICY**

Athena Career Academy is a non-tobacco facility. Smoking is allowed only in personal vehicles. Use of tobacco of any kind is not permitted within the Program facility. There will be no smoking in the front entrance of the Program facility at any time. Violation of this policy will result in disciplinary action. Students will follow the smoking policy at the affiliating clinical sites.

## **CLOTHING AND PERSONAL PROPERTY**

All personal property is the sole responsibility of the student, and Athena Career Academy does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address.

Vehicles should always be locked as students would anywhere else to avoid the possibility of property loss due to theft. While Athena Career Academy maintains a safe environment, students should be aware that theft can occur anywhere in public places and should always use available safeguards and common sense against such events.

## **MEALS & BREAKS**

On class days students can bring their own lunch or eat out at one of the local restaurants. All food is to be eaten in the student lunchroom. A microwave and snack vending machines are available for student use in the lunchroom. It is each student's responsibility to keep the lunchroom clean. Food and beverages are not to be taken to the classroom, computer room, or learning laboratory.

## **SAFE CLASS RULES**

1. Horseplay and related acts are prohibited.
2. Student may not eat drink, or smoke during class, clinical or lab. Designated areas and times will be provided.
3. All injuries must be reported.
4. PPE must be used in lab and at clinical when appropriate as per facility policy.

5. Do not use chemicals or equipment you are not authorized to use. Do not bring hazardous or illegal chemicals with you.
6. Do not place equipment or materials within 3 feet of fire extinguisher. Do not block access to fire extinguishers hoses, electric panels, or emergency exits and entrances.
7. Student will attend safety related meetings and training sessions as required by clinical facility.
8. Our PROGRAM maintains a good housekeeping policy. Students must clean up after all spills immediately. Keep student access areas clean and free of debris, unused materials and unneeded equipment. Do not block aisle ways or doorways.
9. Obey all warning and instructional signs.
10. Wear appropriate casual clothing to class, scrubs to labs, and scrubs to clinical. Includes pants at ankle length, covered shoulders and abdomen. Clothing must be neat, clean, and in good repair.
11. Hair below shoulder length should be tied back or banded on lab and clinical days.
12. Personal electronic equipment, appliances, and extension cords are not permitted.
13. Safe lifting and good body mechanics are required at all times. Ask for assistance if need arises.

### **CLASSROOM COURTESY**

Friends and family members can be distracting to others who are trying to study. Please do not bring any guests with you into the building. Be on time for class and skills times. **NO FOOD OR BEVERAGES** are allowed in the Lab or during lecture time.

Be respectful of others. Keep your space clean and neat.

### **CONFIDENTIALITY**

The Health Insurance Portability and Accountability Act (HIPAA) legislates the rights of individuals and the obligations of health care providers in maintaining the confidentiality of health care information. Therefore, any violation of the confidential statement during classroom activities clinical or during the student's own private time will constitute grounds for immediate dismissal.

## EVALUATION OF PROGRAM

The Athena Career Academy has a systematic plan of evaluation based on the criteria set forth in the Ohio Administrative Code. The plan is established to guide and direct the evaluation and improvement of the curriculum and program outcomes. A program evaluation will be completed by each student on the last day of clinical.

## PROGRAM RECORDS

The Program Director maintains all student records. The maintenance, of individual student records is initiated with the student's official application to the Program and continues throughout all of the student's activity within the context of the Program. All permanent records that are required to be maintained; student transcripts and student files, are kept in locked fire proof cabinets located in the Administration Office of Athena Career Academy, 5700 Monroe Street, Suite 500 A, Sylvania, Ohio 43560.

## MICHIGAN REQUEST FOR EXEMPTION

\*\*\*\*For Michigan Residents Only\*\*\*\*

Please note that if you are a resident of the state of Michigan upon completion of the Ohio STNA training course you have **12 months** from the date of completion to apply to take your STNA test in the state of Michigan and file for exemption of training. The exemption application will be provided to you with your certificate of completion upon request.

More information can be found at the following website: [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27544---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27544---,00.html)

**ATHENA CAREER ACADEMY PERSONNEL**

<u>NAME</u>	<u>TITLE</u>	<u>JOB POSITION</u>
MANAGEMENT		
Tony Restivo	J.D.	President
Suzanne Smith	BSN,RN	STNA Program Coordinator

**ATHENA CAREER ACADEMY**

**RECEIPT OF PROGRAM HANDBOOK**

**(Please Print Your Name)**

I \_\_\_\_\_, HAVE READ AND UNDERSTAND THE  
ATHENA CAREER ACADEMY *POLICY AND PROCEDURE HANDBOOK*.

I HAVE RECEIVED A COPY OF THE ATHENA CAREER ACADEMY HANDBOOK  
DATED \_\_\_\_\_.

---

STUDENT SIGNATURE

DATE

---

SCHOOL OFFICIAL SIGNATURE

DATE



**ATHENA CAREER ACADEMY**

**RECEIPT OF MICHIGAN REQUEST FOR EXEMPTION**  
(Michigan Residents Only)

I, \_\_\_\_\_, have received the REQUEST FOR EXEMPTION FROM NURSE AIDE TRAINING INSTRUCTIONS for the state of Michigan.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date