



THE RAPH A SCHOOL, LLC

NATCEP

Student Catalog & Policy Handbook

2023

RAPH A

The Rapha School, LLC
17 Griffith Drive
Home, PA 15747

Mission Statement

The Rapha School utilizes a Christian Worldview to educate healthcare students to care holistically for individuals.

Non-discrimination Policy

The Rapha School does not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age or genetic information (including family medical history) in its activities, programs or employment practices in accordance with federal and state statutes and regulations.

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Program description & objectives

The Rapha School Nurse Aide Training Program is a formal 120 hours of classroom and clinical training for each student. 48.5 hours are supervised clinical experience, while 43 hours are related classroom theory and 28.5 hours are lab practice.

A Christian Worldview encompassing the values of humility, honesty, perseverance, integrity, compassion, love, and patience will be utilized in teaching the student basic skills in safety, infection control, nutrition, first aid, and personal care skills for individuals across the age continuum.

The program is planned for the graduate of the Rapha School Nurse Aide Training Program to:

1. Accept the client as a member of society with individual needs that develop from interaction with the community and the environment.
2. Utilize the steps of the nursing process in the delivery of individualized personal care for clients in a variety of health care settings.
3. Assist with interventions that provide for client participation in health promotion, maintenance, and restoration.
4. Identify community resources available to assist with interventions for clients.
5. Utilize appropriate communication techniques to facilitate therapeutic interpersonal relationships.
6. Practice Nurse Aide skills within the ethical/legal guidelines established.
7. Identify learning as a life-long process.
8. Evaluate the need for ongoing personal and professional growth.
9. Utilize critical thinking as the problem-solving method for delivery of care.
10. Utilize a Christian Worldview when delivering care to individuals.

The program prepares individuals, including the unemployed and economically disadvantaged, for entry into the occupation of Nurse Aide. This occupation provides the student with an opportunity for self-improvement, while at the same time offering the community well trained, educated nursing assistant to help, in part, fulfill the ever present need of qualified personnel in the healthcare profession.

Description of The Rapha School

The Rapha School is located at 17 Griffith Drive in Home, Pennsylvania. It is situated near Route 119, a busy highway between Punxsutawney and Indiana. There are 2400 square feet of space at the school that includes an administrative office, a classroom, a skills lab, and student lounge. There is a large parking lot and parking is free. The facility includes three bathrooms and three exits.

Admission Policy

1. A candidate must submit a CHRI, which was obtained during the year prior to enrolling in the nurse aide training program. If the candidate has not previously obtained a CHRI, The Rapha School will obtain this report through the epatch website.
 - a. All candidates must submit an Attestation of Compliance with PA Act 14 as well as a Verification of Residency for Enrollment into a Nurse Aide Training Program.

- b. If the candidate has not been a resident of Pennsylvania for at least the past two years, they must obtain an FBI report as well as the PA State Police CHRI described above. Information about an FBI report can be found on the PDE Nurse Aide website under the heading Criminal History Record Information.
2. A candidate must have a physical examination prior to acceptance into the program. When possible our physical examination form should be used. This must include: (1) Evidence that the individual is free of any communicable diseases (2) A negative 2-step Mantoux. If the Mantoux is positive, the applicant must provide a negative chest x-ray that is less than five years old OR an IGRA blood test.

Health/physical requirements

A candidate must have a physical examination prior to acceptance into the program. When possible our physical examination form should be used. This examination is to be performed and signed by a physician and must include:

1. Evidence that the individual is free of any communicable diseases
2. A negative 2-step Mantoux. If the Mantoux is positive, the applicant must provide a negative chest x-ray that is less than five years old OR an IGRA blood test.
3. Verification that the candidate has full use of their hands, the ability to stand for extensive periods of time, and the ability to perform bending, pushing, pulling, and lifting a minimum of 40 pounds without restrictions.

Department of Public Welfare, Medical Assistance Bulletin

Advisement on Bulletin, 99-11-05: Exclusion from Participation in Medicare, Medicaid or any other federal health care program is required. While your CHRI may be acceptable for Nurse Aide training, you should be aware that Pennsylvania maintains a database by Department of Health and Human Services' Office of Inspector General that identifies individuals or entities that have been excluded nationwide from participating in any federal health care program. Health care facilities are required to develop policies and procedures for screening all employees to determine if they have been excluded from participation in federal health care programs. If you are on this exclusion list, it is possible that you will not be eligible for employment in a health care agency. To see if you are on the list, please go to the following website <http://oig.hhs.gov/fraud/exclusions.asp>

Attendance policy

All students must complete the entire amount of approved program hours, including all classroom, laboratory and clinical time.

In compliance with Regulation Section 483.152 of OBRA and Section three of Act 14, a student must complete a minimum of 16 hours in instruction in five content areas before any resident contact. Content areas are as follows: Communication and interpersonal skills, Infection control, Safety/emergency procedures including abdominal thrust, Promotion of client's independence, and Respecting client's rights. Therefore, if you are tardy or absent on a day when the following content is taught, you may be asked to re-enroll in a future class. The administration will determine if you will be permitted to attend a future class.

Attendance will be documented on a daily basis and reflect the number of classroom, lab and clinical hours. Attendance is validated by the use of a designated clock.

Failure to be present in class by the set time is considered tardy. The first offense of tardiness will receive a verbal warning, the second offense will receive a written warning and the third offense could result in termination.

Should a class be canceled due to the instructor's absence, the class schedule will be adjusted to make up the missed class.

Make up time

Any class or clinical time that is missed **MUST** be made up prior to the end of the current class schedule. The student must complete all the approved program hours.

Students who miss a class due to an excused absence may make up the class after making arrangements with the primary instructor.

Excused absences include but are not limited to illness or family emergency. The primary instructor and/or the administrator will evaluate any absence on a case by case basis.

Should the student miss more than two classes, they may be dropped from the training program. Any excused absence related to a potential contagious disease will require a physician's statement permitting the student to return to class, i.e., pink eye.

Transfer of hours

Any work, credits, and/or hours completed at The Rapha School cannot be transferred to another program. The Rapha School does not accept any transfer of work, credits, and/or hours completed at another institution.

Reporting off

The student must report they will be absent not less than two (2) hours prior to the scheduled class. To report an absence the student must send a **text message including your name, the date, and reason of absence to 724 397 0107**. This is an automated system and you will not receive a reply.

Additionally, students must arrive for classes in a timely manner. Should the student experience an emergency that will delay timely arrival the student must send a message to the call off number.

COVID-19

If a student has been exposed to or has tested positive for COVID-19, the student must immediately quarantine and contact the school as soon as possible. If the student attended class immediately preceding a positive test or immediately following a possible exposure each student will be asked to quarantine and class will be postponed.

Program Courses

To successfully complete the program, the student must fulfill the requirements in each of the following courses:

Course 100: Theory: (43 hours) maintain an 80% or higher average based on 7 chosen quizzes and final exams.

Course 101: Skills Lab: (28.5 hours) Satisfactorily demonstrates all of the required skills.

Course 200: Clinical: (48.5 hours) Satisfactorily demonstrates the performance objectives and professional conduct. (Per clinical evaluation)

Parameters for Course 100: Theory, Level of Achievement

Requirement	Level of Achievement	Parameters
7 Quizzes	Must achieve an 80% or higher on each of the 7 chosen quizzes. The 7 quizzes will be chosen at the discretion of the instructor and will be the same for all students in the class.	A quiz grade of less than 80% will have one opportunity to re-test.
1 Final Exam	Must achieve an 80% or higher on the final exam.	A final exam grade of less than 80% will have one opportunity to re-test.

Quizzes and exams can be taken with the assistance of a designated proctor who can read the exam aloud. Students must request, in advance, to take the quiz or exam in this manner.

No dictionary or other resource material will be permitted during the quiz/exam.

If a student is absent on the day of a quiz/exam, they will be required to take the quiz/exam on the day they return to class.

If a student demonstrates unsatisfactory progress in any component of the nurse aide training program, the instructor may choose to provide counseling, remediation, issue a written warning or dismiss him/her from the program.

Parameters for Course 101: Lab, Level of Achievement

Requirement	Level of Achievement	Parameters
All procedure evaluation checklists will be completed	All procedures must be performed at a satisfactory level	Satisfactory level of achievement is attained if no more than 2 noncritical steps are missed
Each procedure must be satisfactory demonstrated before it is performed on a resident	Each procedure will be evaluated as satisfactory or unsatisfactory	<p>Missing more than 2 noncritical steps equates to an unsatisfactory level of achievement</p> <p>Missing a critical step will result in a failure of the procedure</p>

After satisfactory demonstration of a procedure, the instructor will sign each procedure evaluation checklist.

Students will be given two opportunities to achieve a satisfactory rating on each procedure.

The instructor will provide additional lab time for students to practice as needed.

Parameters for Course 200: Clinical, Level of Achievement

Requirement	Level of Achievement	Parameters
<p>Client assignments will require the satisfactory demonstration of performance objectives</p>	<p>All performance objectives must be satisfactorily demonstrated</p> <p>The following areas must be satisfactorily demonstrated and evaluated on a daily basis:</p> <ul style="list-style-type: none"> • Infection Control • Resident Care • Safety • Communications • Client Rights • Professional Conduct <p>Instructor will maintain anecdotal notes to support progress, incidents, and a satisfactory level of achievement</p>	<p>A satisfactory rating will be awarded when procedures are performed consistently as instructed in the classroom and lab with few to occasional reminders or with minor infractions.</p> <p>Unsatisfactory performance is defined as:</p> <ul style="list-style-type: none"> • frequent or major infractions • frequent cueing • unsafe or incorrect demonstration • violation of a resident's rights <p>A major infraction is defined as actual or the potential for actual harm, or immediate jeopardy.</p> <p>A minor infraction is defined as no actual harm with the potential for minimal harm.</p> <p>Must achieve average or above average scores on clinical evaluations to achieve a satisfactory rating.</p>

A final clinical grade may be a satisfactory or unsatisfactory (S or U).

If a student demonstrates unsatisfactory progress in any component of the nurse aide training program, the instructor may choose to provide counseling, remediation, issue a written warning or dismiss them from the program.

Students will perform only those tasks in which they have been instructed and deemed competent by the instructor.

If the clinical site staff observes a student performing or behaving unsatisfactorily, the clinical site has the right to refuse the student to return to the clinical site.

Clinical Evaluation of Students

Needs Improvement 3	Needs Improvement 4
<ul style="list-style-type: none"> ● Leaves bed in high position without side rails raised ● Does not lock wheels (bed, wheelchair, geri-chair, & shower chair) with transfers ● Does not lower height of bed after completed procedure ● Does not have safety devices in place ● Does not raise head of bed 30° for resident with N/G and Gastrostomy tubes ● Call bell not within resident's reach ● Does not use resident's name appropriately, i.e. do not use "sweetie," "gramps," "pops," "honey," or "dear" ● Does not wash hands ● Does not carry linen per infection control procedure ● Does not use equipment correctly, i.e. wheelchair, geri-chair, or shower chair ● Does not properly identify residents ● Does not listen and follow directions ● Is not prepared with pen, paper, and ID ● Does not know limitations (student NA duties) ● Transfers resident or does new procedure without instructor present ● Leaves clinical area / resident without instructor approval ● Does not answer call bells promptly ● Lacks organizational skills prioritizing skills ● Does not treat residents (or others) with respect and dignity 	<ul style="list-style-type: none"> ● Does not use privacy curtain ● Does not use bath blanket - resident not covered properly ● Does not knock on resident's door ● Does not give clear directions to resident ● Wears gloves in hallway ● Does not cooperate with peers ● Does not adapt to change ● Does not accept and use appropriate criticism ● Does not apply theory / skills ● Does not use goggles, gloves, gowns appropriately ● Leaves resident in shower room / whirlpool area without supervision

Average 5	Average 6
<ul style="list-style-type: none"> ● Identifies and reports all forms of abuse ● Encourages restorative approach to resident care ● Voices cues prior to transfers ● Speaks clearly and loud enough for resident to hear ● Uses safety devices correctly ● Handwashing performed appropriately ● Accepts changes ● Locks wheels of wheelchair, geri-chair, & shower chair for transfer ● Answers call bells promptly ● Seeks needed assistance from instructor ● Call bell always in reach of resident & answered promptly ● Resident's unit and shower rooms clean & neat ● Demonstrates Empathy versus Sympathy ● Listens & follows directions ● Conversational ● Honest ● Completes assignments in reasonable time ● Dependable ● Follows organization policies, i.e. smoking, parking, telephone ● Demonstrates organizational & prioritizing skills ● Bed in low position before leaving room ● Provides privacy ● Knocks on door before entering room ● No gloves in hallway except program's policy regarding soiled linens, etc. ● Raises head of bed 30° for N/G & g-tube feedings ● Uses proper name when identifying residents ● Handles linen per infection control procedure ● Correct use of equipment ● Identifies resident appropriately ● Prepared with pen, paper, & ID ● Knows limitations ● Does not leave resident unsupervised ● Accepts and uses appropriate criticism ● Uses standard precautions 	<ul style="list-style-type: none"> ● Offers choices to resident and allows resident time to complete tasks ● Shows enthusiasm ● Gathers all supplies without prompting from instructor ● Prepared when requests help from instructor ● Shows confidence for skill level ● Makes good use of time ● Adaptable to change ● Cooperative with peers ● Demonstrates organizational & prioritizing skills with residents

Above Average 7	Above Average 8
<ul style="list-style-type: none"> ● Uses alternatives to restraints ● Encourages resident to participate in activities ● Safety devices in place without prompting from instructor, i.e. body alarms, siderails, bean bag seats, lap buddies, meri-walkers ● Correct storage of disinfectant solutions ● Maintains resident rights ● Incorporates restorative approaches without prompting ● Integrity ● Trustworthy 	<ul style="list-style-type: none"> ● Thoroughness ● Resident's and shower rooms cleaned more than minimum, i.e. closets, bedside stand ● Demonstrates confidence within skill level ● Functions independently ● Offers to assist peers when completes own assignment ● Functions without instructor prompting – demonstrates ● 5, 6, & 7 of evaluation guidelines.

Student Conduct Policies

Academic honesty is expected of all nurse aide students. Academic dishonesty or cheating will result in a zero on that assignment for the first offense. If a student is found committing academic dishonesty a second time the student may be immediately terminated from the program.

Possession of alcohol or deadly weapons (i.e., gun, knife) is prohibited and will result in immediate termination.

Professional and safe behavior is expected of all nurse aide students. It is imperative to demonstrate care that is legally sound and to be held to high, ethical standards to ensure abuse-free communication and care delivery. Violation of these standards of conduct will result in disciplinary action, which may include dismissal from the program.

Students will not leave the clinical area without permission or perform procedures without the instructor being present. This could result in immediate dismissal.

Disruptive behavior (i.e. profane language, insubordination, lack of respect of classmates or staff, sleeping or talking in class) will result in disciplinary action.

Empathy, tact, willingness to learn, self-motivation, discretion, acceptance of criticism, enthusiasm, competence, patience, dependability, and responsibility are necessary for success in health care roles.

Dress code

All students **MUST** wear an identification tag at all times. The tag will clearly identify them as a "Student" until they satisfactorily complete the state competency examination.

Students must wear The Rapha School provided scrubs to each clinical day. These should be laundered and wrinkle free prior to each clinical experience.

A watch with a second hand is required.

Hair neat and clean, off collar. Nails are to be kept short, clean, smooth, no nail polish or artificial nails. Students will be required to remove artificial nails prior to clinical.

Shoes must have a non-skid sole (sneaker or similar type) closed toe and closed back. Heels and sandals are not permitted for lab or clinical.

No large earrings. Facial piercings not covered by a mask must be removed, taped, or replaced with clear jewelry. At the discretion of the instructor tattoos must be covered with clothing or makeup.

General Student Policies

Emergency School Closings: In the event that school may be closed due to inclement weather or an emergency, the program's phone tree will be initiated by the Primary Instructor.

Cars and Parking Policies: Each student is responsible for his/her own transportation. Parking is free at the school and clinical site.

Lunch and Breaks: Students on the clinical unit will follow the policy established by that agency. Lunches purchased or brought from home must be eaten in the designated area. A half hour for lunch will be given during classroom days. A student lounge is provided at The Rapha School in which to take breaks and eat lunch. Breaks will be provided at the discretion of the Faculty.

Change of Address: Students must maintain current address and telephone number with the school. Any changes must be reported to the Office Manager as soon as possible. If a student does not have a phone, the phone number of a nearby resident who could relay information to the student should be submitted.

Smoking: The Rapha School is a non-smoking facility. Students must leave the school premises to smoke.

Communications: The preferred method of communication is through email. The other official method of notification for students is the student bulletin board which is located in the student lounge. It is the student's responsibility to check the board for announcements of changes in the schedule a minimum of twice a day; before class in the morning and after class in the afternoon. Communications necessary during clinical hours will be forwarded through the Faculty.

School Property: Audio visual aids, school equipment, and property shall not be abused. Any student willfully destroying school property will be responsible for replacement or repair costs and may be dismissed from the program.

Grievance Policy

The nurse aide trainee has the right to voice grievances to his/her instructor, who shall then confer with the administrator of the facility in an effort to resolve such grievances. The nurse aide trainee will be assured that no retaliatory measures will be taken against the trainee by the organization.

This procedure has been developed to allow the student to express a grievance, complaint, or dissatisfaction.

Step One

- Student submits the grievance/complaint in a written or verbal manner to the primary instructor.
- Primary instructor reviews and responds to the grievance within three days.

- The primary instructor documents, in writing, the grievance, the review and the resolution.
- Primary instructor meets with the student to share the resolution to the grievance. A copy of this documentation should be kept on file.

Note: The student is entitled to private and confidential counseling, however another instructor or staff member may be asked to witness the counseling.

If the student and instructor are unable to resolve the issue, or if the grievance is against the instructor, the grievance should be brought to the attention of the director of nursing/coordinator within 72 hours.

Step Two

- If the student and instructor are unable to resolve the grievance, a meeting between the director of nursing/coordinator and student will take place within three days of the receipt of the complaint.
- The student should place the grievance in writing if it has not been done.
- The coordinator will review the documentation submitted by the primary instructor and student then conduct an investigation, as needed.
- The coordinator documents the review process and the resolution of the grievance.
- A meeting is scheduled with the coordinator, primary instructor and student to disclose the resolution.
- If the decision rendered by the coordinator is not brought to a satisfactory conclusion, the student may appeal to the administrator or grievance committee within 48 hours.

Step Three

- All documentation is submitted to the administrator or grievance committee for their review and consideration.
- Notification of the administrator's or grievance committee's decision will be given in writing to the involved parties within 72 hours of the hearing.
- The decision of the administrator or grievance committee will be final.

Tuition

The total cost for the 120 hour program is \$1300. Costs include: Workbook, CHRI (criminal history background check), skills pack, and uniform. The certification exam fee (\$135) is not included. There is an administration fee of \$140. The program consists of 120 hours, approximately 3.5 weeks and 15, 8 hour days. The length of the program is considered to be 1 term.

Cost breakdown

Workbook	\$19.00
CHRI	\$22.00
Skills Pack	
• Blood pressure cuff	
• Stethoscope	
• PPE for lab simulation	\$75.00
Uniform	
• One pair scrubs	\$44.00
Administration Fee	\$140.00
Tuition	\$1000.00
Total	\$1300.00

Refund Procedure

1. For a student canceling after the fifth calendar day following the application deadline but prior to the beginning of classes, monies paid to the school shall be refunded.
2. If a student enrolls and withdraws or discontinues after the term has begun but prior to completion of the term the following minimum refunds apply:
 - a. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term the tuition charges refunded by the school shall be at least 75% of the tuition for the term.
 - b. For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term the tuition charges refunded by the school shall be at least 55% of the tuition for the term.
 - c. For a student withdrawing or discontinuing after 25% but within 50% of the term tuition charges refunded by the school shall be at least 30% of the tuition.
 - d. For a student withdrawing from or discontinuing the program after 50% of the term the student is entitled to no refund.

Computation of refunds will be from the date when the student last attended class.

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.

The Rapha School reserves the right to terminate or cancel the program, in which case a full refund will be given to the student and policies will be followed according to Section 21.173 of the State Board regulations. Students will be notified of cancellation within one week prior to the start of class.

Exam fees

Exam fees are NOT included in tuition. You must pay for both the Skills Evaluation and the Written (or Oral) Examination the first time you test. The fees listed below have been established for the National Nurse Aide Assessment Program in Pennsylvania:

Written Examination & Skills Evaluation	<i>both exams</i>	\$135
Oral Examination & Skills Evaluation	<i>both exams</i>	\$135
Written Examination ONLY	<i>re-test exam</i>	\$50
Skills Evaluation ONLY	<i>re-test exam</i>	\$85
Oral Examination ONLY	<i>re-test exam</i>	\$50

Under federal and Pennsylvania laws, **nursing homes are required to pay the NNAAP fees for their nurse aide employees**, including individuals required to re-test.

Reimbursement for training and testing

Federal law prohibits these charges from being imposed on the nurse aide. Nursing Care Facilities (Medicare and Medicaid) are responsible for the full payment of training and testing costs for individuals employed or offered employment at the time the individual enters a Nurse Aide Training and Competency Evaluation Program (NATCEP). An individual who does not have an employment relationship with a facility at the time the individual enters a NATCEP or CEP, but becomes employed may be eligible for reimbursement.

You can be reimbursed for your training costs if you meet the following criteria:

- You personally incurred your training costs.
- You are employed within 12 months of successful completion of the nurse aide training program.
- You are employed by a nursing facility enrolled in Medicare and/or Medicaid.
- You provide the nursing facility with an original letter, signed and dated. NOTE: A copy of the letter is not acceptable.
- You work 130 hours as a nurse aide for the nursing facility to receive ½ of the fee and another 130 hours to receive the balance.

If you have personally incurred training costs a letter of receipt will be given to you upon successful completion of the nurse aide training program. A sample of this letter follows. This letter will only be issued once. If your letter is misplaced we will not issue you a new letter.



The Rapha School, LLC
 17 Griffith Drive
 Home, PA 15747
 724-397-2365
 contact@TheRaphaSchool.edu

Reimbursement Receipt

DATE

NURSE AIDE NAME
NURSE AIDE ADDRESS
CITY, STATE ZIP

This letter will serve as your original receipt for the Nurse Aide Training Program. According to our files, **NAME** has completed the nurse aide training requirements at The Rapha School on **DATE** at a cost of \$1300.00.

The training fee of \$1300.00 was paid on **DATE** by check/money order # .

Please keep this original letter secure. **We are not authorized to issue duplicate letters.** This letter must be signed and dated by you and turned over to your employer in order to obtain reimbursement.

You can be reimbursed for your training costs if you meet the following criteria:

- You personally incurred your training costs.
- You are employed within 12 months of successful completion of the nurse aide training program.
- You are employed by a nursing facility enrolled in Medicare and/or Medicaid.
- You provide the nursing facility with this original letter (a copy of this letter is not acceptable.), signed and dated by you.
- You work 130 hours as a nurse aide for the nursing facility to receive ½ of the fee and another 130 hours to receive the balance.

A copy of this letter is not acceptable.

Sincerely,

Aurora Laney
 Office Manager
 The Rapha School

Utilization of Trainees

Nurse aide students will not be utilized for any services or functions that they have not been supervised or determined as competent by the instructor. Learning opportunities will be sought by program instructors to guide student learning. Students may not replace staff or serve as a staff member.

Students will be supervised in the performance of client care tasks, which have been taught in class and/or lab, for which the student has demonstrated competent performance.

Student services

Academic progress conferences will be held with students as necessary throughout the program and with each clinical evaluation. The Rapha School offers extra training hours at the end of each program session in the form of skills practice as well as program content reviews. All students admitted to the program are able to and encouraged to attend these extra training hours.

If in need of spiritual counseling, it can be provided by the Acting Director of the School, Pastor Micah McMillen. Students can be directed to him through any member of our staff. If a student wishes to confidentially request spiritual counseling services, Micah can be reached at 724-422-5789.

Graduation

Students who successfully fulfill all objectives of the program and meet course requirements, as well as meet all financial and other program obligations will be awarded a certificate of completion from The Rapha School.

Students obtaining this credential are eligible to register as a nurse aide in the Commonwealth of Pennsylvania. The graduate Nurse Aide shall function within the legal framework of the state where he/she is employed. The graduate will further be able to sit for their Nurse Aide Certification Written and Skills exam.

No Guarantee of employment

Although there are many Nurse Aide jobs available in the area, The Rapha School does not guarantee employment after graduation.

Sample class schedule

The NATCEP program consists of 64 hours of lecture and lab divided into 8 classes and 56 hours of clinical divided into 7 days for a total of 15 days for the program.

Lecture/Skills lab days will be held at The Rapha School in Home. Clinical will be held at a long-term nursing care facility in Indiana.

The program follows this Schedule. The days may or may not be consecutive, they may be on a weekday or weekend.

No classes will be held on federal holidays, or Easter weekend.

Schedule is subject to change.

Day	Subject	Time	Location
1	Lecture/Skills Lab	8 a.m. – 5 p.m.	The Rapha School
2	Lecture/Skills Lab	8 a.m. – 5 p.m.	The Rapha School
3	Lecture/Skills Lab	8 a.m. – 5 p.m.	The Rapha School
4	Lecture/Skills Lab	8 a.m. – 5 p.m.	The Rapha School
5	Lecture/Skills Lab	8 a.m. – 5 p.m.	The Rapha School
6	Clinical	6:30 a.m. – 3:30 p.m.	Care Facility
7	Clinical	6:30 a.m. – 3:30 p.m.	Care Facility
8	Clinical	6:30 a.m. – 3:30 p.m.	Care Facility
9	Lecture/Skills Lab	8 a.m. – 5 p.m.	The Rapha School
10	Clinical	6:30 a.m. – 3:30 p.m.	Care Facility
11	Clinical	6:30 a.m. – 3:30 p.m.	Care Facility
12	Lecture/Skills Lab	8 a.m. – 5 p.m.	The Rapha School
13	Clinical	6:30 a.m. – 3:30 p.m.	Care Facility
14	Clinical	6:30 a.m. – 3:30 p.m.	Care Facility
15	Lecture/Skills Lab/Graduation	8 a.m. – 5 p.m.	The Rapha School

On clinical days you are to be at the Clinical site at 6:30 am, we do not meet at the school first.

You will break for lunch around 11:30 or 12 each day for a half hour. You will be responsible for bringing something for yourself, but we are located by two restaurants and a small convenience store. There is a lunch room where you have access to a fridge to use during the day as well as a Microwave and toaster.

The Rapha School
NATCEP Student Catalog & Policy Handbook

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I have read the above catalog and policies that are necessary requirements for successful completion of The Rapha School Nurse Aide Training Program. I was given the opportunity to ask questions about this catalog and the policies and agree to all conditions presented.

Signature of Student

Date

Printed Name

Administrator or Program Coordinator Signature

Date