



401 7852202 Info@hitepri.com
515 Elmwood Ave Providence RI 02907

Separate Policy Signature Page

NURSE AIDE TRAINING PROGRAM POLICIES

1. *Non-Discrimination*
2. *Admission*
3. *Verification of Rhode Island Residency*
4. *Criminal History Record Information And BCI*
5. *Physical Examination/ Health Condition*
6. *Attendance*
7. *Level Of Achievement*
8. *Standards of Conduct*
9. *Grievance*
10. *Tuition/ Refund*
11. *Utilization Of Student*

I have read the above policies that are necessary requirements for successful completion of the Nurse Aide Training Program.

Melissa Haysena
Signature of Student

01-13-25
Date

MELISSA HASSENA
Print Name



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Office copy

Staff Responsibilities:

Martha Office Manager:

- Applications for state exam and Credentia
- Spanish translation (**Students must inform instructor that they need translation before seeing Martha**)

Instructors:

- Lecture (**Curriculum, exam, study guide and homework**)
- Skills (**Practice checklist, owe skills, etc...**)
- Attendance
- Clinicals
- Vaccination.

Office:

- Sumit Documents (vaccines are summited to the instructors)
- HITEP requires payment due on your tuition as it specified or determined date on you contract with Hitep.

Signature X

Melissa Massena

Print Name X

MELISSA MASSENA



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Student and Classroom NO exceptions:

- SCAN in upon arrival to the classroom and at dismissal.

Attendance is going to be taken by Instructors everyday

- Be respectful of each other
- Update personal information (**The DOH will reject all applications that are incorrect at this point. It is the student's responsibility to resubmit the application**).
- Voices are to be always kept at a reasonable volume
- No cell phones during lecture (**If expecting a call, notify the instructor at the beginning of the class, and excuse yourself to take the call**) **Student's translating can use headphones and ask instructor for assistance if needed**
- No talking while the instructor is speaking
- Questions about lecture or skills are to be brought to the instructor
- Eating is only accepted during breaks. Drinks are allowed in the classroom. **NOT IN LAB**
- Be prepared to work in teams. (**Participation will be included in your mid- point review**)
- Students are responsible for any missed lectures or skills
- **Homework is due BEFORE**
- **Credentia (State Examination) will be reviewed before you graduate.**

Signature X Melissa Massena

Print Name X MELISSA MASSENA



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Skills Room Expectations:

- No eating or drinking in the skills room
- No CELL PHONES IN SKILLS ROOM
- No gum chewing
- Be respectful of each other
- Speak in a respectable volume
- No talking while the instructor is teaching skills
- No lying-in bed except when playing the role of client and no shoes in bed and wear clean socks.
- **Clean up after yourself**
 - Put soiled linen in the soiled linen container
 - Return supplies when finished
 - Sanitize tray- tables and equipment when finished with them
 - Ask for replacements when taking the last of the gloves or paper towels
- **Bring skills sheets to the skills room, and take them with you when you leave**

Signature X Melissa Massena

Print Name X MELISSA MASSENA