



**GREAT OAKS HEALTH PROFESSIONS ACADEMY  
5 WK PLUS PROGRAM STATE TESTED NURSING  
ASSISTANT/PATIENT CARE ASSISTANT  
ADMISSION PACKET**



**WELCOME STUDENTS!**

This packet provides material to assist you in preparing for the **Great Oaks 5 WK PLUS Program State Tested Nursing Assistant/Patient Care Assistant** training program at **Health Professions Academy (HPA)** and **Scarlet Oaks Career Campus (SC)**.

Our **office** and the **HPA** training facility is located at the **Ohio Means Jobs Center**, 1916 Central Parkway, Cincinnati, OH 45214. **HPA** office hours are 8:00 a.m. - 4:00 p.m. The **Scarlet Oaks** training facility is located at 303 Scarlet Oaks Drive (Entry 3), Cincinnati, Ohio 45241. **Carefully read all of the enclosed documents.**

**PROGRAM REQUIREMENTS:**

- Attend an Information Session
- BCI & I / FBI Background Check (*within one year*) → **(4723-09 CODE)**
- Work Keys Assessment
- Physical (*within one year*)
- Two-Step TB Test (*within one year*)
- Immunization Record
- Child Care Plan
- Copy of High School Diploma or GED
- Social Security Card
- Interview with Career Coach
- Payment for the course

**BCI & I / FBI background checks are to be sent to:**  
**Great Oaks Health Professions Academy**  
**Ohio Means Jobs Center**  
**1916 Central Parkway**  
**Cincinnati, OH 45214**  
**Fax (513) 961.2327**  
 Or  
[\*\*anconaj@greatoaks.com\*\*](mailto:anconaj@greatoaks.com)  
*(Allow 4 to 6 weeks for background check processing)*

**All documentation and payment for the course must be submitted to the Great Oaks HPA office at 1916 Central Parkway (Ohio Means Jobs) one (1) week prior to the start of class.**

For further information and/or to **register for an information session please contact our office at 513-961-4220.**

1. **Background Check:** You must complete a BCI & I and FBI background checks. A picture I.D. is required. Students can go to:

PLACE: Health Professions Academy, 1916 Central Parkway, Room 009  
 PHONE: 513-961-4220

**DAYS & HOURS: You must call to make an appointment.**

COST: **Total Cost is \$46.00** (BCI & I - \$22, FBI - \$24)

PLACE: Scarlet Oaks Adult Education, 303 Scarlet Oaks Drive, Entry 3  
 PHONE: 513-771-8881

**DAYS & HOURS: You must call to make an appointment.**

COST: **Total Cost is \$46.00** (BCI & I - \$22, FBI - \$24)

2. **Two-Step PPD (TB):** Must be completed prior to attending class.

TB tests may be obtained from your doctor OR the Hamilton County Public Health Tuberculosis Control Clinic, (513) 946-7600, 184 East McMillan Street, Cincinnati, OH, 45219. Call for hours of operation and cost of tests. Individuals who have experienced a positive reaction to the PPD test are required to submit the result of a chest x-ray.

3. Complete a WorkKeys Assessment & achieve at least a level four (4) on each of the three (3) tests:  
Reading for Information \* Applied Mathematics \* Locating Information

There are **2** *FREE PRACTICE OPTIONS* for the WorkKeys Assessment:

**1**

OhioMeansJobs website: <https://www.ohiomeansjobs.com>

**Under “Get Started” (Red Box):**

- Click on the “Backpack” icon at the bottom of the page and create an account
- Click on green “Go To Backpack.”
- Go to plan it and then to drop down “Assessments and Training.”

**Under “Assessments and Training”:**

- Launch a test in EACH area:
  - ACT WorkKeys Applied Math (formerly Applied Mathematics) Practice Test 1
  - ACT WorkKeys Graphic Literacy (formerly Locating Information) Practice Test 1
  - ACT WorkKeys Workplace Documents (formerly Reading for Information) Practice Test 1

Or **2** Career Ready 101 KeyTrain

To get a personal account set up with **ACT Career Ready 101** for WorkKeys (KeyTrain) tutorial:

- Please go to [www.greatoaks.com/HPA](http://www.greatoaks.com/HPA)
- Under “Ready to Enroll?”, there is a bullet point that reads, “To register for ACT’s free WorkKeys online test prep curriculum, click here.
- Type your name, email, birthday and the program in which you are interested. Click submit.

You will then receive a user name and password via email along with instructions on how to log in and use the tutorial. **Expect to receive this within five (5) business days.**

**\*\*Call one of the testing sites on the next page to schedule the actual test when you have achieved at least a level four (4) on each assessment and feel that you are ready to take the WorkKeys assessment.**

There are **4** testing site options for the WorkKeys Assessment:

**WorkKeys test site options:** The \$50 cost will be collected at the time of scheduling.

<b>1</b>	<b>2</b>
<p><b>Scarlet Oaks Career Campus</b>            303 Scarlet Oaks Drive, Entry 3            Cincinnati, OH 45241            513-771-8925  <a href="http://www.greatoaks.com">www.greatoaks.com</a></p>	<p><b>Mercy Neighborhood Ministries, Inc.</b>            Attention: Christian Davis            1602 Madison Road            Cincinnati, Ohio 45206            (513) 487-1905  <a href="http://www.mercyneighborhoodministires.org">www.mercyneighborhoodministires.org</a>            ** obtain a referral from HPA            (513-961-4220)</p>

There **no cost** for the WorkKeys test at sites **3** and **4**

A pretest is required and enrollment in the **Academic Keys to Success** class may be required prior to being granted free access to the WorkKeys test.

<b>3</b>	<b>4</b>	
<p><b>YWCA</b>            Attention: Kate Ionna            898 Walnut St.            Cincinnati, Ohio 45202            513-361-2158  <a href="http://www.ywca.org">http://www.ywca.org</a></p>	<p><b>YWCA at CityLink Center</b>            800 Bank St.            Cincinnati, Ohio 45214            513-357-2000  <a href="http://www.citylinkcenter.org">http://www.citylinkcenter.org</a></p>	<p><i>If eligible for CityLink Center services, the Academic Solutions class and WorkKeys test is free.</i></p> <p><i>You must follow the CityLink &amp; YWCA process to qualify for the free WorkKeys testing.</i></p> <p><i>The <u>Academic Solutions</u> class at CityLink Center is six (6) weeks in length.</i></p>

- Arrive 30 minutes before test time and bring a valid driver's license or state ID (required)
- The test may take up to 3½ hours (45 minutes for each test)
- Must achieve Level four (4) or above on each WorkKeys assessment test

#### 4. Obtain a physical:

Have your doctor or nurse practitioner complete the enclosed physical form. The physical form will be accepted if you obtained the physical within one year and the form is signed and dated.

#### 5. Submit a copy of your high school diploma or GED:

If you do not have a copy of your diploma, a transcript or statement printed on school letterhead stating your graduation date is acceptable.

#### 6. Uniform requirements for all classes and clinical training:

Scrubs (any color or print is acceptable - no cartoon prints), white or black, flat, non-skid, closed toe & closed heel shoes with white or black socks and a watch with a second hand.

#### 7. Enrollment for the Course:

**\$2300.00** - includes books, materials and state skill test fee. **All Paperwork** is to be submitted **one week prior** to the start of class **at the Great Oaks Health Professions Academy office, 1916 Central Parkway (Ohio Means Jobs)**. HPA office hours are 8:00 a.m. - 4:00 p.m. We accept check, money order or credit card ONLY. **WE CANNOT ACCEPT CASH.**

#### 8. Basic Computer Knowledge:

Students must have basic understanding of computer use.

#### 9. E-mail address:

Please provide us with an e-mail address. If you do not have one, go to Google, Yahoo or AOL and create an account.

#### REFUND POLICY:

- By end of 1<sup>st</sup> day - Full tuition refund, minus the cost of books
- By end of 2<sup>nd</sup> day - Full tuition refund, minus the cost of books, plus \$15.00 processing fee
- After 2<sup>nd</sup> day - NO REFUND

#### CLASS HOURS AND CLINICAL TIME:

**Class hours:** 8:00 a.m. - 4:30 p.m. (unless noted differently on schedule)

**Clinical hours:** 6:30 a.m. – 3:30 p.m. (two days the 2<sup>nd</sup> week of class)

#### STUDENT RECORDS:

Any request for student records will be assessed a \$10.00 fee. We accept check, money order or credit card ONLY. **WE CANNOT ACCEPT CASH.** You will be responsible for picking up your request at Health Professions Academy and sending the information (i.e. copies of certificates, test scores and letters for employers or colleges) to whomever requested it. Please do not have employers or colleges contact us.



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

- STNA program – \$825.00 Includes: Books, Supplies, State Skill Test
- PCA program – \$375.00 Includes: Booklet & Supplies

**OR**

- 5 WK PLUS Program State Tested Nursing Assistant/Patient Care Assistant  
\$2300.00 Includes: Books, Supplies, State Skill Test

PLUS only offered at: Health Professions Academy (OhioMeansJobs)  
1916 Central Parkway, Cincinnati, Ohio 45214

- Interviewing   ■ Marketing   ■ Job Seeking Skills   ■ Meet Employers On-Site
- STNA Training   ■ PCA Training

### 5 WK PLUS Program STNA/PCA Class Schedule

# 2018

*Class times: 8:00 a.m. to 4:30 p.m.*

Month	Dates	Class #
January	1/02/18 – 2/06/18	67
February	2/26/18 – 4/02/18	68
April	4/23/18 – 5/25/18	69
July	7/02/18 – 8/06/18	70
September	9/04/18 – 10/08/18	71
November	11/13/18 – 12/20/18	72



**Great Oaks State Tested Nursing Assistant & Patient Care Assistant  
Two-Step TB (Tuberculin) Test Form**

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

**Hamilton County Public Health Tuberculosis (TB) Control Clinic  
184 East McMillan Street, Cincinnati, OH 45219**

**Phone: (513) 946-7600**

**NOTE: Tuberculin test steps #1 & #2 must be read between 48-72 HOURS after each step.  
The Second step must be at least one week, but no more than 21 days from the first step.**

**Mantoux Tuberculin Test Step # 1:**

Date Given:

Site: Right FA or Left FA

Nurse:

Date Read:

Results: 0mm  
\_\_\_\_\_ mm

Nurse:

Referred to TB clinic: YES or NO Date:

Nurse:

Client: Asymptomatic or  
Symptomatic

Comments:

**Mantoux Tuberculin Test Step # 2:**

Date Given:

Site: Right FA or Left FA

Nurse:

Date Read:

Results: 0mm  
\_\_\_\_\_ mm

Nurse:

Referred to TB clinic: YES or NO Date:

Nurse:

Client: Asymptomatic or  
Symptomatic

Clinic/Medical office identification & address:

Comments:

# Great Oaks Health Professions Academy Program Policies

We are Great Oaks—the first choice in providing innovative career training to empower individuals and communities.

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 in an appropriate, professional manner for effective school and job performance. Appropriate behavior, appearance, health, and safety contribute to your success.

- A certificate will only be awarded to those who meet all program requirements.
- There will be written tests, as well as an evaluation of your care giving skills. **Written Tests** – the passing grade is 80%. There will be an opportunity to re-test if needed. We make every effort to assist you in being successful in this program.
- Our attendance policies are modeled after the workplace, where we hope you will become employed and/or continue to be employed. **PERFECT ATTENDANCE IS REQUIRED IN ALL CLASSES, LABS AND CLINICAL ACTIVITIES. THIS IS A DEPARTMENT OF HEALTH MANDATE.** The STNA class is 80 hours. You will not receive a certificate if you miss any part of the program. We cannot guarantee that you will be able to make up missed time.
- *Unless noted on the schedule of classes, classes meet on the following schedule:*
  - Scarlet Oaks—Monday through Friday, 8:00 a.m. - 4:30 p.m.
  - HPA (OhioMeansJobs Center)—Tuesday through Monday, 8:00 a.m. - 4:30 p.m.
  - Exception: Scarlet / HPA class time on **clinical days** is 6:30 a.m. - 3:30 p.m.
- The student must have attended and satisfactorily completed all required work, including skills in order to go to clinical.
- **All hours must be made up with-in sixty days of the last day student attended class. If not made up in this time span the student must take the entire course over.**
- **Students missing an entire class or more than eight (8) cumulative hours in multiple classes may be required to withdraw.**
- In the event of unavoidable absence, tardiness, or early departure (due to hardship) from the assigned facility, the student is required to give prior notification to Program Coordinator, Julia Ancona at (513)961-4220. If you get the answering machine, please leave a message.
  - For an absence or tardiness, the student must notify the Office no later than 30 minutes before his/her expected arrival.
  - For early departure, the student is required to notify the instructor before leaving the site.
- **Inclement weather:** Please listen to radio or TV stations for information on school delays or closings.
  - **HPA (at OhioMeansJobs)** follows the University of Cincinnati delay and/or closing schedule.
  - **Scarlet Oaks** program follows the Scarlet Oaks delay and/or closing schedule.
  - Call 513.961.4220 after 6:45 a.m. for delay or closing announcements.

**You are expected to attend clinical training on time - even in inclement weather.**
- There will be breaks throughout the day or when needed including a 30-minute lunch. There is a break area with a refrigerator and microwave for your use at HPA (Ohio Means Jobs) and Scarlet Oaks. We encourage you to bring a self-contained lunch, including a drink with a lid. Food is not allowed in any classrooms, but covered drinks are permitted.
- Students must sign in and out each day with the instructor.
- Name badges are to be placed on the upper left side of the shirt and must be worn each day to class and clinical. The badge must also be worn when taking your state test.
- A regulation uniform consists of scrubs (any color or print - no cartoon prints) which **must be worn to all classes and clinical training.** A white or black T-shirt or long sleeve plain shirt only may be worn under scrubs. A white lab coat or white sweater only may be worn over scrubs if needed at the clinical site. Your uniform must be clean, ironed and wrinkle free. No hats, caps or scarves are to be worn in the classrooms or clinical sites.
- Shoes must be white or solid black, flat, non-skid, closed toe and closed heel. White or black socks must be worn.
- Beards and mustaches must be neatly trimmed. Students without beards are expected to be clean shaven.
- Hair must be of a natural color, clean and arranged neatly off the neck, above the collar.
- No perfume, cologne or after shave is to be worn in classes or at the clinical site.
- No acrylic nails. Fingernails are to be clean and short. Clear nail polish is permitted.
- Jewelry is limited to a plain wedding band, one pair of post earrings (one earring in each ear and no hoop earrings) and a watch with a second hand. No other visible piercings (including tongue studs or rings) or tattoos are allowed.
- Items needed for class: Black or Blue pen, and paper. You may bring highlighters or index cards (to be used as flash cards). Come to class prepared for lecture and note taking.



- **HPA** (at **OhioMeansJobs**) parking is beside the Center, both upper and lower decks.
- **Scarlet Oaks** parking is available on the right side of the building (beyond the bus lane) by the fire tower.
- Smoking is prohibited on Great Oaks and OhioMeansJobs property.
- Cell phones must be kept off during all HPA classes, and **are not permitted at clinical training or during the state test.**
- **Children are not permitted in the classroom at any time for any reason.**

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