

Arizona Medical Training Institute

Student Handbook/Catalogue
2010



Arizona Medical Training Institute, Inc.
1530 N. Country Club Drive, Suite 11
Mesa, AZ 85201
Phone: 480-835-7679 Fax: 480-668-4132

www.azmti.com

info@azmti.com

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The Arizona Medical Training Institute is a non-accredited, vocational training institute. Programs offered lead to certification and or licensure, allowing the student to seek vocational opportunities commensurate with the certificate or license achieved.

This Catalog prescribes policies and standards of conduct for students enrolled in the Arizona Medical Training Institute Nursing Assistant, Assisted Living Caregiver, and Assisted Living Manager Programs. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline. The Arizona Medical Training Institute reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations in this publication.

NON-DISCRIMINATION

Equal educational opportunities are offered to all who meet entrance requirements without regard to age, sex, race, creed, color, marital status, familial status, physical or mental disability, national origin, sexual orientation, or political affiliation or belief. There will be no discrimination in accepting or providing services, or the admission or access to, or treatment in any of the Institution's programs or activities.

Questions or comments on this Handbook should be directed to Jim Dillard.

TABLE OF CONTENTS

	Page
I. PHILOSOPHY, PURPOSE, MISSION AND PROGRAM GOALS	4
II. PROGRAM INFORMATION	5-8
Tuition Discounts.....	8
III. LEGAL LIMITATIONS	8-9
IV. GENERAL INFORMATION	9-14
Registration Requirements.....	9-10
Course Cancellation.....	10
Change of Student Status.....	10
Tuition Refund Policy.....	10-11
Attendance Guidelines.....	11-12
Methods of Evaluation.....	12
Mechanism for Student Input.....	12-13
Guidelines for Student Grievances.....	13
Student Records.....	13
Student Services.....	13-14
V. PROFESSIONAL APPEARANCE (DRESS CODE)	14
VI. STANDARD OF PROFESSIONAL CONDUCT	14
VII. HEALTH AND SAFETY GUIDELINES	15
VIII. ACTIONS RELATED TO STUDENT CONDUCT	15-16
XI. SIGNATURE FORMS	17-18
Voluntary Assumption of Risk.....	17
Handbook Acknowledgement.....	18
APPENDIX A –2010 Nursing Assistant Calendar	
APPENDIX B – 2010 Assisted Living Calendar	

I. PHILOSOPHY, PURPOSE, MISSION, AND PROGRAM GOALS

PHILOSOPHY

Education is a learning process which is enhanced by the active participation of the learner. Arizona Medical Training Institute, as appropriate to the specific program's learning goals, is committed to hands-on involvement. Learning experiences in the classroom, laboratory, and clinical components (as pertinent) are competency based and serve as the foundation for learning. Guidance, direction, facilitation, and evaluation are integral to this process. Students and faculty partner in a low student to faculty ratio enhancing the quality of the student's experience and the result. Our faculty recognizes that each student is unique and that the learning process for each is different. Our intentional, small class size allows the faculty and staff to respond in effective ways to augment and improve learning at the student's pace.

The Arizona Medical Training Institute's core philosophy is to be student centered in all the programs and support systems it offers. Excellence is measured at a minimum by the outcomes achieved in preparing students to take and pass board exams, informal and formal feedback from employers on student effectiveness in the workplace, and student input and feedback during and after program completion. Most importantly, it is more defined by the seamlessness of their experience and the continuity of the relationship established with each student.

PURPOSE

The purpose of the Arizona Medical Training Institute is to prepare high school and adult students to become Certified Caregivers, Licensed Assisted Living Managers, and Nursing Assistants by providing a comprehensive course of study that combines theory with clinical practice (as pertinent). The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitude, and skills which will enable them to become safe and competent practitioners of their chosen occupation.

MISSION

The mission of AMTI is to provide a productive, technically trained workforce that meets the market driven healthcare needs covering a variety of healthcare settings.

PROGRAM GOALS

- To assist students in acquiring knowledge, skills and abilities consistent with the scope of practice of the program selected.
- To prepare students to function independently and as part of a team in the health care system employed.
- To prepare students to accept personal accountability and responsibility within the legal and ethical framework of the program selected.

II. PROGRAM INFORMATION

The Arizona Medical Training Institute is a private school which serves both high school and adult students. Programs currently offered are the Nursing Assistant Training Program, Assisted Living Certified Caregiver Program (thru the Directed Care Level), and the Assisted Living Manager Certification Program. Instruction methods employed are classroom-based, clinic-based, and directed study. Classroom based instruction involves lecture augmented by video, power point, and internet presentations as well as inter-active hands-on skill development. Clinic based instruction encompasses selected and guided experience in an actual clinical setting. Directed study refers to home work assignments as well as student off-site preparation of oral presentations. Program details follow:

NURSING ASSISTANT PROGRAM

For 2010, the **Nursing Assistant Program**, as approved by the Arizona State Board of Nursing is a 120-hour program comprised of 80 classroom/laboratory hours, and 40 clinical hours. **This program will provide students with the theory and skills required to practice as a nursing assistant in long-term care, intermediate care, and acute care settings.**

The curriculum includes classroom/lab/clinical instruction in physiology, psychological, and basic nursing care needs when caring for clients across the lifespan with a primary focus on long term care. Teaching methods encompass a variety of strategies including hands on practice, didactic, discussion, videos, computer-aided technology, as well as laboratory and clinic based work experience. Students will learn about the Nursing Assistant's role, foundation of resident care, understanding resident and family needs, anatomy and physiology, personal care skills, basic nursing skills, nutrition and hydration, chronic and acute conditions, and rehabilitation and restorative services. Graduates of the Nursing Assistant Program will be expected to take the Nursing Assistant Board exam to obtain licensure from the Arizona State Board of Nursing. For the AMTI student only, the CNA State Board exam is administered on campus generally within two weeks after graduation. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

PROGRAM OBJECTIVES:

1. Communicate effectively with clients, client families, and member of the health care team.
2. In collaboration with the professional nurse, provide basic nursing skills adhering to correct policy and procedures of the healthcare institution.
3. Function as a member of a multidisciplinary health care team within the legal and ethical framework of a Nursing Assistant.
4. Under supervision of the RN, provide nursing services identified in the care plan to insure and safeguard the client's health and well-being.
5. Administer personal care, rehabilitation and restorative services to clients and collaborate with healthcare team members in the delivery and coordination of such care.
6. Demonstrate principles of leadership and client advocacy in the role of a CNA.

PROGRAM PREREQUISITES:

- Copy of High School Diploma, G.E.D., College Grade Report, or AMTI Interview.
- No active Felony (ARS 32-1606) in the past 5 years or Unprofessional Conduct (ARS 32-1601)
- Proof of Citizenship (U.S. Birth Certificate or Passport) or legal residency status.
- Students must provide Doctor's note on suitable health to take the course.

- Students must be TB free and be able to pass a TB test or provide prior results no older than 6 months from testing.

COMPLETION REQUIREMENTS:

- Complete 80 classroom and 40 clinical hours
- Score 80% or higher on classroom exams, 80% or higher on clinical grades, and 80% or higher on the course final exam.
- Pass the Arizona State Nursing Board Exam and Background Check.

TUITION, COST AND FEES:

- Course Tuition is \$990.00 (includes all textbooks and lab materials).
- State Board Exam is \$85.00 payable to D&S Diversified Technologies post graduation.

REQUIRED TEXTBOOKS (included in tuition):

- The Nursing Assistant's Handbook (2nd Edition), Hartman Publishing & Jetta Fuzy, RN, MS.
- Workbook The Nursing Assistant's Handbook (2nd Edition), Hartman Publishing

POST GRADUATE OPPORTUNITIES AND REQUIREMENTS:

- Vocational opportunities exist to work as a CNA in hospitals, skilled nursing facilities, hospice organizations, home health care agencies and nursing registries. These positions require the candidate to be a licensed CNA, and at least 18 years old. Unlicensed graduates can work as Nursing Assistants for 120 days from date of graduation.

CALENDAR:

- Appendix A

ASSISTED LIVING CERTIFIED CAREGIVER PROGRAM

For 2010, the **Assisted Living Certified Caregiver Program**, as approved by the Arizona Department of Health Services is a 62-hour equivalent program which includes classroom and laboratory hours, as well as external classroom preparation. **This program will provide students with the theory and skills required by the Arizona Department of Health Services to practice as a certified caregiver in the assisted living setting, and in some cases, home health agencies.**

The curriculum covers the three levels of care regulated by the Department of Health Services for the Assisted Living Industry employing as a foundation, Title 9 – Article 7 Assisted Living Facilities of the Arizona Administrative Code. Teaching methods encompass a variety of strategies including hands on practice, discussion, videos, as well as computer-aided technology. Students cover resident rights, preventing abuse, stress control, communication skills, medication administration, infection control, nutrition, service plans, activities of daily living, chronic disease processes and health and aging. Graduates will receive a Certification of Completion. No Board exam is required.

PROGRAM OBJECTIVES:

1. Communicate and provide caregiver services reflecting the resident's rights, in a culturally sensitive manner, and in a supportive environment when providing care for adult clients.

2. Demonstrate competency in providing basic care skills to adults as defined by the service plan.
3. Implement knowledge of principles of drug dosages and calculations to safely observe, assist, and administer medications as ordered by the client's physician.
4. Provide effective care through use of established standards and practice guidelines, to adult clients with alterations in health brought on by chronic illness or age.
5. Demonstrate an understanding of fire and safety principles in resident care.

PROGRAM PREREQUISITES:

- 18 Years of Age
- Copy of High School Diploma, G.E.D., College Grade Report, or AMTI Interview.

COMPLETION REQUIREMENTS:

- Complete 62 hour equivalent classroom and external requirement.
- Pass all competency exams at 80% or higher, and 80% or higher on the course final exam.

TUITION, COST AND FEES:

- Course Tuition is \$225.00 (includes textbook and lab materials), payable at registration.

REQUIRED TEXTBOOKS (included in tuition):

- Arizona Medical Training Institute DHS Approved Manual

POST GRADUATE OPPORTUNITIES AND REQUIREMENTS:

- Vocational opportunities exist to work as a Certified Caregiver in assisted living homes, facilities, and home health care agencies. The candidate must be 18 years old, a Certified Caregiver, with current certification in CPR and First Aid, Department of Public Safety Background check, plus a negative TB test to solicit these opportunities.

CALENDAR:

- Appendix B

ASSISTED LIVING CERTIFIED MANAGER PROGRAM

For 2010, the **Assisted Living Certified Manager Program**, as approved by the Arizona Department of Health Services is an 8 hour classroom based program. **This program will provide students with the theory and skills required to practice as an Assisted Living Facility Manager for one or two Assisted Living Facility Homes or Centers.**

Curriculum covers financial, operational, personnel, and regulatory compliance management of an assisted living home or facility. Teaching methods employ a variety of strategies covering discussion, videos, and computer-aided technology. Graduates of the Assisted Living Certified Manager Program will be expected to take the Assisted Living Facility Manager Board exam to obtain licensure from the Arizona Board of Examiners of Nursing Care Institution Administrators and Assisted Living Facility Managers and should plan in advance for the exam fee of \$200.00. Licensing requirements is the exclusive responsibility of the Arizona Board of Examiners of Nursing Care Institution Administrators and Assisted Living Facility Managers.

PROGRAM OBJECTIVES:

1. Demonstrates an understanding and comprehension of Title 9 Health Services Code, Chapter 10, Article 7, reflecting Health Services licensing requirements in Assisted Living.

2. Demonstrates an understanding and comprehension of Title 4, Chapter 33 of the Board of Examiners for Nursing Care Institutions (NCIA Board) requirements for Assisted Living Facility Managers' licensure.
3. Acquire knowledge of financial and managerial principles of operating a licensed assisted living home or facility within the State of Arizona.
4. Provide correct resident care by learning established standards and practice guidelines as reflected by Title 9 and applied through effective policies and procedures.
5. Develop personnel approaches in concert with Title 9 as well as resident care requirements.

PROGRAM PREREQUISITIES:

- 21 Years of Age
- Must be able to meet application requirements of the Board of Examiners for Nursing Care Institutions. Of note is the requirement of 2080 hours of health related, verifiable experience in the past 5 years, a high school diploma/GED plus Certification as a Caregiver within the past year.

COMPLETION REQUIREMENTS:

- Complete 8 hour equivalent classroom requirement.
- Pass competency exams at 80% or higher.
- Pass the NCIA Board Licensing Exam.

TUITION, COST AND FEES:

- Course Tuition is \$100.00 (includes textbook and lab materials) payable at registration.
- State Board Examination fee is \$300.00 payable to the NCIA Board.

REQUIRED TEXTBOOKS (included in tuition):

- Arizona Medical Training Institute DHS Approved Manual

POST GRADUATE OPPORTUNITIES AND REQUIREMENTS:

- Vocational opportunities exist to work as a Licensed Assisted Living Facility Manager in assisted living homes and facilities. The candidate must be 21 years old, a licensed Arizona Assisted Living Facility Manager with current certification in CPR and First Aid, Department of Public Safety Background check, plus a negative TB test to solicit these opportunities.

CALENDAR:

- Appendix B

TUITION DISCOUNTS

No tuition discounts are available.

III LEGAL LIMITATIONS

- A. Admission or graduation from the Nursing Assistant Program and/or the Assisted Living Certified Facility Manager Program does not guarantee obtaining a license to practice. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the respective Boards noted under section II.

- B. Pursuant to A.R.S. § 32-1606(B)(16), each applicant for initial licensure as a Nursing Assistant is required to submit a full set of fingerprints. According to A.R.S. § 32-1646(B), an applicant for nursing assistant certification is not eligible for certification if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge from the sentence for all felony conviction(s) must be received 5 or more years before submitting this application. If you cannot prove that the absolute discharge date is 5 or more years, the Board will notify you that you do not meet the requirements for certification.
- C. Assisted Living Facility Manager licensure applicants should be guided by Title IV of the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the “Act”), 8 U.S.C. § 1621, which provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt “qualified aliens” (and sometimes only particular categories of qualified aliens), non-immigrants, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

IV. GENERAL INFORMATION

REGISTRATION:

All new students to the Arizona Medical Training Institute must **complete** a Program Enrollment Agreement. There are several ways to do this:

- In- Person: Call 480-835-7679 for an appointment or drop into Arizona Medical and complete the applicable program Enrollment Agreement on-site.
- On-Line: At **www.azmti.com**. Follow the prompts to complete the Program Enrollment Agreement.
- By Phone: Call 480-835-7679. AMTI Student Services will provide information on how easy enrolling by phone, and then by email can be.

Select and Register for your class. **Complete** the Enrollment Agreement either on-line, on-site, or return by fax, email or mail. Receipt of your Enrollment Agreement is due within 3 business days of “paid” enrollment.

Pay the course tuition. There are a variety of payment options available. Students can pay their tuition in full prior to the course beginning. For the Nursing Assistant Program only, students can select a two payment option with ½ of the course tuition required at registration and the balance of the tuition paid during the first week of the selected training program.

Arizona Medical Training Institute is pleased to offer all students NBS/FACTS (eCashier) as a convenient payment option. Students who choose this tuition payment option must first complete the AMTI enrollment agreement and pay the required tuition deposit. Enrollment into eCashier can then be completed on-site or on-line. Students can select payment plans spread over 3 months, or 6 months as well as methods that allow you to choose withdrawals from your checking or savings account or by Visa, MasterCard, American Express or Discover credit cards. The cost to budget your interest-free payment plan is a non-refundable NBS/FACTS Enrollment Fee of \$25 for the 3 month plan, or \$45 for the 6 month plan. This is withdrawn within 14 days

of establishing the account and re-attempted by eCashier as quickly as 48 hours if insufficient funds occur. Students are responsible to both read and comply with the terms and conditions of their eCashier agreement. Both the student and the responsible party identified on the eCashier agreement are considered individually and jointly responsible for paying their tuition obligation to Arizona Medical. Failure to meet your obligation is specifically addressed under the Student Withdrawal and Termination section of this Student Handbook/Catalogue.

Currently, AMTI does not offer educational loans, tuition scholarships, or other financing options to meet your tuition requirements.

COURSE CANCELLATION:

If Arizona Medical Training Institute cancels the course, students are entitled to select the same course scheduled for a future date as a replacement. In lieu of a replacement course, the student has the option to request a refund of tuition and fees. Such refund will be in accordance with the Tuition Refund Policy noted below.

CHANGE OF STUDENT STATUS:

Students can request a leave of absence for medical and non-medical reasons. The request must be in writing. Based on such circumstances and at AMTI's discretion, a leave of absence can be granted not to exceed a period of 3 months. If granted, the student's status will be converted to "Incomplete". If not granted, the student will be responsible for course completion or voluntary withdrawal. *Note: Change of student status does not change the terms or conditions with the eCashier payment plan or tuition obligation associated with the student's original enrollment.*

"Incomplete" students are responsible for communicating with AMTI as regards their status and desire to re-enter the program. No call-no show at the end of three (3) months will result in the student's status being changed to "voluntary withdrawal".

"Incomplete" students who re-enter the program are subject to prioritized seating and "clinical" availability as determined by AMTI in the desired class. Also, re-entering students must gain instructor approval to join the class in progress versus beginning the term at the beginning.

Students who do not call or show up for 3 consecutive class sessions are considered to have voluntarily withdrawn "after" the third no-show. Such "voluntary withdrawal" will be handled as noted in the STUDENT WITHDRAWAL/TERMINATION section of this Handbook/Catalogue.

TUITION REFUND POLICY - Students have rights and responsibilities in the event that the Arizona Medical Training Institute cancels the course or the student withdraws from or is involuntarily withdrawn by AMTI due to academic misconduct from the course.

- **AMTI CANCELS THE COURSE:** If Arizona Medical Training Institute cancels the course students are entitled to a 100% refund of their paid tuition and fees. Such refund will be remitted to the student within 30 calendar days of notification of cancellation to the student. Refund shall be in the same form as the original tuition/fee payment.
- **STUDENT WITHDRAWAL/TERMINATION:** Every student has the right to withdraw from the course within three (3) business days (excluding Saturday, Sunday, State/Federal Holidays), of registration deposit or online acknowledging the enrollment agreement and receive a 100% refund of tuition/fees paid. Withdrawal must be in writing and received by AMTI Handbook/Catalogue

AMTI within the three day period. ***Student's who enroll and begin the class the same day of enrollment, waive the right to this three day period.***

- Approved refunds shall be in the same form as the original tuition/fee payment and will be paid within 30 calendar days from receipt of withdrawal notification. Student withdrawal after the three day period will be entitled to a refund of paid tuition/fees, less a 25% administrative fee based on total tuition for the class not to exceed \$200.00 as follows:
 1. Before beginning classes, a 100% refund of tuition paid, less administrative charge.
 2. If 10% or less of the time period has expired, a refund of tuition paid, less an amount equal to 10% of total tuition charged plus administrative charges.
 3. If more than 10% but less than or equal to 20% of the time period has expired, a refund of tuition paid, less an amount equal to 20% of total tuition charged plus administrative charges.
 4. If more than 20% but less than or equal to 30% of the time period has expired, a refund of tuition paid, less an amount equal to 30% of total tuition charged plus administrative charges.
 5. If more than 30% but less than or equal to 40% of the time period has expired, a refund of tuition paid, less an amount equal to 40% of total tuition charged plus administrative charges.
 6. If more than 40% but less than or equal to 50% of the time period has expired, a refund of tuition paid, less an amount equal to 50% of total tuition charged plus administrative charges.
 7. If more than 50% of the time period has expired, no refund is due.

If a refund is due, payment to the student/responsible party by AMTI will be in the same form as the original tuition/fee payment and will be paid within 30 calendar days from receipt by Arizona Medical of written notification of withdrawal or termination. For students' enrolled in the eCashier program, said program is terminated at time of acknowledgement of receipt by AMTI of the aforementioned notice and pending fulfillment of the students tuition obligation.

If a balance is due to AMTI, such balance is due and payable by the student/responsible party within 7 days to the Arizona Medical Training Institute. After 7 days, unpaid balances will be subject to interest charges at the rate of 1.5% per month "retroactively" to the effective date of the unpaid balance to Arizona Medical or 1st clinical date for your class of record (*whichever is sooner*), plus late payment fee of \$25.00 per month until paid in full. Unpaid balances after 60 days will be handled by a third party collection agency until satisfied. The student and responsible party are responsible for the balance as well as all interest, late payment fees, and all costs associated with the collection of their account. ***Note: Default on or termination of the eCashier payment plan is handled according to the terms and conditions of your NBS/FACTS (eCashier) agreement. AMTI reserves the right to assume the eCashier tuition balance and fees at its discretion for resolution, and collection, including the retention of graduation documents until the students tuition obligations are satisfied in full. Recovery of tuition, fees, interest and costs will follow the procedure noted herein.***

Course continuation, course completion and/or graduation are subject to student and/or responsible party being current on their required tuition obligation.

ATTENDANCE GUIDELINES

Students must be registered for the class in order to attend.

- a. **Students are expected to attend all classes and clinical sessions.** Students are expected to notify their instructor at least one hour before the class or clinical session is scheduled to

begin. It is the student's responsibility to obtain any class assignments that he/she missed due to the absence.

- b. Students are expected to arrive on time to class and clinical. Tardiness is defined as 10 minutes late. Each period of tardiness will require a commensurate make-up of missed time. Three tardy occurrences will result in an unexcused absence. An unexcused absence will require a makeup day.
- c. **Provisions exist to make-up both classroom and clinical absences.** Clinical absences can only be made up with clinical replacements in a future class, subject to clinical availability. Classroom absences can be made up by classroom replacements in an existing or future class, or by taking an "Arizona Medical Study Hall" program in sufficient hours to "make-up" the missed hours or days. All hours must be completed prior to graduation.

METHOD OF EVALUATION:

For the Nursing Assistant Program, students are required to achieve a minimum of 80% on each exam or graded evaluation during the program. Students', who receive a grade of 79% or below, will be given a back up exam.

The CNA Course utilizes the following grading scale:

95 – 100 =	A
87 - 94 =	B
80 - 86 =	C
00 - 79 =	Unsatisfactory

Unsatisfactory Performance Resulting In Course Failure: During the classroom phase, those students who do not have an 80% or higher score on each graded exam and/or unsatisfactory assessment on skill performance by their instructor will not be able to continue to the clinical-direct care phase of the program. The achievement will be classified as below minimum, and result in course failure. During the clinical phase, an unsatisfactory assessment by your clinical instructor below 80% will result in course failure. Failure to achieve an 80% or higher on the written final exam will result in course failure.

At the sole discretion of the Arizona Medical Training Institute, students who fail the course will be allowed to repeat the course one time at no additional tuition. Student's tuition must be paid in full, or they must be current with eCashier. Eligible students are subject to prioritized seating and "clinical" availability as determined by AMTI in the desired class. Students must begin this class within 2 months of date of failure. After 2 months, repeating the course will be at full tuition.

Course grades are maintained in the student's file and can be reviewed by request. Upon graduation, the student will receive a copy of their course grade summary for their records. The Assisted Living Programs, according to the Department of Health Services are evaluated to "competency". Your instructor will explain the grading approach in class as regards this standard.

MECHANISM FOR STUDENT INPUT

Arizona Medical Training Institute maintains an "Every Door Open Policy". We earnestly want your feedback. From your instructor to the Program Chair, we are eager to receive your feedback on ways that your learning experience could have been better. Your thoughts on curriculum,

teaching methods, facility accommodations, and any other area of note helps Arizona Medical become better at being student centered.

In addition, at the end of each program, you will be encouraged to complete a confidential (if desired) evaluation of the program. Quarterly, the staff and faculty review the evaluations in a formal setting and discuss and implement changes to the program based on this feedback.

GUIDELINES FOR STUDENT GRIEVANCES

Arizona Medical Training Institute, Inc. operates an “Every Door Open” Policy. As an overriding principle, students are encouraged to knock on the door that they feel comfortable with. As a general guideline, established channels of communication exist as follows:

1. Individual problems should be discussed with the instructor of the course in which the student is enrolled.
2. Individual problems previously discussed with the instructor of the course should be reduced to writing and submitted to the Nursing Program Chair within 3 days of re-occurrence of the issue previously discussed. The student and the instructor will meet with the Nursing Program Chair to discuss the concern within three business days of receipt of the letter, or at a mutually convenient time for all parties. The Nursing Program Chair shall respond to the student in writing within 3 business days as regards resolution of the student’s concern.
3. Unresolved concerns of the student will be addressed with the President of the Arizona Medical Training Institute. The President will meet within three business days of notification with the student, instructor and Nursing Program Chair to gather and assess relevant factors to the student’s concern. Based on this assessment, the President will render a decision in writing within three (3) business days that will be final.
4. If the student’s complaint cannot be resolved after exhausting the Institute’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board address is: 1400 W. Washington, Room 260, Phoenix, AZ 85007. Phone: 602-542-5709. Website: <http://azppse.state.az.us>.

STUDENT RECORDS

Student attendance, program records, and grade reports will be maintained in perpetuity. All student files are maintained in a secured, separate area.

STUDENT SERVICES

- **ADVISEMENT** - The Nursing Program Chair, Director of Student Services and faculty are available for academic counseling.
- **POST GRADUATION LICENSE EXAM PREPARATION** – For the Nursing Assistant graduate, Arizona Medical provides free use of the facility during normal hours for practice exams and to utilize the skills lab in preparation for the Arizona State Board of Nursing Licensing Exam. Students can also sign up for free “*study halls*” led by an RN Instructor. For the Assisted Living Certified Manager Program graduate, Arizona Medical provides a free refresher course in preparation for the NCIA Board Exam. The student must contact the Director of Student Services to initiate benefit.
- **CNA BOARD EXAM** – For Arizona Medical student’s only, take the CNA Board Exam on site. The Board Exam occurs on a Saturday or Sunday approximately one/two weeks

after the conclusion of the course. Students in the assigned class have first priority to the available exam slots. Students are not required to take their Board Exam at AMTI.

- **TUTORING:** Tutoring can be arranged upon request and subject to availability.
- **DISABILITY SERVICES:** Services are provided to meet the student's specific needs where practical.
- **EMPLOYMENT ASSISTANCE** – Arizona Medical Training Institute does not promise nor guarantee students employment upon graduation. Arizona Medical, however, does make available to students employer information on its “Building Your Career” Jobs Board, quarterly career fairs at AMTI with area employers, and inclusion in the Arizona Medical free “Career Network” information resource provided to area employers. All of these services are voluntary by the student and can be terminated at student discretion.

V. PROFESSIONAL APPEARANCE (DRESS CODE)

The Arizona Medical Training Institute emphasizes a comfortable learning environment. Students are encouraged to dress comfortably and respectfully for learning. The discretion of the instructor is utilized to maintain the suitability of individual attire for the classroom. Students are expected to respond to the instructor's direction. For the Nursing Assistant student, an expanded dress code is identified during the beginning of the course and is briefly summarized as follows:

1. As directed by the instructor, students must convert from comfortable dress to “clinic appropriate” scrub top/bottom attire. During all clinical sessions, the student is required to wear the scrub top supplied through the program, and their own black scrub bottoms.
2. Uniforms must be clean and wrinkle free. All jewelry must be removed, with the exception of stud type earrings, wedding band/s and a watch with a second hand.
3. A name badge is provided and must be worn at all times in class and at clinical.
4. Hair must be clean, worn off the collar, and back from the face while in uniform.
5. Fingernails must be clean, short with no polish. Tattoos must be covered.
6. Students will maintain personal hygiene. Students will bathe daily and use deodorant. No offensive body odor or cigarette smell will be allowed.

VI. STANDARDS OF PROFESSIONAL CONDUCT

The Arizona Medical Training Institute believes that standards of conduct are an inherent part of the nursing/care profession. All students are expected to adhere to the standards briefly described below:

- **RESPECT:** Treat classmates, instructors/staff, and clients, client families with respect and courtesy at all times.
- **SAFETY:** Be safety minded at all times to minimize risks for physical, psychological, or emotional injury or damage to others.
- **ACCOUNTABILITY:** You are responsible for your own actions. Take responsibility.
- **CONFIDENTIALITY:** Respect the privacy of clients/others.
- **HONESTY:** In all actions. Plagiarism or cheating is cause for removal from the program.
- **LEGAL:** Operate only within your scope of practice. When in doubt, stop and ask.
- **PROFESSIONALISM:** For the Nursing Assistant student, professionalism will be reviewed at the beginning of the course. Handling conflict and confrontation is at the highest level of professionalism. Unprofessional actions involve gossip, hearsay, and negativism. Learn, demonstrate and use professionalism during your course and beyond.

VII. HEALTH AND SAFETY GUIDELINES

DECLARATION

It is essential that students be able to perform a number of physical activities in the conduct of their program. At a minimum, students will be required in either a laboratory or clinical setting to lift a student/resident, assist in ambulation, transfer on to and off of assistive devices such as a wheel chair or shower chair and in general deal with stressful and emotional physical and mental experiences. Students must be able to demonstrate rational and appropriate behavior under these conditions. Careful consideration should be given by the applicant of these conditions prior to enrolling in any program.

Student illness or injury that would prevent class attendance should be communicated to your instructor. Your instructor will direct you as to the steps required to return to class or clinic. Foremost in making those decisions, is the safety of fellow students, residents, and staff of both Arizona Medical and the clinic.

HEALTH and SAFETY REQUIREMENTS FOR THE NURSING ASSISTANT PROGRAM ONLY

1. Students must have or will obtain prior to the clinical phase of their training a negative TB test within 6 months or a negative chest x-ray. The course tuition covers a new TB test by serum. It is the student's responsibility to pay and provide for a TB test by x-ray. Failure to do such will result in removal from the course until such is provided.
2. Students are required to obtain and provide a release from a physician stating your suitability to take the course. Failure to do such will result in removal from the course.
3. Pregnant students may want to take special precautions due to the physical requirements and possible exposure to harmful diseases or substances. Expectant students should give careful consideration to the physical demands of the program in making their enrollment decision. Expectant students are required to obtain a release from their OB/GYN.
4. Students are responsible for their own health and safety. Health care insurance is the student's responsibility. As part of the registration and enrollment process, students will sign a release of liability holding Arizona Medical Training Institute and the Skilled Nursing Facility harmless as regards any incident during the program.
5. In certain circumstances and as required by the clinic's policy, students will be required to complete a release to allow a state criminal record check to be performed.

VIII. ACTIONS RELATED TO STUDENT CONDUCT

Actions related to student misconduct are taken when a student is in violation as regards any standard contained in this handbook, policies and procedures that are program specific either of Arizona Medical or the clinic location, or at the discretion of Arizona Medical staff and instructors. Arizona Medical reserves the right to amend this handbook and/or policies and procedures at its discretion. Although not inclusive, following are typical examples of code of conduct standards that each student should be guided by:

- A. ACADEMIC MISCONDUCT:** Cheating on an examination, laboratory work, plagiarism on written work, could result in program removal.
- Copying answers from another student’s test.
 - Using a “cheat sheet” or concealed approaches to transcribe answers.
 - Communicating with another student during a test, or using electronic devices.
 - Using another person’s work as your own. For example, on written reports, not acknowledging another person’s work in a bibliography.
- B. GENERAL MISCONDUCT:** Conduct that could result in either potential or real physical or emotional damage to others, or to the physical property of others, Arizona Medical or facilities used for training, or in violation of local, state or federal law could result in immediate removal from the program and/or other actions deemed appropriate by Arizona Medical. Typical examples are:
- Intentional or recklessly causing physical and/or emotional harm to others.
 - Intentional or recklessly causing physical damage or the potential of physical damage to the property of others, AMTI, or the clinic location.
 - Concealment or use of any type of threatening device.
 - Use, prior use, possession, distribution of controlled drugs, illegal substances, alcoholic beverages at Arizona Medical or the clinical site.
 - Behavior that could be construed as demeaning, or biased towards others based on their gender, ethnicity, sexual orientation, or other factors that could be targeted.
- C. UNSAFE and UNACCEPTABLE CONDUCT or RESULTS:** Violation of safe and ethical conduct toward others could result in action up to and including removal from the program. Typical examples are:
- Violation of confidentiality standards.
 - Assuming client care tasks that the student has not been trained for or are outside of the scope of practice as defined by the curriculum of study.
 - Failure to report a resident care error to either the faculty or staff representative.
 - Abandonment of the class or clinical setting without notification.
- D. UNACCEPTABLE RESULTS:** Classroom or clinical results that could place residents at risk.
- Consistent unsatisfactory classroom or clinical results or evaluations.

STUDENT DISCIPLINARY PROCESS

The Arizona Medical Training Institute uses a progressive disciplinary process in responding to code of conduct and/or other violations as defined in this Handbook or determined at the discretion of the Institute. The progressive disciplinary process begins with a verbal warning as regards the violation, progressing to a written probationary warning, then to a suspension and/or removal from the program. Specific code of conduct violations, by their very nature and as noted above bypasses the progressive disciplinary process and result in immediate removal from the program.

IX. SIGNATURE FORMS

**ARIZONA MEDICAL TRAINING INSTITUTE, INC.
VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY**

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND IT BEFORE SIGNING

I (print your name), _____, freely choose to participate in the Arizona Medical Training Institute’s Nursing Assistant Program. In consideration of my voluntary participation in this program, I agree as follows:

HEALTH AND SAFETY: As part of the registration process, I have been requested to contact my family physician to obtain a medical release. I acknowledge that both the classroom and clinical environment contains exposures to risk inherent in its activities such as but not limited to bodily injury, communicable and infectious diseases, and/or other health related issues. Such medical release indicates that no pre-conditions exist that would increase this risk during my participation in the Program. I understand that Arizona Medical Training Institute is not responsible to attend to any of my medical or medication needs and I assume all risk and responsibility of said risk and/or medical needs.

Should a medical emergency exist, Arizona Medical Training Institute may, at its option, and if medically necessary take any actions it considers to be warranted to protect my health and safety. I agree to take financial responsibility for said actions and release Arizona Medical of any liability thereof.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Acknowledging the risks stated above, and in voluntary consideration of being allowed to participate in the Nursing Assistant Program, I assume all risks inherent in or arising from my participation in this Program. As a student in the Arizona Medical Nursing Assistant, I agree to release, indemnify, defend and hold harmless Arizona Medical, its directors, employees, agents, or representatives from any and all liabilities or claims for personal injury, illness, or death which may be incurred by me or that could be brought by me, my parents, legal guardian, or any other person may have for any losses, damages, or injuries arising out of my participation in the Program.

SIGNATURE: I indicate by my signature that I have read the terms and conditions of this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it.

SIGNED: _____ **Date:** _____

EFFECTIVE DATE: _____ **to** _____

WITNESSED BY: _____

NOTARIZED BY: _____

XI. SIGNATURE FORMS

**ARIZONA MEDICAL TRAINING INSTITUTE, INC.
HANDBOOK ACKNOWLEDGEMENT**

SIGNATURE FORM

This Handbook prescribes standards of conduct for students enrolled in the Arizona Medical Training Institute's Programs. These standards are in addition to those standards described in separate program policies and procedures. Violation of any standard is grounds for program dismissal.

Every student is expected to know and comply with all current policies, rules, and regulations, as printed in the Student Handbook/Catalogues.

The following must be agreed to and signed:

I have received a copy of the Student/Catalogue to review. I understand that the Handbook contains information about the guidelines, policies, and requirements for my successful completion of Programs offered by the Arizona Medical Training Institute and in which I have been admitted. I also understand my responsibilities in regard to these requirements.

SIGNATURE: _____ DATE: _____