



State Tested Nursing Assistant (STNA) Patient Care Assistant (PCA)

WELCOME, STUDENTS!

This packet provides material to assist you in preparing for the **Great Oaks Health Professions Academy (HPA)** training programs at **Scarlet Oaks Career Campus**.

LOCATION:

Scarlet Oaks Career Campus
303 Scarlet Oaks Drive, Entry 3
Cincinnati, OH 45241

HPA Main line: 513-961-4220
Website: greateoaks.com/HPA

Submit all required documents and payment (or secured funding) to Great Oaks Health Professions Academy by appointment or at HPA@greateoaks.com at least two (2) weeks before the start of class.

If you are applying for funding, this must be done at least 3 weeks before class begins, preferably much earlier.

NOTE: The tuition includes a book, supplies and state test.
The BLS class fee (\$50.00) is not included in the tuition



Carefully review the following program requirements.

Items with an asterisk may have cost. Submit all documentation and course fees to the HPA office or at HPA@greateoaks.com at least **two (2) weeks before the start of class**.

PROGRAM REQUIREMENTS:

1. Apply online at <https://greateoaks.com/HPA>
2. BCI & I and FBI Background Check *
3. WorkKeys®* (exempted with proof of ACT 22 or higher or associate's degree)
4. Medical Verification (Physical)*
5. Two-Step TB Test *
6. Copy of high school diploma or HSE
7. Picture I.D
8. Social Security Card
9. Solid color scrubs for class and clinical training*
10. Basic computer knowledge
11. Email address
12. Payment for the course*

Additional PCA Requirements:

- Registered on the State STNA Registry

(Please see the following pages for detailed instructions)

Program Requirements Detailed Instructions

1. Attend an online or in-person information session. To register for an in-person information session, go to <https://adults.greatoaks.com/infoession>

2. BCI & I and FBI background check *

Complete BCI & I and FBI background checks (results dated up to one year before the class end date may be accepted). Bring a valid driver's license or state ID and Social Security card. Allow 4 to 6 weeks for processing.

Reservations for:

Scarlet Oaks Adult Education at

303 Scarlet Oaks Drive (Entry 3) Cincinnati, Ohio 45241

Contact us at (513) 961-4220 or HPA@greatoaks.com

Students may go to other locations (i.e., BMV or police/sheriff departments, but records from sites other than Scarlet Oaks will always be mailed and may take longer to receive). Have the results sent to HPA at the address above. Reason code for FBI: NCPA/VCA; for BCI & I: "Other," and then the program name, ex: STNA and/or PCA etc.

All background checks will be reviewed. There may be some convictions that prohibit acceptance to class.

3. WorkKeys®*

Complete ACT'S WorkKeys® and achieve a level (4) on each of the three assessments:

- Applied Math (Previously Applied Mathematics)
- Graphic Literacy (Previously Locating Information)
- Workplace Documents (Previously Reading for Information)

Practice before taking the WorkKeys

FREE WorkKeys® Test Prep on Ohio Means Jobs Websites

<https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx>

***Create an account so you can save your scores and return to continue practicing**

WorkKeys Waiver: if you earned a U.S. college associate's degree or have achieved a score of 22 or above on the ACT college entrance exam within the last five (5) years, you may be exempt from the WorkKeys requirement.

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Program Requirements Detailed Instructions (Continued)

Contact one of the testing sites below when you achieve at least a level (4) on each practice assessment and feel ready to schedule the WorkKeys®.

- Arrive 30 minutes before test time and bring a valid driver's license or state ID (required)
- The test length is 55 minutes (for each of the three assessments)
- Achieve a level (4) on each of the three assessments

Scarlet Oaks Career Campus Testing Center Great Oaks Drive (Entry 8) Cincinnati, Ohio 45241 Cost: \$50 * Call (513)771-8881 or email Ms. Beamon at beamond@greatoaks.com for an appointment. The test fee is collected at the time of scheduling. (No refunds are available. Contact beamond@greatoaks.com at least 24 hours before the scheduled test to change the test date. <i>We offer a one-time transfer to a future test date. No transfer is possible with less than 24 hours of notification.</i>	Mercy Neighborhood Ministries, Inc. 1602 Madison Road Cincinnati, Ohio 45206 Contact: Kristy Appel (513) 487-6197 New Cost: \$50
IKRON of Greater Cincinnati 2347 Vine Street, Cincinnati, Ohio 45219 513.621.1117 x 3120/Computer Lab https://cincinnati.ikron.org May take one assessment at a time. Cost: \$15 per assessment	

WorkKeys® Preparation Classes – call for availability

Aspire Transitions – 513-612-5830

Mercy Neighborhood Ministries – Kristy Appel, (513)487-6192 or kappel@mnministries.org

\$50.00 fee for pre-assessment, preparation class, and Workkeys exam

Education Matters – East Price Hill & Lower Price Hill locations-- (513)244-2214 x 203

4. Medical Verification/Physical *

Have your doctor or nurse practitioner complete the enclosed medical verification form. An alternative physical form may be accepted if you obtained the physical within one year of the class start date and the form is signed and dated by your doctor or nurse practitioner.

Program Requirements Detailed Instructions (Continued)

5. Two-Step PPD (TB) Test or blood test *

TB test must be completed within one year of and prior to the class end date. TB tests may be obtained from your doctor, clinic, OR the Hamilton County Public Health Tuberculosis Control Clinic: (513) 946-7600. Individuals who have experienced a positive reaction to the PPD test must submit chest x-ray results.

6. High school diploma or High School Equivalency (HSE)

A transcript or statement printed on school letterhead stating your graduation date is also acceptable.

7. Picture I.D.

U.S. Government issued, non-expired, signed photo I.D. (Examples: driver's license, signed military I.D., conceal carry license, passport.)

8. Social Security card

Original social security card; no copies will be accepted.

9. Solid color scrubs for class and clinical training* See Program Policies for details.

10. Basic computer knowledge

11. Email address

12. Payment for the course*

Submit payment for the course no later than one week before the start of class to the Great Oaks Health Professions Academy. Check, money order, credit card, or payment from an agency. (We cannot accept cash.) Students receiving funding for the course must have funding secured at least one week before the start of class.

Submit program requirements as you complete them via email to HPA@greatoaks.com or by appointment (513)612-6302

For additional PCA requirements, see page 1.

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Great Oaks Health Professions Academy Medical Verification Form

To the Health Care Professional: PLEASE READ

I have this day ____/____/____, given (print student name) _____ a thorough physical examination and based on my findings, which include medical history and physical examination; I believe he/she is physically and mentally able to undertake the Nursing Assistant and/or Patient Care Assistant programs at Great Oaks Health Professions Academy. The student is in good health. They are free of any communicable disease, can lift 50lbs, and has no known deficits that would interfere with the ability to participate in a clinical setting.

It is essential that students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time, and perform bending activities. The clinical experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties affecting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions.

Does the student have any limitations that will interfere with patient safety? YES or NO

If yes, please explain: _____

Healthcare Provider Signature: _____

Licensed Healthcare Provider (M.D., D.O., N.P., or P.A.)

OFFICE STAMP

**HEALTHCARE
PROVIDER**



or

Print Name: _____ Telephone Number: _____

Address: _____ Zip Code: _____

Great Oaks Health Professions Academy TB Form

Documentation of a TWO-STEP TB TEST (TST)

A Two-Step TB skin test, QuantiFERON TB Gold, or chest x-ray is REQUIRED for this program. Please include the results below or attach the results to this form.

Documentation of a Two-Step TB (Tuberculosis) Skin Test consists of an initial TB skin test, and a boosted TB Skin test 1-3 weeks after the first TST result is read. If you have a positive skin test, provide documentation of a negative chest x-ray within the last five years (Please attach the chest X-ray documentation to this paper if there is a positive reading).

Print Student Name: _____

Two-Step: Must be completed prior to handing in this form.

First Visit Step #1:		
Date Given:	Site: Right FA or Left FA	Health Care Provider Signature:
48-72 hours later Date Read:	Results/Circle One: Negative or Positive	Health Care Provider Signature:
Second Visit Step #2 - (1-3 weeks after the first Step result is Read):		
Date Given:	Site: Right FA or Left FA	Health Care Provider Signature:
48-72 hours later Date Read:	Results/Circle One: Negative or Positive	Health Care Provider Signature:

Results of QuantiFERON _____ Attach Report

If Positive, Chest X-ray Results _____ Attach Report

Office Stamp

OR Print Name: _____
Address: _____
Zip Code: _____
Telephone Number: _____

2023-2024 Program Costs

State Tested Nursing Assistant (STNA) – \$900.00 (13 days)

Includes: Books, Supplies, and State Test

Patient Care Assistant (PCA) – \$450.00 (6 days)

Pre-requisite - STNA

Includes: Books and Supplies

PCA Clinical is Based on Clinical Site Availability

2023 CLASS SCHEDULE

State Tested Nursing Assistant (STNA) & Patient Care Assistant (PCA)

Scarlet Oaks Career Campus (SC) 303 Scarlet Oaks Drive, Entry 3 Cincinnati, Ohio 45241 Day Class: Monday- Friday 8:00 a.m. - 3:00 p.m. except for three (3) clinical days 7:00 a.m. – 1:30 p.m.	
State Tested Nursing Assistant	Patient Care Assistant
January 3 - 6, 9 - 13, & 17 - 20 Closed Jan 16th, MLK	January 23 – 27 & 30
February 6- 10, 13 - 17, & 21 - 23 Closed Feb 20th, President's Day	February 27- 28 - March 1 – 3, & 6
March 13 -17, 20 - 24, & 27 - 29	March 30 – 31 & April 3 - 6
April 10 - 14, 17 - 21, & 24 - 26	April 27 – 28 & May 1 - 4
May 8 – 12, 15 - 19, & 22 - 24	May 25 – 26, 30 – 31 & June 1 - 2 Closed May 29, Memorial Day
June 5 – 9, 12 – 16, & 20 - 22 Closed June 19, Juneteenth	June 23 & 26 - 30
July 10 – 14, 17 – 21, & 24 - 26	July 27 – 28, 31 & August 1 - 3
August 7 – 11, 14 – 18 & 21 - 23	August 24 – 25 & 28 - 31
September 5 – 8, 11 – 15 & 18 – 21 Closed September 4, Labor Day	September 22 & 25 - 29
October 2 – 6, 10 – 13 & 16 – 19 Closed on October 9, Columbus Day	October 20 & 23-27
October 30 – 31, Nov 1 – 3, 6 – 10 & 13 – 15	November 27 – 30, December 1 & 4
December 4 – 8, 11 – 15 & 18 – 20	

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REFUND POLICY

Cancellations

Students are entitled to a full refund of tuition/fees paid if:

1. Student's application is not accepted
2. The class is canceled at the location selected, and the student decides not to transfer to another location.
3. The school location is closed, or a class is canceled.

Students are entitled to a **partial** refund of tuition/fees paid if:

1. The student cancels an enrollment before the class start date. Cancellations may be made by phone, in person, or writing. Tuition/fees, minus a \$15.00 processing fee, will be refunded to the student. The Work Keys assessment fee and the fee for background investigation (if applicable) are non-refundable.

Refunds will be made within 45 days of the planned start date or cancellation date, whichever is the earliest.

Withdrawals

Students may be entitled to a partial refund of tuition/fees. The Work Keys assessment fee and the fee for background investigation (if applicable) are non-refundable.

Withdrawal	
By the end of the 1 st day	Full tuition refund, minus the cost of books, and minus any non-refundable costs that the institution incurred on behalf of the student.
By the end of the 2 nd day	Full tuition refund, minus the cost of books and minus any non-refundable costs that the institution incurred on behalf of the student, plus a \$15.00 processing fee
After 2 nd day	No refund

All refunds will be processed and mailed to the student as quickly as possible, but no later than 45 days of (1) the last day of attendance if written notification of withdrawal has been provided to Great Oaks by the student, or (2) the date of Great Oaks terminates the student or determines withdrawal by the student.

Refunds, when due, are made without requiring a student's request.

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Great Oaks Health Professions Academy Program Policies

The Health Professions Academy's goal for you is to be excellent caregivers and to grow professionally and personally. Because of this, students are required to dress and conduct themselves appropriately and professionally for effective school and job performance. Appropriate behavior, appearance, health, and safety contribute to your success.

Attendance:

Attendance policies are modeled after the workplace, where we hope students will become employed and/or continue to be employed. **100% Attendance Is Required in All Classes, Labs, and Clinical/Externships Activities.**

- **Students missing an entire class or more than six (6) cumulative hours may be required to withdraw.**
- **All hours missed must be made up within sixty days of the last day student attended class. The student must take the entire course over if not made up in this period.**
- In the event of unavoidable absence, tardiness, or early departure (due to hardship), the student must notify Program Coordinator Julia Ancona at (513) 961-4220 no later than 30 minutes before their arrival or before leaving the site. Leave a message on the answering machine if necessary.
- Students must attend and satisfactorily complete all required work, including skills, in order to go to clinical.
- A student's ability to make up missed time is not guaranteed.
- **Scarlet Oaks** parking is available in the parking lot in front of the building at entry 3. You can park across the street at Public Safety Services if this lot is full.
- **Certificates of Completion** - A certificate of completion will be awarded if 100% attendance is attained and course requirements are met. Certificates are issued on the last day of class.

Sever weather:

- Students are expected to attend all classes and clinical unless contacted by the program coordinator Julia Ancona, RN
- All students will be notified of cancellations by phone and email address on file by the instructor of program coordinator

Clinical Attendance & Expectations:

- **STNA Clinical hours: 7:30 am - 1:30 pm**
- **PCA** clinical is based on clinical site availability.
- Clinical sites may require all staff and students to wear a mask at all times while in the facility. Students and staff may also be tested for COVID on the first clinical day or as designated.
- Students are expected to be at the clinical site in uniform, on time (even in inclement weather), and remain for all assigned hours.
- Students are not permitted to leave early, come in late, or leave the site without permission from the Great Oaks Health Professions Academy program coordinator or the clinical supervisor.
- STNA clinical is mandatory. Students arriving late will not be admitted to clinical.
- Students are expected to exhibit professional behavior at all times.
- Clinical are pass/fail, and a failing clinical grade will result in an F for the class regardless of other scores
- Cell phones are not permitted in clinical training or during state tests.
- Smoking is prohibited on the clinical site property.
- No eating or drinking on clinical units.
- Students must follow the policies of the clinical facility. Failure to do so may result in the student being asked to leave, and an F grade may result.

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Dress Code:

- Students must dress and conduct themselves appropriately and professionally for effective school and job performance. Appropriate behavior, appearance, health, and safety contribute to your success.
- A regulation uniform consists of solid color scrubs that **must be worn to all classes and clinical training.**
- Uniforms must be clean, correctly sized and wrinkle-free. Clothing should not expose bare midriff or display cleavage. No hats, caps, or scarves are to be worn in the classrooms or clinical sites.
- A plain white T-shirt or long sleeve shirt may be worn under the uniform top.
- A white lab coat or white sweater only may be worn over scrubs if needed at the STNA clinical site.
- Shoes should be clean and in good repair, flat, non-skid, closed-toe, and closed-heel – No Croc shoes. Color preference is white or black.
- Excellent personal hygiene is expected, including keeping hair and nails well-groomed.
- Facial hair shall be clean and neatly trimmed, including beards, sideburns, and mustaches. Students without beards must be clean-shaven.
- Hair must be clean, combed, and neat. Hair that is shoulder length or longer must be secured so as not to come in contact with patients or equipment. Extreme hairstyles or unnatural hair colors (i.e., blue, green, etc.) are inappropriate in a professional workplace.
- No perfume, cologne, or aftershave may be worn in classes or clinical sites.
- No artificial nails, nail art, acrylic nails, etc. Fingernails are to be cleaned and trimmed so that they are no longer than a ¼ inch past the tip of the finger. Clear polish, if worn, must be in good repair without cracks or chips.
- Jewelry is limited to a plain wedding band and post-earrings (no more than three earrings per ear and no hoop earrings). Rings, hoops, studs, or other jewelry worn in a non-traditional manner (other than ears) are not acceptable for a professional workplace.
- No student shall have any tattoos, scarification, or brand considered extremist. should be appropriately concealed by clothing regardless No student shall have any tattoo, scarification, or brand considered extremist. (a) Extremist tattoos, scarifications, or brands are affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities that advocate racial, gender, or ethnic hatred or intolerance; advocate, create or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, Federal, or State law. For purposes of this policy, extremists shall also refer to as indecent, sexist, and racist.

Code of Conduct:

- Students are expected to conduct themselves responsibly and professionally at all times. Please call your instructor or program coordinator when you are going to be late or absent.
- Students are expected to show respect and positive regard for classmates, instructors, and guest speakers at all times, working toward compromise and finding acceptable solutions when differences of opinion occur.
- Students must complete all class assignments, exams, and clinical skills assigned by the instructor to go to clinical
- Students are expected to follow all HIPAA regulations. Students must not engage in behavior that would endanger a patient or resident.
- Chewing gum is not permitted in the presence of patients, visitors or guests or while on the telephone
- Tobacco products, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, etc., are prohibited on campus or clinical sites.
- No disruptive behavior
- No sleeping and/or cheating in class or lab.
- Cell phones must be silent and out of sight during class, lab and clinical. If it is an emergency and you must take a call, please inform the instructor and enter the hall to avoid disrupting the rest of the class.

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Code of Conduct Continued:

- No offense language will be allowed(including jokes that may be offensive to others.
- An offensive tattoos must be covered
- No harassment or intimidation
- A student who appears impaired or under influence of alcohol or drugs will be referred to the adult Director. Authorities may be contacted to ensure the safety of the student and others
- Non-alcoholic drinks are allowed provided the drink is in a container, cup or glass with a lid. Eating during class is not permitted. Vending machines are available in the second-floor breakroom.

Student Safety:

- Classroom, lab and clinical safety is essential. Students must maintain proper safety procedures or be asked to leave. Designated protective clothing must be worn at all times in required areas.
- Students are required to operate all equipment safely and responsibly.

Students who DO NOT comply with the program policies will be dismissed from class, and the incident will be reported to the funding source and/or employer.

Items needed for class:

- Black or blue pen
- Paper
- You may bring highlighter and two packets of 3x5 index cards (to be used as flashcards)

Evaluation Methods:

- There will be written tests, homework, and an evaluation of your caregiving skills.
- Written tests the passing grade is 70%.
- A 100% is required on all skills listed on the Performance log.
- Clinicals are pass/fail grade
- All requirements must be completed by the scheduled end date of course
- A certificate will only be awarded to those meet all program requirements
- We make every effort to assist you in being successful in your program. Our goal is for you to be excellent caregivers and to grow professionally and personally.

Grade Scales:

A = 94 - 100%	D = 70 -76%
B = 86 - 93%	F = 0 - 69%
C = 78 - 85%	

Disability Accommodations:

- Accommodations for a disability may be available for the Workkeys assessment, class, and/or the state test when documented in an IEP or 504 Plan.

Questions or concerns:

- Contact Julia Ancona, RN, AWD Healthcare Professions Coordinator, at (513)612-6301 or anconaj@greatoaks.com.