



The Nursing Institute

School Catalog

Nurse Aide & CPR/First Aide Training

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SCHOOL CATALOG

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Mission Statement

The Nursing Institutes' mission is to provide the highest standards for a quality education that teach, inspire and prepare students to be workers and future leaders in the healthcare industry. Along with our faculty and staff, we are devoted to your success and are here to make your educational experience an exceptional one. Training programs are open to all students who pass the qualification requirements. No one shall be denied the opportunity to obtain the training needed to become a healthcare professional. Our non-discrimination policy protects the rights of every student to pursue their dreams in a healthcare career.

Vision

The Nursing Institutes' vision is to remain a premiere training facility for individuals who want to further their education in the healthcare field. Our vision is to also build a reputation with individuals, employers, and recruiters as the first choice of health care training and education in Cleveland, and surrounding areas.

Goals

- To develop within our students a familiarity with the core principles of the healthcare industry.
- To develop within our students the skills needed to accurately perform the skills required in the chosen field of study.
- To develop within our students the professionalism, compassion, and problem-solving skills needed to be a caring and successful healthcare professional.
- To prepare our students for a successful career as a healthcare provider.

Name of Institution

The Nursing Institute, LLC.

Governing Body and Officials

Faculty:

Dr. Annette Kee, DNP APRN PMHNP-BC
Director of Education
CEO and Founder, Primary Coordinator and Instructor

Kashara Jacobs-Clark, ADN RN
Primary Instructor

Facility

The Nursing Institute (TNI) has 1 location. TNI is located in Beachwood, Ohio.

License and Registration

Lic# 3654332 - OH

Grievance

All students' complaints should initially be directed to the involved school personnel. If no resolution is forthcoming, a written complaint shall be submitted to the Director of the school. Whether or not the problem or complaint has been resolved to the students' satisfaction by the school, the student may direct any problem or complaint to:

- Executive Director, State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, Ohio 43215 – 3414
Tel: (614) 466-2752 or toll-free (877) 275-4219

A copy of the grievance form may be obtained from the Admissions Office.

Non-Discrimination Policy

TNI does not and shall not discriminate based on color, race, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or

military status, in any of its activities or operations. These activities include, but are not limited to, hiring or firing staff, students, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, clients, volunteers, sub-contractors, and vendors.

ACADEMIC CALENDAR

TNI will observe the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day, and the day after Thanksgiving Day
- Christmas Eve, Christmas Day, and the day after Christmas Day

PLEASE NOTE: TNI will be closed for academic purposes. If any of these holidays fall on a Saturday, the holiday will be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday is observed the following Monday.

School Calendar

TNI offers training classes throughout the year, with new classes starting every two weeks for STNA/HHA and monthly for Medication Aide training. The State Test Nurse Aide (STNA) is a 75-hour course (2 – 4 weeks). The day program is 2 weeks with 6-hours per day sessions. The evening program is 4 weeks with 4-hours per evening sessions. The Home Health Aide (HHA) trainings are offered in the evenings and weekends, and requires 75-hours of training over 2 weeks for 4-hour sessions. The Medication Certification course is monthly for 2-days for with 7-hour sessions.

Class Cancellations and Rescheduling

TNI reserves the right to cancel or reschedule a course due to low enrollment census or unforeseen circumstances. In such cases, the students will be eligible to enroll in another training or receive a full refund. If cancellations occur, students will be refunded all payments in full only, if classes are canceled for these reasons.

Inclement Weather

TNI cares about the safety of each student. If snow or other inclement weather conditions are severe and imposes dangerous driving conditions, the campus will be closed. Students will be notified of school closings on the schools' website, and through the email on file provided by you during orientation 3-hours prior to scheduled training. Additionally, students may call the schools' administrative office to confirm school closings through a recorded line up to 3-hours prior to start of training. If a training/class is canceled due to inclement weather, the student is required to makeup hour for hour on or before the end of the session. Students are encouraged to watch the local television (TV) and listen to radio station for school closings.

Unless further announcements are made, trainings will resume on schedule the following day. Students are to assume responsibility for their own safety when making decisions to attend classes during inclement weather. Lastly, it is the students' responsibility to view the website and check emails for school cancellation or delays due to weather emergencies.

Student Orientation

New students are to attend a scheduled Student Orientation session and are required to have a completed Enrollment Certification by the end of orientation. Orientation dates will be posted on the website. You will receive confirmation letters as well.

During orientation, students will:

- Meet their academic department director and instructor(s)
- Tour the building and classroom
- Obtain a syllabus
- Complete any remaining required documents

Faculty will:

- Outline program content: graduate salaries, placement rates, retention rates, code of conduct, parking, attendance and tardiness policy, drug policy, safety policy, safety report, and numerous additional policies.
- Ensure proper documents have been submitted by each student and complete an official enrollment certification prior to start of training.
- Answer any additional questions students may ask.

Governing Body Regulated Attendance

Some future programs may have outside regulatory bodies that require a minimum of training attendance and hours. Each instructor will include attendance requirements and criteria for tardiness on the course syllabus.

Special Circumstances / Leave of Absence

Special considerations may be given but not guaranteed. Although, cases of students' experiencing prolonged illness, accidents, death of a family member, and other circumstances, a leave of absence from has to be approved by the Director and will require documented proof (Ex: doctor's note, obituary copy, etc.).

Enrollment and Entrance Requirements

TNI has developed the following enrollment requirements for the current trainings listed below, are as follows:

Enrollment

Student may enroll at any time prior to start of new class.

State Test Nurse Aide (STNA)

- At least age 16 years
- Negative 2-Step TB Test or current Chest X-Ray
- Physical Examination
- Background Check

- Valid Photo Identification and Social Security Card
- Proficient in the English Language; Reading, Writing, and Comprehension at an 8th Grade Level

Every student who wants to attend TNI must first complete an application with a non-refundable application fee. The forms can be found online or at our office. The student must also furnish a valid photo identification and social security card. The student will then receive an admittance confirmation by email or telephone.

Registration must be completed at least 2-days prior to the start of the class orientation or until the training session is full, whichever comes first. Students will complete a registration form for each course. The registration form will be provided online and at the schools' location. Full payment of training fees will be paid during registration. In-person registration will be permitted on confirmed by appointment.

Students not listed on the instructors' roster are not officially registered and will not receive credit or grades.

At times, for continuing education courses, the student may be allowed to complete the application and register for classes at the same time. Acceptance is not guaranteed until application and needed documents are submitted and approved. Tuition payments will be refunded with the exception of application and registration fees.

Some future programs may have outside regulatory bodies and/or components that may require additional enrollment criteria. Please see TNIs' school catalog for all updates.

Registration Waitlist

A waitlist is a record of students who are interested in adding trainings without any availability. If trainings are full, a student may have the option of joining a waitlist for that particular training. When trainings become available, students listed on a waitlist will be notified via email in the order in which they were listed on the waitlist.

Graduation Requirements

In order to successfully graduate the student, the student is expected to complete all classroom, laboratory, and clinical hours with a satisfactory grade. In order to pass the course, the student must:

- Obtain a minimum of an 80% grade average for the STNA trainings
- Demonstrate proficiency in all clinical/practicum techniques
- Complete all required 75-hours of required trainings
- Satisfactory settlements of all financial obligations to The Nursing Institute

Course Description

TNI Trainings

STATE TEST NURSE AIDE (STNA)

The Nurse Aide plays an important role of the healthcare team. The Nurse Aide provides direct patient care, emotional and physical support for the residents and resident's family members. Nurse Aides assist residents with their activities of daily living (ADLs) which includes:

- Feeding
- Bathing/Grooming
- Toileting
- Transporting

The course will cover basic nursing skills, personal care skills, social service needs, mental health, basic restorative services, residents' rights, infection prevention/control, safety/emergency procedures, communication and interpersonal skills.

CLINICAL AND LAB STANDARD

Clinical lab consists on “hands-on” and skills-based training. All students must participate in the lab and/or clinical portion of all courses. Each student will be instructed on the technique of proper procedures in lab and/or clinical areas. All students must return demonstrate all skills taught and must perform and pass clinical portion with a satisfactory performance. All students will follow the OSHA guidelines that are posted within our lab area in every classroom. If a student is not deemed to be ready or have safe practice for clinical, he or she will not be allowed to do any of these procedures until deemed ready from our instructor.

The Nursing Institute will instruct each student on the proper way of handling all laboratory equipment. Damage of any equipment will be the financial responsibility of the student that causes the damage. All of the lab equipment is for lab use only. Students should not remove any lab equipment form the lab unless proper instruction is given from the instructor. The Nursing Institute is not responsible for any injuries, illnesses, or lost and damages to any student. Each student agrees to hold The Nursing Institute harmless of any injuries, illness, claims, or lost and damages by another student.

GRADING SCALE

The policy concerning grades will adhered to, and the following grading schedule will be used:

90-100	A	Withdrawal	W
80-89	B	Incomplete	I
75 -79	C		
70-74	D		
69 and Below	F		

Each student must complete the course with a minimum passing grade of “B” for the STNA.

Policy concerning suspension or expulsion for unsatisfactory grades and progress:

The student will receive written notification by the instructor if the student is at risk of failing the course. The student will then be placed on academic probation with written information of what needs to be done to pass the course. If the student fails to make the required changes to pass the course, the student will be dropped from class but given an opportunity to retake the class with tutoring. However, the student must repay and reregister for the next available class

Description of Probationary Policy:

At times a student may be placed on probation. This is meant to notify the student of the risk of failing the class due to conduct, unsatisfactory grades, poor attendance, or excessive tardiness.

The student may also be placed on probation if after the midterm counseling the student is at risk of failing the course. When placed on probation, the student will need to show improvement in the specified area(s) to successfully complete the course.

Students will be notified in writing if the instructor places a student on probation and what the student needs to do to bring grades up to satisfactory. At times, an extra credit research project may be completed for some courses to assist in bringing grades up to satisfactory.

Conditions for Reentrance for Students and Dismissal Policy for Unsatisfactory Process:

Students may re-enter the next available program of choice, if they choose. The student who fails the course must re-register and pay for the course and accept tutoring by our staff. Some students may not be allowed to re-enter the school, per the boards’ discretion that include but not limited to circumstances, dismissal for drug or alcohol use, cheating, threatening faculty and students, or weapons.

PROGRESS RECORDS STORAGE and DISTRIBUTION

It is important that a student knows of his or her own progress. The Nursing Institute has developed the following policy regarding reporting progress of each student.

Notification

Each student will be notified of his or her quizzes and test grades on or before the next school day following taking the quiz, test, or homework assignment. All homework assignments must be completed before class begins the next day.

Each student will have a one-on-one midterm counseling session that will be summarized in writing, stating the current average of grades, any conduct or attendance issues, and results of observation in lab and class.

If a student falls below a “C” average or risk of falling below a “C” average at the time of the mid-term progress report, the student will be given a written warning and a description of what needs to be accomplished to pass the course. The student will then be placed on probation.

At times, and at the instructor’s discretion, an extra credit assignment may be given to students who are on the borderline of not passing the course.

The student will be required to sign the midterm summary and probation agreement and a copy will be given to the student.

At any time before or after midterm counseling a student may be given a written warning if the student is at risk of failing a class. The student will then be placed on academic probation to include steps that must be taken to pass the course.

Transcript Request

Students may request their transcript by completing a transcript request form found in the administrative office or online. The transcript can be picked up or mailed after 14-days. A transcript fee of \$10.00 must be paid to the school to process your request.

Records Retention Policy:

A written record of student’s academic records will include, but not limited to, the following and will be kept in the student’s file and locked in the Director’s office. The written record will also be scanned and saved electronically. Written records include:

- Copy of attendance record
- Copy of all grades

- Copy of final exams
- Copy of written warnings
- Copy of probationary agreements
- Copy of student's transcript

STUDENT CODE OF CONDUCT

To ensure a safe and productive learning environment below is the explanation of our code of conduct:

- **The use of all electronic devices is not allowed during class, lab, or clinical.**
Cell phones and other electronic devices are disruptive to class as they hinder a learning environment. Therefore, all students must turn off all cell phones and other electronic devices in classroom settings and while involved in class-related activities such as labs, clinical, etc.

NO filming or pictures with electronic devices are allowed. Student may check phone messages during breaks.

- **NO forms of academic dishonesty or cheating permitted.**
This includes, but is not limited to, use of unauthorized information on any activity or exercise; copying from another student's paper; giving or receiving unauthorized assistance during a test, quiz, or any other similar activity.
- **No constant talking or side conversations in class.**
This is to ensure everyone can hear the instructor.
- **NO verbal insults, altercations, or violence allowed.**
Students must always be professional and courteous to instructors and students.
- **NO profanity, back talk arguments, or disruptions allowed.**
Such actions in class toward staff, other students, or any individuals in lab, clinical, or other school settings during class time will not be tolerated. This includes teasing, arguing, verbal disruptions, fighting, and touching someone without their permission.
- **NO rowdiness on campus.**
To help prevent injuries, no running, jumping, or rowdiness in class or lab area will be tolerated.

- **NO weapons or dangerous devices allowed on The Nursing Institute property or Clinical Site(s).**

According to the Weapons and Dangerous Instrumentalities, it is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. It is a felony to possess or carry a firearm or explosive device on educational property or to aid in a person less than age 18 years old to possess or carry a firearm or explosive device on educational property. This statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activities.

- **NO narcotics, alcoholic beverages, or controlled substances allowed.**

A student shall not knowingly or negligently own, possess, use, transport, or be at any time under the influence of any narcotic drug, alcoholic beverage, or any other controlled substance while in The Nursing Institute classrooms or grounds, or during the time when a student is participating in any The Nursing Institute training event, clinical, or other school-related function.

Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

- **NO children allowed in classroom, clinical, or labs.**

Due to safety, children are not allowed in classrooms or lab areas during class sessions, nor may they be left unattended on school property.

- **Damage to, or destruction of, The Nursing Institute property or private property.**

Students must not damage school property or the property of others.

- **Harassment.**

All forms of harassment including slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's sex, sexual orientation, race, color, national origin, age, religion, disability, marital, and any other protected status, is prohibited.

- **Sexual harassment.**

Any sexual act that occurs without the consent of the other person or occurs when the other person is unable to give consent due to drugs, alcohol, or a disability, is prohibited. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion. Sexual harassment also includes conduct of a sexual nature that is intimidating, hostile, or offensive to campus, educational, and/or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments, gestures, or other

forms of verbal, physical conduct, or communications which constitutes sexual harassment. Sexual harassment and assault are prohibited by federal or state law, and by The Nursing Institute regulations.

- **Dress Code.**

It is important to dress appropriately and have good grooming habits for the field of health care. Some course will require that you wear a nursing uniform. This will be posted when registering for your course and reviewed during orientation. At all times students must wear pants and closed toe and tennis or nursing shoes for safety. You must always also wear your name badge.

- **I.D. Cards.**

Students are to wear identification cards in a conspicuous location on their person, so they can be clearly seen whenever students are in the building. The Identification card is required for admittance to all facilities, including class. The card is also required at all school functions not held on campus. The first card is free; any replacements for lost, damaged, or stolen cards will pay \$5.00 replacement fee.

- **Smoking, Eating and Drinking.**

NO smoking (including chewing tobacco) allowed inside the building. There are designated smoking areas outside of the building. No eating in the classrooms allowed. Students may drink beverages in a screw top plastic container, and the cap must be screwed tightly when unused.

- **Parking.**

Students are to park only in designated parking areas. The school assumes NO responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on the campus. Lock vehicles always.

Disciplinary action policy for unsatisfactory conduct

1. Upon first violation of the Student Code of Conduct, the student will receive a verbal warning from the instructor.
2. After a second violation, the student will be given a second warning, in writing, by the instructor notifying the student that if there is one more incident in violation of the Student Code of Conduct, the student may be placed on probation or dismissed from class without a refund.
3. After the third violation, the student will be placed on probation or dismissed from class without a refund.

Due to the seriousness of some conduct rules, at the Director's discretion, students in violation of Student Code of Conduct rules that include but not limited to use of drugs and violence will be dismissed from class without a warning and refund.

Appeal

The student has the right to appeal a dismissal by submitting a request in writing to the Director. A decision will be made by the board members and the student will be notified within 48-hours of the final decision. The student may not return to class until appeal decision is made.

SCHEDULE FEES

Below is a schedule for fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges.

All registration fees will be due at time of registration. All tuition and fees are payable for one school term only. Registration payment is due prior to the start of class. Payments can be arranged with the director, but all payments/tuition must be paid in full by the end of class. The Nursing Institute will enroll each student under The Nursing Institute liability insurance policy, which is included into the tuition and fees. Additional cost for health physicals, assessments, and/or immunizations may apply and is the responsibility of the student.

STNA

Registration/Non-Refundable Service Fee	\$25.00
Tuition w/Notebook	\$400.00
Rental Hartman Textbooks	\$30.00
Supplies/Tools	Included
Student Activities	Included
Lab Fees	N/A
Deposits	See deposits
Total	\$425.00

Deposits

Unless otherwise noted on our website, deposits toward tuition/and fees can be made for half the total amount of course on the registration date and the balance will be due by the end of the class (before taking final exam and starting clinical). At times the school may offer other payments plans.

Refund Policy

The Nursing Institute refund policy for students who starts a class, voluntarily withdraw and who are dismissed from their course in accordance with the following procedures:

- A full refund will be given of all monies paid if the school cancels the class as noted on the school calendar.
- Non-attendance is not a reason for a refund.
- It is the responsibility of the student to view the posted online deadlines and schedules and withdraw during the appropriate time for a refund.

If the class is cancelled by the institution due to low enrollment or other reasons the student will be granted a 100% refund or may take the next available class. Tuition refunds will be resubmitted back to credit/debit card used or student will be issued a refund check within 7-days of cancellation.

Withdrawal Policy

All students who plan to withdraw must do so in writing only on the online portal or in person by utilizing the designated withdrawal forms. To receive financial credit, you must withdraw before the date listed on the syllabus for each class. See Refund Policy for financial credit and reimbursement procedures.

Students will receive a 'W' on transcript if student withdraws from class properly.

Transfer

You may transfer the monies paid to another course held at another time if you withdraw before the date listed on the syllabus in lieu of a refund. That class must be taken within a year.

Excessive Withdrawals

Students who withdraw from a course more than 2 times may not be eligible to re-register for a course due to limiting seating and small class sizes. When registering and then withdrawing, spaces have been taken away from potential students. Please be mindful and be sure of your schedule that you can complete the course before registering.

Space, Facilities, and Equipment

Classroom / Classroom Equipment

- The classroom is approximately 1,000 square feet of open space with lab equipment, tables, and chairs.
- There are multiple restrooms and break areas located outside the classroom
- Desks, tables, chairs, file cabinet, computer, textbooks, office supplies, copier, fax machine, business telephone line

Lab Equipment

- Long-term care bed with side rails and bed brakes
- Laundry hamper
- Bedside stand
- Over-the-bed stand/table
- Bedside commode
- Urinary drainage bag with tubing
- Privacy curtain (Must be overhead rail, pull type with minimum 4' of rail)
- Catheter tubing
- Gloves
- Antiseptic wipes
- Wheelchair with working brakes
- Standard balance scale or Analog scale
- Hand washing sink with running water, liquid soap & paper towel all in close proximity
- Wash basin – Emesis basin, bedpan...
- Bedpan, output measurement container/graduate
- Wastebasket
- Wall clock with second hand
- Thermometers, blood pressure equipment and stethoscope

- Call light attached to the bed
- Gait belt/transfer belt
- Food tray, plate and silverware
- Linens including: pillows and top linens, blanket, water proof pad, resident gowns, towels, washcloth, bath blankets and clothing protector
- Dentures and denture container
- Anti-embolic/elastic stocking
- Mannequin
- Walker
- Sink

Additional Equipment

- Hoyer lift with Slings
- IV and Feeding Bags w/IV poles

TRANSFERRING CREDITS

The Nursing Institute will not accept credits or trainings from other institutions at this time. Non-transferable contact hours will be utilized in our continuing education courses.

A policy will be instituted for **The Nursing Institute** if and when credit hours will be used after approval from governing bodies.

Thank You

Thank you for considering **The Nursing Institute** to further your education in the health care field. We look forward to helping you meet your career and education goals.

*Education is the Most Powerful
Weapon
which you can Change the World.*