



Certified Nursing Assistant Scholarship Program

Program Summary:

In support of our continuous growth and development initiatives, Sacred Heart Health System encourages all associates and outside applicants to pursue a Certification in Nursing Assisting (CNA).

Sacred Heart Health System will provide financial assistance to selected applicants through our Certified Nursing Assistant (CNA) Scholarship Program. This program allocates expenses for course materials, books, background checks, and initial certification exam. In exchange, the scholarship recipient commits to work a minimum of six months for Sacred Heart Health System's Haven on our Lady of Peace or other entities within the Health System on a full / part time or as needed basis if selected to participate in this program and passing the Florida certification examination for Nursing Assistants.

This accelerated course is designed to prepare the student to challenge the Florida state certification examination for Nursing Assistants through classroom and skills training.

Scholarship Criteria:

- Completed Scholarship Application.
- Be a current Sacred Heart Health System Associate (transfer eligible) or outside applicant.
- Be able to read, write, and understand English; (determined by a reading score of 7.0 and an applied math score of 6.0 or an overall score of 8.0) on the Test for Adult Basic Education (TABE).
- Successfully pass an extensive background and drug screenings.

Selection Process:

The selection process will be based upon the written application, personal/professional references and interview.

- The Scholarship Selection Committee will review all completed scholarship packets and make recommendation for selection.
- A personal interview with a hospital representative may be scheduled.
- Utilizing the scholarship criteria and Application Screening Matrix, applicants are selected based on a point system.
- Only completed applications along with required criteria received by the deadline date will be considered.

Scholarship Agreement:

- Nursing Administration from The Haven Our Lady of Peace will notify scholarship applicants of acceptance. At the time, the scholarship recipient agrees to work for the Haven of Our Lady of Peace (may refer candidates to other entities within Sacred Heart Health System upon completion of the program).
- Upon course completion, the scholarship recipient must agree to take the certification exam at the next offering. Should the scholarship recipient fail to pass the required licensing exam at the first opportunity, he/she may retake the certification exam at the expense of the recipient.
- Failure to complete / comply with the terms of this scholarship program, the recipient agrees to repay expenses incurred with their training.

I have read and understand the terms of this scholarship program. I have additionally read and received a copy of the program guidelines and agree to abide by the policies therein.

Student / Date: _____

Director of Education / Date: _____

Haven of Our Lady of Peace Administrator /

Date: _____

**Sacred Heart Health System
Haven of Our Lady of Peace
Certified Nursing Assistant
Course Guidelines
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Guidelines

Section 1 Attendance

Each student should set a personal goal of perfect attendance and punctuality! All students are expected to be on time to each class or skills training day well prepared to do their best in the day's activities and assignments. On time is defined as being in your seat ready for class no later than the announced start time (8:00 a.m.) for class days. Students are expected to be on time when returning from breaks or lunch.

If a student is sick or going to be late they are expected to call 416-7478 or 293-7494 before 7:30 a.m. to notify the Clinical Education staff about their situation. A student will furnish documentation of an illness or injury upon request.

If a student misses a clinical training experience, they may not be eligible for graduation.

Section 2 PROBATION

Each student will enter the class on probation. This models what can be expected in any employment situation. This is a period to assess the ability of the student to complete the class and satisfactorily carry out the duties of the position they are training for. A student may be terminated at any time during the probationary period for unsatisfactory performance as evidenced by habitual tardiness, unacceptable attitude, repeated dress code violations, failure to complete assignments and/or inability to learn or perform necessary skills.

Throughout the probationary period the Clinical Education staff will meet individually with each student to inform them of their progress as well as areas of concern. Suggestions will be made that can strengthen the student's chance of success.

Anyone dismissed during the probationary period is not eligible for readmission to the program.

Section 3 NAME BADGES

A name badge will be issued to each student to wear for identification. Students are expected to wear their badge at all times while attending the course. This badge does not entitle the student to any benefits / discounts associated with Sacred Heart Health System.

Section 4 PERSONAL APPEARANCE AND DRESS CODE

All students should place emphasis on their personal hygiene and cleanliness of apparel. Appropriate undergarments must be worn (females must wear bras). Sleeveless dresses may be worn if modest; i.e., straps must be wide enough to cover the shoulders.

Skirts or skorts (split skirts that are full) must be modest in length, no shorter than one inch above the knee. Pants that come to the ankle are allowed. No tight pants, jeans (denim pants of any color) or jean-style pants (i.e., cargo pants) will be allowed. Women's Capri pants must come to the ankle.

Hose or socks should be worn at all times and must complement the uniform or dress. Exceptions may include females wearing dress sandals with pants or a long skirt/dress (coming at least halfway between the knee and ankle) but feet must be well-groomed. Footwear must be polished and in good repair.

Acceptable clothing does **not** include: jeans or shorts; skimpy or tight slacks, tops, or dresses; items that are torn; or any other item that could be distracting or offensive to staff or classmates. Women may not wear any top or dress that low-cut and/or allows cleavage to show.

Males may wear knit-type pullover shirts that have a collar.

Hair must be clean and neat, off the face and well-groomed. Long hair must be worn in a manner that will not interfere with job performance. Extreme hairstyles and headbands are **not** permitted, including contrasting dyes on natural hair, or hair pieces/wigs, etc., with contrasting dyes (orange, pink, red, purple, for example). Sideburns should be trimmed and neat. Beards and mustaches should be clean and neatly-trimmed.

Makeup should be modest and in good taste. Perfume, cologne, or scented powder/lotion must be used in moderation, or preferably not at all.

Fingernails must be kept clean and well-groomed. Fingernails may not extend more than ¼ inch beyond the fingertip. Nail polish is acceptable, if it is neat and smooth. Artificial nails, including wrapped, overlays, and acrylics may not be worn.

Jewelry which is not flashy or gaudy is allowed. Exhibition of body piercing other than ear lobes is not permitted. No more than two earrings may be worn in each ear, and they must be in the earlobe only. No toe rings are allowed. Tongue, lip, nose, or eyebrow piercing rings or bars are not allowed.

Prominent tattoos should be covered by clothing. Any prominent tattoos that cannot be covered (i.e., on the hands or fingers) must not be offensive or vulgar.

Any student arriving inappropriately dressed will be asked to return home and redress. Returning home to redress will be counted as an absence.

Section 5 CODE OF CONDUCT

Students represent Sacred Heart Health System whenever they are in class and on the campus. All students are expected to respect and strive to maintain the good reputation. All students should conduct themselves in a professional manner.

Students are to participate in upholding class governing principles. Speech and behavior are to be professional at all times.

Some examples of misconduct that may warrant immediate dismissal from training include:

Verbal, emotional, or physical abuse/violence

- The possession or sale of illegal drugs, alcoholic beverages, firearms, or stolen property. Any student under the influence of illegal drugs or alcoholic beverages during class time will be subject to immediate dismissal from the training program.
- Being the aggressor in a fight during class hours or on hospital property.
- Stealing or hiding property of the hospital, staff, patients or visitors, or other students.
- Conviction by a court of law for a serious crime.
- Engaging in sabotage.
- Dishonesty.
- Willful waste of materials.
- Possessing firearms, weapons or explosives on hospital premises.

All students are expected to learn and practice good infection control.

All students are to treat staff, volunteers, hospital associates, guest instructors, and other classmates with respect.

All students are to fully participate in each day's class. This includes but is not limited to:

- arriving on time, being well-rested, and prepared for learning.
- completing all homework assignments on the time.
- paying attention to all presenters.
- avoiding falling asleep in class.
- asking questions for clarification or additional understanding of topic(s).

Sleeping will never be tolerated in class. Any student caught sleeping by any instructor may be dismissed for the day and an unexcused absence counted against them. A student may also be expelled from the program for sleeping during class.

Students should limit bathroom use to breaks except in the case of an emergency.

Cell phone usage will never be tolerated in class. Students may use their own phone or one provided for their use prior to class, during breaks, meals, or at the end of the day. If there is an **emergency** someone can leave a message for you at 416-7264 during office hours. Any student who has an emergency situation with their family may ask for permission to keep their phone on silent or vibrate.

Failure to uphold the expected conduct by all staff and students will result in dismissal from the training program.

Section 6 CONFIDENTIALITY

All staff and students are expected to maintain confidentiality at all times. Staff will not discuss a student except in an official conference with the Director of Education Training and / or Human Resources.

All prayer requests, conversations in and outside class between staff and/or students, telephone conversations, correspondence, notes, test scores, or discussions of a personal nature are considered confidential.

All students are required to sign a confidentiality policy form and publicity release and information disclosure form.

Failure to uphold the confidentiality expected by all staff and students will result in dismissal from the training program.

Section 7 PARKING

All students driving to class are required to park in the area designated by the Clinical Education Staff. At NO TIME should the student park at the Cordova Mall.

Section 8 PROPERTY

All students are to use care with classroom, lab, and hospital property. Normal wear is expected of classroom, lab, and hospital property. It may be the responsibility of a student to replace any item damaged to the point it cannot be used again.

All students are expected to assist with maintaining a clean and neat classroom and lab.

Theft or intentional abuse of any classroom, lab, or hospital property may be grounds for immediate dismissal from the training program.

Any student who loses his/her textbook(s) must replace it immediately and is financially responsible for replacing it/them.

Section 9 ACCIDENT / INJURY

Any student injured while on the Sacred Heart campus during class meeting times and activities is to immediately report the accident or injury to a Clinical Education staff member. Failure to report an accident or injury may result in a verbal warning.

Once a student has reported an accident or injury an incident report will be completed by the education coordinator and/or director. A copy of the report will be placed in the student's file. Appropriate authorities will be notified.

Should the accident or injury result in the student needing medical attention he or she will be referred to Associate Health of Sacred Heart Hospital. A student requiring emergency attention will be escorted to the Emergency

Department. Sacred Heart Health System will not be responsible for providing workman's compensation benefits or other employee benefits to any student.

Should a student need to be away from class due to accident or injury arrangements will be made for work missed to be made up whenever possible.

Section 10 ILLNESS

Students with a temperature of 100 F. or higher and/or with active viral symptoms should not report to class. A sick student should follow the Attendance Policy by notifying the Clinical Educators of their illness.

Should a student become ill during class they should report immediately to the Educational Coordinator, instructor, or director who may direct the student to go home or the doctor/dentist. Should a student be ill for two consecutive days or more a written doctor's release is required before the student may return to class. Illness-related absences may result in the student being discharged from the program. The student may request admission to a future training.

Section 11 EMPLOYMENT READINESS

The Education staff will make every effort to help a student reach their employment potential. Admittance to a Sacred Heart Health System class does not guarantee a student a job upon completion of the training nor does it guarantee a student will be ready for employment. It is the responsibility of each student to take full advantage of all aspects of training in order to achieve maximum benefit from the training.

All eligible students will be informed of opportunities to interview for open positions at the Haven of Our Lady of Peace or may be referred other entities within Sacred Heart Health System. Students are expected to take advantage of opportunities to interview for open positions. Failure to interview will prohibit a student from receiving a job offer.

Eligibility is determined by successfully completing all course work, passing all quizzes and exams, passing the Florida State certification exam, satisfactorily completing skill check-offs, adhering to these written policies, successfully completing CPR training (if offered during class), demonstrating a positive attitude and willingness to accept a viable job offer.

Section 12 FOOD AND BEVERAGES

Eating is not allowed in the classroom except for food / beverages that are furnished by the education staff. The cafeteria / patio courtyard is available for eating prior to the start of class, during breaks, and at lunch.

NO gum chewing will be tolerated in the classroom.

Beverages (water, coffee, juice and/or soft drinks) may be consumed during class. If a spill occurs the student is responsible for cleaning it up as quickly and quietly as possible.

Section 13 WITHDRAWAL / DISCHARGE

Any student may voluntarily withdraw from training or be discharged for one or more of the following:

- excessive absences,
- missing a class day,
- family emergency,
- cheating on quizzes or exams (including CPR),
- violating any written policy,
- stealing, defacing, or damaging hospital property,
- any incident of abuse or violence,
- use of alcohol or illegal drugs during class,
- falsifying information on an application, reason for tardiness or absence, or early departure,
- failures on quizzes, exams, or check offs, or

- disrespectful attitude or conduct.

Any student who withdraws or is discharged from class is responsible for the cost of their text and work books.

Section 14 POLICY VIOLATION

Due the condensed and short term of course instruction, policy violation (s) will result in dismissal from the program.

Section 15 MEDICATION

No staff member or guest instructor may provide or administer **any** OTC or prescription medicine to any student at any time under any circumstances. Students should avoid asking other students for OTC medications. A pharmacy is located on the first floor in the Medical Mall of the hospital and may be used by students on their breaks or at meal times to purchase commonly used OTC medications.

Section 16 READMISSION

Any student dismissed for violation (s) of policy is not eligible for readmission. Any student who withdraws due to family emergency, accident, illness, or hospitalization may request readmission in writing. A face-to-face interview will be required before any readmission consideration will be given. The decision to readmit a student will be made by the Administrator, Haven of Our Lady of Peace, Director of Education and Training, Clinical Educators, and Human Resources.

Section 17 COURSE COMPLETION / GRADUATION

Any student is eligible for course completion / graduation from who has:
Satisfactorily completed all skills check offs, computer training/testing, quizzes, tests, and CPR training, if needed.
Adhered to all written policies and procedures.
Passed the State of Florida's certification exam for Nursing Assistants.

Section 18 EMERGENCIES

All students are to know how to properly use a fire extinguisher. When a fire is detected:

- **Rescue** – remove any persons in immediate danger.
- **Alarm** – pull alarm box first, then dial 3333 from the nearest phone to report the fire.
- **Confine** the fire; close all windows and doors in the area.
- **Extinguish** the first if you can do it safely.
- Do not use elevators. Keep hallways and exits clear.
- Do not use telephones except in an emergency.

O or 911 is to be called for all medical emergencies.

In the event of fire, students are to quickly exit the building using the Women's and Children' Hospital entrance.

Section 19 CODES

All students are expected to know hospital Codes and how to respond.

- Dr. Red** - Fire
- Dr. Blue** - All Clear
- Dr. Love** - Infant /child abduction
- Dr. Stat** - Disaster / mass casualty alert
- Code M** – Call for Manpower
- Code 3** - Patient / Visitor medical emergency

Code Gray - Suspected or actual infant abduction

Section 20 GRIEVANCE

Any student may request a conference with the Director of Education and Training if they have a grievance with any instructor, classroom practice, or enforcement of a policy written in this document.

Section 21 HARASSMENT

Harassment is conduct of a nature which causes an intimidating, hostile or offensive working environment, or unreasonably interferes with an individual's work performance.

Sexual harassment is any unwelcome conduct of a sexual nature in which one of the following conditions exists: The student is led to believe that he or she must submit to such conduct as a condition of employment. The student who rejects advances may believe that in doing so he or she risks losing a position in the training or an opportunity to interview for a job. The student's well-being or performance is interfered with as a result of behavior, or the learning environment becomes hostile and intimidating.

A student who feels that he or she has been subjected to harassment (including sexual harassment) should immediately report the incident to the education coordinator or director.

Section 22 SMOKING

In keeping with the objectives of promoting good health and providing a quality environment, students may not smoke in the hospital. Smoking is allowed in designated areas only.

Section 23 REFERENCES

No employment verification can be given for a student during or after class. Some students are not employees of the Sacred Heart Health System nor the Haven of Our Lady of Peace. The Education staff will verify that a student is or was in class for the set dates.

After course completion / graduation the Education staff will verify the dates of attendance and whether or not the student completed the course / passed certification exam. No other information will be shared.

Should a student withdraw or be dismissed from a training session the Education staff will not give out any information without written permission from the student.

Section 24 DRESS FOR SUCCESS

Whenever possible the Educations staff will provide each student with an information sheet to complete and set up an appointment for the student to access the services of Dress for Success at the Escarosa Career Center. Sacred Heart Health System / Haven of Our Lady of Peace is not responsible for Dress for Success providing clothing or other services.

Section 25 GIVING BACK

Graduates of the scholarship program are expected to seek ways to give back to the training program. This includes but is not limited to:

- being a positive spokesperson for the program.
- referring potential students for consideration.
- appearing in videos or promotion pieces in the community.

- participating in informational and/or PR events.
- attending continuing training events.
- making a contribution to the Mission of Sacred Heart Health System through volunteer participation.