

Quest Healthcare Academy

2030 Ader Road
Jeannette, PA 15644

STUDENT HANDBOOK AND CATALOG

2024

Effective

January 1, 2024

Revised 12/15/2025

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Quest Healthcare Development, Inc.

The Quest family of companies began with the creation of a portable diagnostic testing company. Over the years, Quest has developed a multitude of healthcare services designed to give each customer the right mix for their individual needs. As a result, we are now a nationwide care provider, working with each customer to assure quality care.

Quest is continually evaluating Medicare issues and adapting to the ever-changing needs and requirements for proper reimbursement. We are attuned to the needs of long-term healthcare providers because we own and operate several such facilities. These facilities are Medicare-certified and are the proving grounds for many of our services. Because Medicare regulations frequently change, it is imperative that we explore the best methods of patient care to meet those standards.

Our range of services allows for the best possible care with the least amount of concern. Our comprehensive offerings include portable diagnostics, physical, speech, and occupational therapy, clinical and financial consultation, and much more! As each client has unique needs, we tailor our support to complement them.

SECTION I—BACKGROUND

Administrative Staff		
	Campus Director: Jillian Gettemy RN	
	Acting Director (In the absence of the Director): Heather Fello, BSN, RN, NHA, LNC Patricia Austin, RN	
Faculty	Jillian Gettemy, RN, Patricia Austin, RN Heather Fello, BSN, RN, NHA, LNC	
Program Coordinator of Administration	Jillian Gettemy, RN	

EQUAL OPPORTUNITY STATEMENT

The school does not discriminate in any of its programs, activities, or employment practices based on race, color, national origin, sex, age, or disability or on any other prohibited basis. Any inquiries concerning such matters should be made to the Campus Director.

IMPORTANT NOTICE - Students are expected to read and become familiar with this catalog for attendance at this school as well as the enrollment agreement. This catalog is incorporated into and is a part of the enrollment agreement. This catalog and the student's enrollment contract shall be considered the only official documents of the school. Brochures, advertisements, or documents and/or oral statements should be considered for general informational purposes only, are subject to change with or without notice, and do not create any legally binding rights or responsibilities on the part of the Institution or the student.

STATEMENT OF LEGAL CONTROL

Quest Healthcare Academy is a privately held LLC, that is affiliated with William Penn Care Center, which acts a contracted clinical site for the Nurse Aide Training Program. It operates only one campus in Jeannette, Pennsylvania. The corporation has no other campuses and is not affiliated with any other private or public organization or educational institution.

The Campus Director is charged with the responsibility of managing all aspects of campus operation and to exercise discretion as he/she deems appropriate, within the broad guidelines and policies established by the school owner. The institution's corporate officers execute legal documents and perform other ministerial functions as required of corporate officers by law.

Licensure

The school is licensed by:
State Board of Private Licensed Schools
Pennsylvania Department of Education
607 South Drive, Floor 3E
Harrisburg, PA 17120

SECTION I: INSTITUTIONAL INFORMATION

Mission Statement

The core mission of the school is to foster both the personal and professional growth of our students, ensuring they are **employable upon graduation**.

We accomplish this mission by:

- Providing specialized training in career fields that offer robust employment opportunities.
 - Offering coursework designed to develop essential communication skills, people skills, and citizenship responsibilities.
 - Emphasizing the business and professional skills necessary for immediate employability.
 - Assisting students in developing the specific skills, work habits, and attitudes required to achieve a high level of career readiness.
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School Operating Standards

This school has adopted the following standards to govern its operations and establish clear expectations for all employees and representatives:

1. **Quality Service:** To consistently provide quality, value-added service to our customers (students and employers).
 2. **Ethical Conduct:** To exhibit an elevated level of ethical standards in every action taken and statement made.
 3. **Compliance:** To comply with all federal, state, and other applicable laws, rules, or regulations.
 4. **Professionalism:** To operate in the progressive, professional manner required in a competitive, worldwide marketplace while always maintaining the first three principles.
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Expectations: While these standards are general, they reflect the school's expectation that all employees and representatives must act with integrity, honesty, and fairness. This principle applies to conduct toward fellow employees, the public, the government, and all regulatory agencies and their staff. The school recognizes that its reputation is its best asset, and its reputation depends entirely on the actions of its employees.

SECTION II—ACADEMIC INFORMATION

I. Admission Requirements

Acceptance for admission to the program is contingent upon meeting the following criteria:

A. Education and Age Prerequisites

Requirement	Details	Required Documentation
Education	Admission is based on the applicant meeting one of the following criteria: Possession of a high school diploma. Possession of a General Educational Development (GED) certificate or a score of 80% or higher on the school's pre-entrance examination.	A copy of the diploma, GED certificate, official high school transcript, or pre-entrance exam results must be provided.
Age	Applicants must be 18 years of age or older at the time of admission.	(Verified via application/identification)

B. Health and Screening Requirements (Required Prior to Admission)

All applicants must complete the following screenings and checks:

- **Physical Examination:** A complete physical examination, including a medical history, stating the applicant is **free of communicable disease**.
- **Tuberculosis (TB) Testing:** Completion of a **2-step TB Mantoux test** or other qualifying TB test.
- **Criminal Background Check:** Required prior to admission.
- **Drug Testing:** Required prior to admission.

Fees for Checks and Tests:

The school will collect and pay for the medical examination, TB test, criminal background check, and drug testing. These fees will be waived if the applicant provides prior, current proof of completion for these items from an external provider.

C. Admission Status

A **positive drug screen** or **positive criminal background check** will prevent admission to the program. This policy is enforced due to the applicant's inability to meet the mandatory requirements of affiliated clinical training sites.

II. Enrollment Agreement/Contract (§ 73.62 Alignment)

All students accepted for admission are required to execute an official **Enrollment Agreement/Contract**. The signing of this contract formalizes the student's enrollment and constitutes a binding agreement between the applicant and the school. The contract details all final tuition charges, fees, payment schedules, refund policies, and the student's rights and responsibilities.

- A student is not considered officially enrolled until this agreement is signed and a copy has been provided to the student.
- The Enrollment Agreement complies with all state regulations as outlined in the **22 Pa. Code § 73.62**. Students are responsible for reviewing and understanding all terms prior to signing.

Admission to a specific cohort is subject to minimum and maximum class size requirements. Applicants may have to wait until the next session is available. Acceptance indicates only that the student has met the minimum requirements for admission. Quest Healthcare Academy makes no representations or guarantees regarding the likelihood of success in school, in any career field or in achieving other personal goals.

ATTENDANCE POLICY

Class attendance is considered both necessary and important. Students are required to attend all class sessions. If a student misses class time, he/she will have to attend a make-up session. Opportunities to make up this time will be provided (no fee will be charged for this time). If unable to attend one of these sessions, the student will be asked to make up the time missed with a later cohort before receiving a Certificate. Students not in the classroom at the scheduled start of class will be considered tardy and that time will be added to the total amount of time missed. Ex. 3 Tardies/Leave Earlys will equal one day absent

SUSPENSION POLICY

Students may be suspended from the school for the following reasons: failure to maintain satisfactory academic progress, failure to comply with general conduct policies, or other factors determined by the administration to be in the best interest of the institution, its students, or staff. Students who are suspended will receive no credit for incomplete work but may be permitted to re-enter as outlined under re-admission policy.

READMISSION POLICY

If a student withdraws from Quest Healthcare Academy or if a student should be suspended for any reason, readmission may be gained by meeting with the school director and completing an application for readmission with a later cohort.

TRANSFER OF CREDITS

It is the policy of Quest Healthcare Academy to not accept any transfer credits from other institutions. Earned credits and hours are units of measure and are not necessarily an indicator of transferability to another institution. The receiving institution, rather than the providing institution, determines whether to accept earned credits and hours for transfer.

SCHEDULING

Required Course Progression

Students are **required** to strictly follow the suggested course outline and sequence for the program in which they are enrolled. Adherence to the prescribed schedule is mandatory to ensure successful completion and graduation within the program's specified 19-day period.

- *Any deviation from the required course progression must be pre-approved by the Program Director and may result in a delayed graduation date.*

Program Objectives and Certification Status

The primary objective of this school's programs and courses is threefold:

1. To prepare students to obtain the necessary skills and knowledge to competently work as a **Nurse Aide** in a variety of healthcare settings.
2. To provide a foundational background that will prepare graduates for possible advanced study in related medical fields.
3. To specifically prepare students to successfully challenge the **Pennsylvania Nurse Aide (NA) State Examination** for certification.

Regarding Certification and Licensure:

This program is **designed** to provide the training and education required to sit for the Pennsylvania Nurse Aide (NA) State Examination.

- To enhance employability and career advancement opportunities beyond the required state certification, graduates are encouraged to pursue optional industry-specific credentials.

Student Responsibility for Examination Success:

The school provides the curriculum, instruction, and clinical preparation for the state exam. However, passing the necessary written and practical examinations to obtain state certification and any optional credentials requires **additional out-of-class study and dedicated preparation on the student's part**.

As with any professional endeavor, the student is solely responsible for putting forth the time and effort required to master the subject matter and successfully meet all requirements, including written examinations and practical tests.

This Program Objectives and Certification Status section complies with the requirements of 22 Pa. Code § 73.61 (c), which mandates that the school catalog clearly state whether or not the courses are intended to prepare students for State, National, or other types of examinations or credentials.

TUDENT RECORDS AND PUBLICITY

A. Disclosure of Student Records (Confidentiality)

The institution maintains strict confidentiality. The school will **not** disclose any information (including personally identifiable or directory information) about any current or former student or applicant to any other individual, entity, or organization, unless one of the following conditions is met:

- Disclosure is explicitly required by a specific statute, regulation, or valid court order.
- The student or applicant provides **written permission** for the specific disclosure.

B. Student Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. These rights include:

1. **Right to Inspect and Review Records:**
 - Students have the right to inspect and review their educational records within **45 days** of the day the school receives a request for access.

- Students must submit a written request to the Campus Director identifying the specific records they wish to inspect. The school official will decide on access and notify the student of the time and place where the records may be inspected.

2. Right to Request Amendment of Records:

- Students have the right to request the amendment of education records they believe to be inaccurate or misleading.
- Students should write to the Campus Director, clearly identifying the part they want changed, and specifying why it is inaccurate or misleading.
- If the school decides not to amend the record as requested, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

3. Right to Consent to Disclosure:

- Students have the right to consent to the disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent.
- **Exception:** One exception permits disclosure without consent to school officials with a legitimate educational interest. This includes a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

4. Right to File a Complaint:

- Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

C. Student Concerns and Regulatory Contact

A student at any time can also bring any concerns to the attention of the **Bureau of Post Secondary and Adult Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120.**

D. Publicity and Use of Images

On occasion, the educational programs, professional accomplishments, career successes, etc., of staff, faculty, students, and graduates may be recognized and publicized in newspaper articles, pictures, brochures, television/radio advertisements, or other forms of advertising and publicity. The school **must** request and receive the student's **written permission** before using their names or images in these publications.

TRANSCRIPT POLICY

A student may request an official copy of their academic transcript by contacting **Verif-y**, which will serve as the official repository for school transcripts.

GRADING POLICY

Student progress will be measured according to the following scale:

Students will be assessed as either **S (Satisfactory)** or **U (Unsatisfactory)** for labs and clinicals. Students must achieve at least **80%** overall in theory assessment to receive certification. A detailed grading rubric for clinicals/labs is provided at the end of this document.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All Students attending this school shall be bound by the following standards:

1. **Maximum Program Length** A student must successfully complete their program of study within the maximum allowable timeframe, which will not exceed 1.5 times the scheduled program length.
2. **Probation:** Probation is a warning to the student that the quality of work must improve to maintain satisfactory academic progress toward graduation. A student placed on probation will be notified by letter, with one copy of such letter placed in the student's academic file.
3. **Appeals Process** A student may appeal in writing to the Director a suspension due to lack of satisfactory academic progress based on mitigating circumstances. Mitigating circumstances would include illness or injury of the student, family crisis, or other significant personal problems that had an adverse effect on the student's ability to perform academically. The mitigating circumstances will be documented in the student's academic file and managed on a case-by-case basis.
4. **Academic Assistance/Counseling** Students experiencing academic difficulty are encouraged to seek academic counseling from faculty members for assistance in individual courses.

GRADUATION REQUIREMENTS

A certificate will be issued to each student that has successfully completed all the requirements for the Nurse Aide Training Program, including maintaining satisfactory academic progress and meeting all financial obligations.

PROGRAM HOURS

The Nurse Aide Training Program is **120 total clock hours** long and is scheduled to be completed over **17 Days**.

The 120 hours are broken down as follows:

- Classroom Clock Hours: 45.5
- Laboratory Clock Hours: 34.5
- Clinical Clock Hours: 40

TUITION AND FEES

Tuition and fees totaling **\$4,500.00** are charged, due, and payable when classes begin.

Payment of tuition or other charges is solely for the right to attend classes offered by the school and is not contingent upon satisfactory progress, placement upon graduation, or the provision of other services/benefits.

Tuition and fees include all courses, uniform, textbook, I.D. badge, tote bag, and personal protective equipment required for the program, as well as the registration fee, health/physical fee, drug test, criminal background checks, Mantoux test, and student liability insurance required for admission.

This section complies with the catalog requirements of 22 Pa. Code § 73.61 (Admission Requirements, Program Objectives, Grading, SAP, etc.).

Tuition Default and Refund Appeal Policy

Failure to Pay Tuition

In the event a student fails to pay tuition and/or fees as required by the signed Enrollment Agreement, the school shall have **no further obligation** to that student. The school's only obligation under the student's enrollment agreement is to complete classes in any term that it begins offering classes and for which the student has **paid in full** all tuition and fees due.

Appeal for Refund Policy Exception

If a student withdraws from school and believes individual circumstances related to that student warrant an exception from the standard refund policy (as published in the student's enrollment agreement), the student may formally appeal to the School Director.

The appeal must meet the following criteria:

- The appeal must be submitted **in writing**.
- The appeal must **explain in detail** the specific reasons justifying an exception to the published refund policy

SECTION III—GENERAL INFORMATION

REFUND AND CANCELLATION POLICY

Refund Schedule

This refund policy applies to all situations in which a student ceases attending classes prior to graduation, whether such cessation is the result of the student's voluntary decision to withdraw or the expulsion of a student by the institution.

Percentage of Program Completed	Tuition Charges Refunded
Up to and including 10% of total clock hours	90% of the total cost of the program
Withdrawing within the first 25% of the program	55% of the total cost of the program
Withdrawing after 25% but within 50% of the program	30% of the total cost of the program
Withdrawing or discontinuing after 50% of the program	No refund

Special Circumstances Refund: Expulsion of a student by the institution (to comply with **22 Pa. Code § 73.133**) or withdrawal for reasons beyond the control of either party will result in a **100% refund**.

Refund Computation Date: The suspension date for refund computation purposes is the last date of recorded attendance of the resident student or the date the nonresident student requests cancellation (to comply with **22 Pa. Code § 73.135**).

Refund Timing: Refunds shall be made within **30 calendar days** of the date the student fails to enter, leaves the program, or fails to return from a leave of absence (to comply with **22 Pa. Code § 73.136**).

Refund of Fees

The fees collected for textbooks, workbooks, uniform, I.D. badge, tote bag, and personal protective equipment will be refunded **only** if the materials are returned unused prior to the start of classes. Fees for health/drug tests and background checks will not be returned if services are provided. The state competency exam fee will be refunded if the student is not eligible to sit for the exam.

ORIENTATION

Students will be provided with a brief orientation session at the start of the first day of class. This orientation is intended to familiarize the student with essential school procedures, the specific program of study, and the mission of the college.

*This Refund and Cancellation Policy complies with the requirements of **22 Pa. Code § 73.132 (Refund of Tuition and Fees)**, as well as the related sections **§ 73.133 (Expulsion)**, **§ 73.135 (Suspension Date)**, and **§ 73.136 (Refund Payment)**.*

PERSONAL DRESS AND HYGIENE POLICY

Since the school's goal is to train students for entry-level professional roles, all students are expected to maintain a professional appearance that is appropriate for a business or healthcare setting. The Director reserves the right to establish and enforce all proper dress standards.

I. General Standards and Enforcement

- **Professionalism:** Students are expected to dress in a manner appropriate for a professional or business office when in the classroom setting.
- **Uniforms (Clinical):** During all clinical rotations, all students **must** be in the official school uniform. No substitutions are permitted.
- **Cleanliness:** Uniforms and students must be **clean and odor-free**. Uniforms must be pressed and in good repair.
- **Penalties:**
 - Students not dressed properly in the classroom may be suspended from classes for the day and be marked absent or otherwise penalized.
 - Students inappropriately dressed during clinicals may be suspended from the clinical unit and will receive an **Unsatisfactory (U)** grade for that clinical day.

II. Specific Guidelines

Area	Requirement	Notes/Clarifications
Uniform	Official school uniform required for clinicals.	During cold weather, a white turtleneck may be worn under the uniform. A warm-up jacket may be worn in the clinical area.
Hair	Must be clean , above the uniform collar, and worn in a conservative style.	Neutral (non-ornamental) clips, barrettes, or rubber bands may be used to maintain hair above the collar.
Cosmetics/Scent	Cosmetics may be worn in moderation.	NO scented products , perfume, or cologne may be worn in the classroom or clinical site, as strong scents may negatively affect patients and staff. Unscented aftershave, hand lotion, powders, and deodorants are permissible.
Jewelry	Students must wear a wristwatch.	Other permissible items include wedding rings (plain band suggested) and one set of post dot-sized pierced earrings. All other jewelry is prohibited.
Fingernails	Nails are to be trimmed, clean, and not visible from the palm side of the hand.	Clear or pale nail polish shades may be worn. NO FALSE OR SCULPTURED NAILS OR NAIL TIPS MAY BE WORN.
Appearance Adjustments	Instructors will inform the student if any adjustments need to be made in their appearance to meet professional standards.	N/A

STUDENT CONDUCT

Classes and activities at Quest Healthcare Academy are conducted under the assumption that students are responsible individuals who will adhere to accepted social and professional standards.

- **General Conduct:** Students are expected to be courteous to staff, faculty, and fellow students and to conduct themselves in a manner appropriate for a college setting.
- **Prohibited Conduct:** The following behaviors are strictly forbidden and subject to disciplinary action, including suspension or expulsion:
 - Plagiarism, cheating, or academic dishonesty.
 - Theft or defacement of property.
 - Drug abuse (see separate Drug/Alcohol Policy).
 - Threatening, abusive, harassing, disruptive, or intimidating conduct toward any individual.

Professional Student Conduct Policy (Client Care)

Students must adhere to the highest standards of professional conduct, especially when providing care in clinical settings.

A. Student Responsibilities: A student shall:

1. Report and document the care provided to the client and the client's response to that care in a complete, accurate, and timely manner.
2. Report to the appropriate practitioner, in an accurate and timely manner, any errors in or deviations from the current valid order.
3. Implement measures to promote a safe environment for each client.
4. Delineate, establish, and maintain professional boundaries with each client.
5. Provide privacy during examination or treatment and in the care of personal or bodily needs.
6. Treat each client with courtesy, respect, and full recognition of dignity and individuality.

B. Prohibited Misconduct (Abuse and Exploitation): A student shall not:

1. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client or deprive a patient of the means to summon assistance.
2. Engage in behavior toward a client that may be interpreted as physical, verbal, mental, or emotional abuse.
3. Falsify any client record.

4. Misappropriate a client's property.
5. Engage in behavior to seek or obtain personal gain at the client's expense or in behavior that may be interpreted as attempting to seek or obtain personal gain at the client's expense.
6. Engage in behavior that constitutes inappropriate involvement in the client's personal relationships or in behavior that may be interpreted as inappropriate involvement in the client's personal relationships.

C. Prohibited Sexual Misconduct:

1. Engage in sexual conduct or contact with a client.
2. Engage in conduct during practice that may be interpreted as sexual.
3. Engage in any verbal behavior that is seductive or sexually demeaning to a client or could be interpreted as sexually demeaning to a client.
4. Engage in verbal behavior that may be interpreted as seductive, or sexually demeaning to a client.

The client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

D. Substance Abuse and Impairment:

1. A student shall not self-administer or otherwise take into the body any dangerous drug not in accordance with a legal, valid prescription issued to the student.
2. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs the ability to practice.
3. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
4. The school may require **random drug testing** of individual students or all students at any time at its discretion. Students are advised that clinical sites may also require such testing.

E. Physical and Mental Impairment: A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

GRADUATE CAREER OPPORTUNITIES/ASSISTANCE

The school is proud of its graduates' career success; however, the **individual graduate is responsible for their own career success.**

School's Role (Assistance Only): Students are advised that the goal of the school is to aid; it **does not obtain jobs** for the graduates. The school's role is to assist the graduate in accomplishing essential activities such as:

- Developing a resume.
- Conducting a job search.
- Preparing for job interviews.

Graduate Responsibility: Only the graduate can properly prepare their resume, conduct a job search, attend a job interview, and impress the prospective employer. Graduates should keep a detailed job search record that includes items such as jobs applied for, interviews attended, and leads obtained.

Employment Factors:

- Graduates can generally expect entry-level positions.
- The level of employment obtained and the likelihood of obtaining employment is heavily dependent on the student's job search efforts and the record the student makes for themselves while in school.
- Students are advised that their **grades, absences, dress, conduct, work ethic, and attitude** displayed in school can significantly affect both the likelihood of finding employment and the level of employment obtained, if any.
- Once employment is obtained, career advancement depends on the graduate's continued efforts, including work ethic, attitude, dependability, and willingness to continue learning (e.g., continuing education, professional associations).

Placement Note: Graduates will have the opportunity to be placed in one of common ownership nursing home facilities.

This section, including the Student Conduct policies and the Graduate Career Opportunities/Assistance disclaimer, complies with the requirements of 22 Pa. Code § 73.61 (Program Objectives), § 73.133 (Grounds for expulsion), and § 73.65 (Employment services).

EMPLOYMENT STATISTICS

Employment statistics, data on career opportunities, wage rates, and related projections, opinions, and information provide only general employment trends. **These are not a guarantee of employment or the likelihood of employment, nor are they an indication of the level of employment graduates can expect.**

Student Responsibility: Prior to starting classes, students are to review information regarding their career field, employment opportunities, wage rates, and related information available from sources such as the U.S. Department of Labor, the local job service office, area employment agencies, and state agencies. It is each student's responsibility to thoroughly review the career field they have chosen and make an independent decision as to whether the opportunities in that field meet the student's goals and needs **prior to starting classes.**

FACILITIES AND EQUIPMENT

School classrooms are comfortable with adequate ventilation and acoustics. The lobby, restrooms, and classrooms are accessible to wheelchairs and walking-assisted equipment. A conference room is available for students desiring private consultation. The facility meets all applicable building and sanitation codes, and fire safety is observed. The school maintains an inventory of teaching aids and equipment to assist instructors and enhance the learning environment.

CARE OF FACILITIES

Smoke-Free Environment: Quest Healthcare Academy is a **smoke-free environment.** Smoking is strictly prohibited anywhere inside the building or within **20 feet of the front entrance.** Any student or employee who improperly disposes of cigarettes or other waste is subject to disciplinary action, up to and including suspension from the school.

LOSS OF PERSONAL PROPERTY

The school is **not responsible** for the loss of any private property. However, all employees and students are instructed to turn in articles found so that the owner may claim them from the administrative office.

This section complies with the catalog requirements of 22 Pa. Code § 73.61(b) and (c) (Physical Facilities and Program Description) and § 73.65(d) (Employment Guarantee Disclosure).

DRUG/ALCOHOL POLICY AND CAMPUS SECURITY

Drug-Free and Alcohol-Free Environment: It is the policy of this school to maintain a **drug-free and alcohol-free environment.** Students and staff must always review and abide by the institution's policy.

Campus Security: Any criminal acts of any nature occurring on campus should be reported immediately to the **School Director** and to **local law enforcement agencies.**

GRIEVANCE, MEDIATION, AND ARBITRATION AND WAIVER OF TRIAL BY JURY

Recognizing that differences of opinion may arise between the student and the school, this policy establishes a mandatory procedure to resolve such disputes in a reasonable manner.

Mandatory Dispute Resolution Procedure:

Any current or former student who believes the school has failed to discharge its obligations to the student in any manner (or that the school is legally liable to the student for any reason) must follow the procedures contained in their "**Enrollment Agreement**" before taking any other actions to settle the matter (such as filing a lawsuit).

This procedure is mandatory and must be used in a good faith attempt to resolve the matter.

- **Failure to follow** these procedures will result in the student being bound by the Director's decision of the matter.
- Students should refer to their Enrollment Agreement for complete information on the section titled "**Dispute Resolution Procedure Ending in Mandatory, Binding Arbitration, and Waiver of Right to Trial By Jury.**"

Waiver of Jury Trial:

If a student and the school become involved in litigation despite these procedures (e.g., a lawsuit is filed), both the school and the student **waive their respective rights to a jury trial** and agree that a judge will settle all issues without a jury.

Regulatory Contact:

Students who have concerns/complaints not addressed to their satisfaction by these procedures may contact the **PA Bureau of Post Secondary and Adult Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120.**

HARASSMENT POLICY

This school recognizes its responsibility to all employees and students to maintain an environment free from all forms of discrimination and conduct which can be considered harassing, abusive, coercive, or disruptive, including harassment related to a person's sex, age, race, national origin, religion, or disability.

Prohibited Conduct:

Harassment includes, but is not limited to, verbal abuse, suggestive comments, inappropriate gestures, or physical contact.

Sexual Harassment is unacceptable and will not be tolerated. It may range from inappropriate sexual suggestions to coerced sexual relations and includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is offensive or creates an intimidating, hostile, or otherwise offensive environment.

Reporting and Investigation:

- Any employee or student who feels they have a complaint of harassment (sexual or otherwise) should discuss the matter with the **School Director**.
- All employees and students are responsible for reporting any incidents of harassment to the School Director.
- Confidentiality will be protected as much as feasible while still being able to investigate the complaint.
- **No retribution** will be taken against any employee or student because of their complaint.
- Any employee or student found to have violated this policy will be subject to appropriate disciplinary action.

ETHICS AND LEGAL COMPLIANCE POLICY

It is the policy of this school that all individuals associated with this school shall: (a) always observe and comply with all laws, rules, and regulations, and all other applicable requirements, including accreditation agency criteria, and (b) carry out their duties in an ethical manner.

Reporting Violations:

- Any staff, faculty member, employee, or student who acts in an unethical manner or violates any law or regulation is subject to appropriate discipline, which may include termination of employment or suspension from school.
- In the event anyone becomes aware of a violation of this policy (including any violations of law or governing regulations or ethical conduct), the possible violation should be reported to the **Campus Director**.
- **Retaliation** against anyone reporting a violation of this policy is prohibited and constitutes a violation of this policy itself.

This section complies with the catalog requirements of 22 Pa. Code § 73.61(j) (Complaint procedures) and § 73.61(l) (Drug and Alcohol policy).

SECTION V—CURRICULUM

ABOUT THE NURSE AIDE TRAINING PROGRAM AND CURRICULUM

This program is designed to prepare students for entry-level employment as a Nurse Aide, primarily in long-term care settings, working under the direct supervision of a Licensed Nurse.

Program Structure

- **Duration:** The Nurse Aide Training Program is offered five (5) days per week for a period of **four (4) weeks**.
- **Advancement:** With further training and experience, graduates may pursue advanced roles in nursing or employment opportunities in hospital settings.

Curriculum Components

The comprehensive curriculum includes both classroom instruction and a firsthand clinical component, totaling **120 clock hours** (as detailed in the subsequent curriculum outline).

Component	Description	Key Topics Covered
Classroom/Skills	Theoretical instruction and practical skills application in a lab setting.	Vital signs, personal care, ethics, communication skills, infection control, feeding, and proper body mechanics.
Clinical	Supervised, hands-on experience in a live long-term care facility (LTC) setting.	Direct patient care, interaction with the healthcare team, and adherence to professional standards required for employment in an LTC facility.

This section complies with the general program description requirements set forth in 22 Pa. Code § 73.61(a) (Program objectives) and § 73.61(c) (Program of study), providing a clear overview of the training and its employment focus.

CURRICULUM CONTENT FOR NURSE AIDE TRAINING and COMPETENCY EVALUATION PROGRAMS		Classroom Clock Hours	Laboratory Clock Hours	Clinical Clock Hours
Objectives/Competencies for Nursing Assistants to meet the Federal Regulations of the Omnibus Budget Reconciliation Act (OBRA) and the State Law of Nurse Aide Resident Abuse Prevention Training (Act 14)				
SECTION 1	INTRODUCTION TO HEALTH CARE			
SECTION 1/ Unit 1	Role and Function			
1.1	Functions as an unlicensed individual in the role of a nurse aide within the legal and ethical standards set forth by the profession of nursing as regulated by the State Board of Nursing for Commonwealth of Pennsylvania	2.5		1.0
1.1.1	Defines the role and function of a nurse aide and provides awareness of the legal limitations of being a nurse aide			
1.1.2	Defines the responsibilities of a nurse aide as a member of the health care team in an acute care and rehab, hospice, home health or LTC environment			
1.1.3	Differentiates between hospitals, long-term care agencies and home-health agencies according to their purpose and nurse aide expectations			
1.1.4	Identifies the “chain of command” in the organizational structure of the health care agency			
1.1.5	Maintains acceptable personal hygiene and exhibits appropriate dress practices			
1.1.6	Explains the importance of punctuality and commitment on the job			
1.1.7	Describes the role in maintaining service excellence values			
1.1.8	Demonstrates effective management of multiple tasks and prioritizing work activities			
*1.1.9	Explains the responsibility to identify, prevent and report abuse, exploitation and neglect as legislated in Act 14 of 1997 (P.L.), the Nurse Aide Resident Abuse Prevention Training Act			
*1.1.10	Identifies both physical and psychological indicators of stress in self and others, as well as identifying stress reduction techniques			
*1.1.11	Demonstrates effective, interpersonal, conflict management skills			
*1.1.12	Identifies ways to help other people safely manage anger and difficult situations			
*1.1.13	Explains the responsibility of the nurse aide to report abuse to public authorities as legislated by Act 13 of 1997			
*Required by Act 14	Total Clock Hours This Section	2.5		1.0
SECTION 1/ Unit 2	Communication Skills			
1.2	Demonstrates appropriate and effective, communication skills			
*1.2.1	Demonstrates effective, abuse-free, verbal, and nonverbal communication in keeping with the Nurse Aides’ role with clients and their families	4.0	1.5	0.5
1.2.2	Observes, by using the senses of sight, hearing, touch, and smell, to report client behavior to the licensed professional, practitioner or supervisor			
1.2.3	Documents observations using appropriate terms that are specific to the work environment			

1.2.4	Explains the importance of reporting observations and measurements to the licensed professional, practitioner or supervisor			
1.2.5	Explains the importance of maintaining the client's record			
1.2.6	Demonstrates effective communication skills with supervisor, manager, charge nurse, staff, and other disciplines			
1.2.7	Communicates thoughts, feelings, and ideas to justify decisions or support position on workplace issues			
1.2.8	Demonstrates speaking, listening, writing and social skills that support participation as an effective team member			
1.2.9	Demonstrates actions for asking appropriate questions to clarify meaning, understand outcomes or solve problems			
1.2.10	Explains the concept of diversity and why it is important			
1.2.11	Describes cultural diversity and how a nurse aide manages cultural differences among people			
1.2.12	Demonstrates respect for differences among clients	0.5		
1.2.13	Identifies elements of one's own cultural formation and their potential impact in nursing practice			
1.2.14	Uses effective communication skills to promote a client's well-being			
*1.2.15	Communicates in a respectful, adult manner in accordance with the client's stage of development and cultural background			
*Required by Act 14	Total Clock Hours This Section	4.5	1.5	0.5
SECTION 1/ Unit 3	Infection Control			
1.3	Applies the basic principles of infection control			
1.3.1	Identifies how diseases are transmitted	2.0		0.5
1.3.2	Demonstrates hand-washing techniques			
1.3.3	Applies principles of Standard Precautions/Transmission-Based Precautions			
1.3.4	Performs basic cleaning and disinfecting tasks			
1.3.5	Demonstrates correct isolation and safety techniques	1.25	1.0	
1.3.6	Demonstrates knowledge of how the immune system protects the body from infection and disease			
*1.3.7	Follows infection control measures to provide quality care			
1.3.8	Demonstrates use and disposal of personal protective equipment (PPE)			
	a. Demonstrates putting on and removing gloves			
1.3.9	Identifies the nurse aide's role in following OSHA regulations			
*Required by Act 14	Total Clock Hours This Section	3.25	1.0	0.5
SECTION 1/ Unit 4	Safety/Emergency			
1.4	Assists with basic emergency procedures			
1.4.1	Utilizes proper body mechanics	2.0	1.0	1.0
1.4.2	Follows safety and emergency procedures			
*1.4.3	Identifies safety measures that prevent accidents to clients, including the proper use of alternative measures to restraints and safety devices			
1.4.4	Demonstrates proper use of safety devices			
1.4.5	Identifies signs of choking and an obstructed airway			
1.4.6	Manages foreign body airway obstruction	1.75	1.0	
1.4.7	Calls for help when encountering convulsive disorders, loss of consciousness, shock, and hemorrhage			
1.4.8	Assists client within a nurse aide's scope of work practice until professional help arrives			
1.4.9	Follows disaster procedures			
1.4.10	Reports emergencies accurately and immediately			
1.4.11	Identifies potential fire hazards			
*1.4.12	Follows appropriate guidelines for the use of restraints, safety devices and emergency procedures to provide abuse-free quality care			

*Required by Act 14	Total Clock Hours This Section	3.75	2.0	1.0
SECTION 1/ Unit 5	Client's Rights			
1.5	Demonstrates behavior that maintains client and/or client's rights			
1.5.1	Provides privacy and maintenance of confidentiality	2.25		1.0
1.5.2	Maintains confidentiality of patient history information as required by HIPAA			
1.5.3	Promotes the client's right to make personal choices			
1.5.4	Gives assistance in resolving grievances			
1.5.5	Provides necessary assistance to client when participating in single, group, family, and other activities			
1.5.6	Maintains care and security of client's personal possessions			
*1.5.7	Maintains the client's environment and care through appropriate nurse aide behavior to minimize the need for physical and chemical restraints	1.5	2.0	
*1.5.8	Identifies types, examples, and indicators of abuse, including physical, psychological, and sexual abuse as well as exploitation and neglect			
*1.5.9	Identifies methods to prevent abuse, exploitation, neglect, and improper use of physical or chemical restraints while providing care			
*1.5.10	Identifies procedures for reporting abuse, exploitation, neglect, or the improper use of physical or chemical restraints to the appropriate supervisor, law enforcement officer or government authorities			
*1.5.11	Utilizes abuse prevention strategies in response to abusive behavior directed toward nurse aides by clients and families			
*Required by Act 14	Total Clock Hours This Section	3.75	2.0	1.0
SECTION 1/ Unit 6	Client's Independence			
1.6	Demonstrates behavior that promotes client or client's independence and prevents abuse			
*1.6.1	Demonstrates behavior that promotes client or client's independence and prevents abuse	2.25	1.0	0.5
1.6.2	Demonstrates care of sensory challenged clients regarding feeding, ambulating, personal care, and environment			
1.6.3	Describes approaches a nurse aide could use to promote client independence			
1.6.4	Individualizes care to meet the needs of the client			
*Required by Act 14	Total Clock Hours This Section	2.25	1.0	0.5
SECTION 2	BASIC NURSING AND PERSONAL CARE SKILLS			
SECTION 2/ Unit 1	Nutrition			
*2.1	Demonstrates knowledge and applies the principles of basic nutrition to prevent neglect and exploitation			
2.1.1	Lists general principles of basic nutrition	2.25	1.0	3.0
2.1.2	Demonstrates knowledge and understanding of modified diets			
2.1.3	Reads the instructions for special diets			
2.1.4	Serves prepared food as instructed		2.0	
2.1.5	Documents meal completion			
2.1.6	Reports changes in client's meal consumption to the professional, practitioner or supervisor			
2.1.7	Describes factors that promote safety, comfort, and client's rights when assisting clients with nutritional and dietary needs			
2.1.8	Practices feeding and positioning methods that prevent aspiration			
2.1.9	Identifies cultural and faith-based practice variations in diet			
*Required by Act 14	Total Clock Hours This Section	2.25	3.0	3.0
SECTION 2/ Unit 2	Identify and Report Conditions of Body Systems			
2.2	Identifies and reports abnormal signs and symptoms of common diseases and conditions of the body systems			

2.2.1	Respiratory conditions - Reports coughing, sneezing, elevated temperature, or a change in the client's normal function	4.0		4.5
2.2.2	Endocrine conditions - Reports excessive thirst, frequent urination, change in urine output, drowsiness, excessive perspiration, headache, muscle spasms or a change in the client's normal function			
2.2.3	Urinary conditions - Reports frequent urination, burning or pain during urination, change in color of urine, blood or sediment in urine, strong odors, or a change in the client's normal function			
2.2.4	Circulatory conditions - Reports shortness of breath, chest pain, blue color to lips, indigestion, sweating change in vital signs or a change in the client's normal function			
2.2.5	Nervous conditions - Reports dizziness, changes in vision change in blood pressure, numbness in any part of the body, inability to move arm or leg, loss of balance, slurred speech, or a change in the client's normal function			
2.2.6	Integumentary conditions - Reports break in skin, discoloration (such as redness or black and blue areas), rash, itching or a change in the client's normal skin condition			
2.2.7	Digestive conditions - Reports nausea, vomiting, pain, inability to swallow, bowel movement changes (such as color, diarrhea, or constipation) or a change in the client's normal function			
2.2.8	Conditions of Immune System - Understands the basic structure and function as it relates to infection and disease			1.0
2.2.9	Reproductive conditions – Reports bleeding, pain, discharge, itching, difficulty starting urination or a change in the client's normal function			
2.2.10	Musculoskeletal conditions – Reports complaints of pain, swelling or redness of joints or a change in the client's normal function			
2.2.11	Continues to list common diseases and conditions based on the population being served (such as Cancer or MRSA)			
*Required by Act 14	Total Clock Hours This Section	4.0		5.5
SECTION 2/ Unit 3	Client's Environment			
2.3	Demonstrates Care for the Client's Environment			
*2.3.1	Provides the client with a safe, clean, and comfortable living environment	1.25		0.5
2.3.2	Reports unsafe conditions			
2.3.3	Reports pests			
2.3.4	Reports nonfunctioning equipment			
2.3.5	Prepares soiled linen for laundry		1.0	
2.3.6	Assists with preparing unit for admission, transfer, or discharge			
*2.3.7	Arranges furniture and equipment for the client's convenience and safety			
*Required by Act 14	Total Clock Hours This Section	1.25	1.0	0.5
SECTION 2/ Unit 4	Personal Care Skills			
2.4	Provides personal care as directed by the licensed professional, practitioner or supervisor			
*2.4.1	Follows nursing care principles to prevent client abuse, neglect, exploitation, and improper use of physical and/or chemical restraints	2.5	7.5	9.5
2.4.2	Demonstrates proper safety techniques when providing personal care			
2.4.3	Demonstrates proper bed-making procedures			4.5
	a. Unoccupied			
	b. Occupied			
2.4.4	Provides for the client's privacy when providing personal care	1.5	1.5	
2.4.5	Assists the client in getting dressed and undressed			
2.4.6	Assists the client with bathing and personal grooming as described on the client's care plan			
2.4.7	Observes the condition of the skin and reports changes to the professional, practitioner or supervisor			
2.4.8	Demonstrates measures to prevent pressure ulcers: positioning, turning, and applying heel and elbow protectors			
2.4.9	Shampoos and grooms' hair			

2.4.10	Assists the client with shaving			
2.4.11	Assists the client with mouth care			
2.4.12	Administers mouth care for the unconscious client			
2.4.13	Demonstrates denture care			
2.4.14	Feeds clients according to regulations			
2.4.15	Distributes nourishment and water			
2.4.16	Assists the client in using the bathroom		4.5	1.0
2.4.17	Assists the client in using		3.5	
	a. Bedside commode			
	b. Urinal			
	c. Bedpan			
2.4.18	Demonstrates perineal care:			
	a. Male			
	b. Female			
2.4.19	Provide catheter care			
2.4.20	Provides:			4.5
	a. Foot care			
	b. Basic care to fingernails			
	c. Basic care to toenails			
2.4.21	Applies elastic stockings			
2.4.22	Accurately measures, records and reports changes in client's normal function to the professional, practitioner or supervisor:			
	a. Intake			
	b. Output			
	c. Weight			
	d. Height			
	e. Temperature			
	i. Oral			
	. Axillary			
	i. Rectal (demonstration performed on a mannequin)			
	ii. Electronic			
	f. Pulse			
	g. Respiration			
	h. Blood pressure			
	i. Pain			
2.4.23	Provides comfort measures for client experiencing pain (such as a back rub)			
2.4.24	Assists the professional, practitioner or supervisor with a physical examination (such as taking vital signs and assisting with positioning)			
2.4.25	Empties a colostomy bag			
2.4.26	Applies an Incontinence Brief			
2.4.27	Asks for or provide feedback on performance of task completion			
2.4.28	Describes factors that affect effective teamwork			

*Required by Act 14	Total Clock Hours This Section	4.0	17.0	19.5
SECTION 2/ Unit 5	Caring for the Client when Death is Imminent			
2.5	Provides Care to Client when Death is Imminent			
2.5.1	Discusses own feelings and attitude about death	2.25	1.0	
2.5.2	Explains how culture and religion influence a person's attitude toward			
2.5.3	Discusses the stages of dying			
2.5.4	Identifies the goals of hospice care			
2.5.5	Identifies complementary therapies utilized during the stages of dying			
2.5.6	Explains and reports the common signs of approaching death			
2.5.7	Provides postmortem care while maintaining the client's right to dignity and respect			
*Required by Act 14	Total Clock Hours This Section	2.25	1.0	
SECTION 3	RESTORATIVE CARE			
SECTION 3/ Unit 1	Assists client with basic restorative services			
3.1	Demonstrates Skills that Incorporate the Principles of Restorative Care under the Direction of a Licensed Professional, Practitioner or Supervisor	2.5	3.5	3.5
3.1.1	Assists the client in bowel training and bladder training			
3.1.2	Assists the client in activity of daily living and encourage self-help			
3.1.3	Demonstrates the proper use of assistive devices, when assisting the client to:			
	a. Ambulate (such as gait, belt, cane, walker, etc.)			
	b. Transfer (such as mechanical lift, stand aid, etc.)			
	c. Eat (such as assistive eating devices, thickening, etc.)			
	d. Dress (such as assistive dressing devices, etc.)			
3.1.4	Assists client with active range of motions exercises as instructed by the physical therapist or the licensed professional, practitioner or			
3.1.5	Assists client with passive range of motion exercises as instructed by the physical therapist or the licensed professional, practitioner or			
3.1.6	Assists in care and use of prosthetic and orthotic devices (such as hearing aids, braces, splints artificial limbs, etc.)			
3.1.7	Assists the client in proper use of body mechanics	2.0	1.5	
	a. In bed			
	b. In chair			
	c. While ambulating			
3.1.8	Assists the client:			
	a. Dangling			
	b. Standing			
	c. Walking			
3.1.9	Demonstrates proper turning and/or positioning in:			0.5
	a. Bed			
	b. Chair			
3.1.10	Demonstrates proper technique for transferring client from:			
	a. Bed to chair			
	b. Chair to bed			
3.1.11	Assists the client with positioning devices			
3.1.12	Utilizes measures to prevent skin breakdown & circulatory changes caused by improper application and use of assistive devices			
*3.1.13	Provides appropriate, restorative care to prevent abuse, neglect, and exploitation			
3.1.14	Explains the importance of maintaining skin turgor to preventing skin breakdown			
*Required by Act 14	Total Clock Hours This Section	4.5	5.0	4.0

CLINICAL EVALUATION GRADING RUBRIC

The purpose of this rubric is to define the standards required for satisfactory performance and conduct during the mandatory clinical experience.

Grade	Definition
S (Satisfactory)	Procedures are performed consistently as instructed in the lab and classroom with few to occasional reminders or with minor infractions.
U (Unsatisfactory)	Defined as frequent or major infractions (actual or potential for harm or immediate jeopardy), frequent cueing, unsafe or incorrect demonstration, or violation of resident's rights.

I. Passing Requirements

Requirement	Standard to Achieve "S"
Daily Score	Student must achieve an "S" in 8 out of 10 of the evaluated areas each clinical day.
Cumulative Score	Student must achieve a cumulative "S" in 6 out of the 8 total clinical days.
Critical Areas	Student must be deemed Satisfactory (S) in all categories to pass clinical.
Core Daily Areas	The following areas must be satisfactorily demonstrated and evaluated on a daily basis: Infection Control, Resident Care and Safety, Communication, Resident Rights, and Professional Conduct.

II. Daily Evaluation Criteria

Evaluated Area	Satisfactory (S)	Unsatisfactory (U)
Attendance	Present and on time (ready to begin on the clinical unit).	Late or absent (failure to meet the "S" requirement).
Dress Code	Dresses appropriately, prepared with "tools of trade" (watch, black ink pen, paper). Good grooming, hair, nails, and jewelry are appropriate. Hair pulled back/up. Uniform neat.	Does not meet the above "Satisfactory" requirements.
Professionalism	Exhibits professional behavior, works well as part of the health care team, offers assistance to peers, follows directions, accepts constructive criticism positively, addresses all residents by appropriate name (avoids terms like "honey," "sweetie," etc.), and does not leave the clinical area without permission.	Does not meet the above "Satisfactory" requirements.
Safety	Does not leave resident unsupervised, utilizes proper/correct equipment, keeps residents with N/G or G tube elevated, follows safety guidelines, identifies resident before providing care, utilizes safety devices, bed at safe height, wheels locked during transfers, call bell within reach, and is aware of limitations.	Does not meet the above "Satisfactory" requirements.
Privacy	Maintains confidentiality, knocks on doors, adheres to HIPAA standards, keeps residents covered while providing care, and utilizes privacy curtains.	Does not meet the above "Satisfactory" requirements.
Resident Rights	Offers choices, provides an abuse-free environment, encourages self-help, demonstrates behavior to promote resident independence, and encourages resident choices.	Does not meet the above "Satisfactory" requirements.

This evaluation rubric complies with 22 Pa. Code § 73.61(g) (Grading policy) by establishing clear and measurable standards for successful completion of the clinical training component.

CLINICAL EVALUATION GRADING RUBRIC (Continued)

The following criteria complete the defined standards for satisfactory (S) and unsatisfactory (U) performance during the clinical component.

Evaluated Area	Satisfactory (S)	Unsatisfactory (U)
Infection Control	Follows standard precautions, demonstrates proper hand-washing technique, handles linens properly, ensures resident room is neat and clean, does not wear gloves in hallway , and proper use of isolation equipment.	Student does not meet the above "Satisfactory" requirements.
Communication	Uses proper terms, uses appropriate communication techniques for residents (voice loud enough, written communication when needed), proper documentation, demonstrates appropriate, abuse-free communication to residents, staff, family members, and other trainees.	Student does not meet the above "Satisfactory" requirements.
Organization	Follows instructions, prioritizes work , prepared for tasks/skills, gathers supplies, makes good use of time, and completes assignment in a timely manner.	Student does not meet the above "Satisfactory" requirements.
Abuse	Calls residents by proper name, answers call bells properly, uses restraint alternatives , provides abuse-free care, and follows the resident's individual care plan.	Student does not meet the above "Satisfactory" requirements.

NURSE AIDE TRAINING PROGRAM CLASS SCHEDULES

The program maintains a four-week structure, running Monday through Thursday for 16 instructional days, plus make-up days during the fourth week.

I. Observed Holidays

The following holidays will be observed during scheduled class terms. Holiday hours are made up during the scheduled make-up days provided during the fourth week of each session.

- New Year's Day (January 1)
- Memorial Day (Last Monday in May)
- July 4th
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Start Date	End Date (Approximate)	Holidays Observed
January 5, 2026 (Mon)	February 5, 2026	New Year's Day (Jan 1)
February 9, 2026 (Mon)	March 12, 2026	None
March 16, 2026 (Mon)	April 09, 2026	None
April 20, 2026 (Mon)	May 14, 2026	None
May 18, 2026 (Tue)	June 11, 2026	Memorial Day (May 25)
June 15, 2026 (Mon)	July 09, 2026	July 4th (Sat)
July 13, 2026 (Mon)	August 6, 2026	None
August 10, 2026 (Mon)	September 3, 2026	Labor Day (Sept 7)
September 8, 2026 (Mon)	October 8, 2026	None
October 12, 2026 (Mon)	November 05, 2026	Thanksgiving Day (Nov 26)

The program schedule, including the start dates, holidays, and make-up provisions for 2025 and 2026, complies with 22 Pa. Code § 73.61(d) (Calendar), which requires the catalog to list dates of beginning and ending terms, holidays, and vacations.