Ready Set Scrubs

CNA TRAINING

STUDENT HANDBOOK



PREPARE ♥ LEARN ♥ CARE ♥ SUCCEED

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Dear Student,

We are excited to be part of your journey into the healthcare profession.

This handbook has been developed to provide students with important information regarding program expectations, policies, procedures, safety standards, professionalism, and student responsibilities throughout the course. Students are expected to carefully review and comply with all handbook policies during classroom, laboratory, clinical, and all program-related activities.

The Ready Set Scrubs CNA is committed to preparing students to provide safe, compassionate, ethical, and professional care to individuals in a variety of healthcare settings. Our goal is to help students develop the knowledge, clinical skills, communication abilities, professionalism, and confidence necessary to begin a successful career as a Certified Nursing Assistant.

Healthcare professionals are held to high standards of responsibility, accountability, safety, respect, and professionalism. Students are expected to demonstrate these qualities throughout the program and during all interactions with classmates, instructors, residents, families, clinical staff, and members of the public.

This handbook is intended to support student success by clearly outlining program expectations, attendance requirements, grading policies, safety standards, dress code requirements, clinical expectations, and professional conduct standards. Students are encouraged to ask questions and communicate with instructors whenever clarification or support is needed.

The Ready Set Scrubs CNA reserves the right to revise or update policies as necessary to maintain compliance with Washington State laws, Workforce Board requirements, Department of Health requirements, clinical site expectations, and program standards.

We are honored to support you as you begin your healthcare journey and look forward to helping you build the skills and confidence needed to provide high-quality patient care.

Welcome to Ready Set Scrubs CNA!

Program Policies & Student Expectations

Admission & Enrollment Requirements

Applicants must provide ONE of the following:

- High school diploma
- GED certificate
- Successful completion of an approved entrance/proficiency assessment demonstrating ability to benefit from the training program

Additionally, students must:

- Be 18 years of age or older
- Be able to communicate effectively in English including reading, writing, speaking, and understanding course instruction and resident care documentation
- Provide government-issued identification
- Meet all clinical site health and safety requirements
- Complete a criminal background check during the registration process acceptable to assigned clinical facilities
- Documentation of negative TB screening/testing within the past 12 months, as required by clinical sites
- Provide immunization record required by clinical facility, if applicable
- Drug screening required by clinical sites, if applicable
- Additional clinical site-specific requirements

Failure to meet clinical site requirements may prevent clinical participation and delay or prevent program completion.

Program Overview

The Ready Set Scrubs CNA Training Program is a Nursing Assistant Training Program designed to prepare students for entry-level employment as nursing assistants in a variety of healthcare settings.

The program consists of **120 scheduled clock hours** completed over **3 weeks,** including:

- **36 hours** of classroom theory
- **36 hours** of supervised skills laboratory
- **40 hours** of supervised clinical training
- **8 hours** testing and competency evaluation

Students receive instruction using the *Hartman's Nursing Assistant Care: The Basics* curriculum, enhanced with Ready Set Scrubs instructor-developed learning activities, skills practice, and competency evaluations designed to prepare graduates for safe, compassionate patient care.

Program tuition includes:

- Instruction and required course materials
- Textbook, workbook, and other required learning resources
- American Heart Association Basic Life Support (BLS) certification
- Skills laboratory training
- Supervised clinical experience
- Washington State certification testing for eligible graduates, when administered through Ready Set Scrubs CNA

Successful completion of the program requires satisfactory academic performance, successful completion of all required skills competencies, completion of all scheduled program hours, and demonstration of safe and professional conduct throughout the program.

Attendance Policy

Students are expected to:

- Arrive on time and prepared
- Attend all scheduled classes, labs, and clinical
- Notify the instructor as soon as possible if absent or late
- Complete all required program hours before graduation

Call-Out Procedure

Students who will be absent or late are required to notify the program before class begins by calling the business line and leaving a voicemail if necessary. Students who anticipate being absent for a planned reason (medical appointment, jury duty, etc.) should notify the instructor as far in advance as possible. The message must include:

- Student name
- Date of absence
- Reason for absence
- Expected return date if known

All absences must be made up in order to complete the program. Students who miss more than one class day may be required to complete makeup hours with the next available cohort depending on class size, instructor-to-student ratios, instructor availability, and clinical availability before receiving a certificate of completion.

Inclement Weather

Ready Set Scrubs CNA will make every effort to remain open during inclement weather. If weather or other emergencies require delayed opening, cancellation, or modification of the class schedule, students will be notified as soon as possible by phone, text, or email. Any missed instructional hours will be rescheduled in accordance with state training requirements.

Tuition & Payment Policy

Tuition, payment obligations, cancellations, and refunds are governed by the Enrollment Agreement and applicable Washington State regulations. Students should refer to the Enrollment Agreement and accompanying enrollment documents for complete financial terms and refund policies.

Certification Testing

Upon successful completion of the Ready Set Scrubs CNA Training Program, students may be eligible to participate in certification testing as permitted by state regulations and testing requirements.

Testing Requirements

Students must successfully complete both the written knowledge examination and the skills examination to become certified nursing assistants.

Scheduled Testing

Certification testing will be scheduled according to program and testing availability. Students are expected to attend all scheduled testing sessions.

Missed or Rescheduled Examinations

Students who are unable to attend a scheduled written or skills examination must notify the school as soon as possible. Requests for rescheduling will be reviewed on a case-by-case basis.

If an individual testing session or special rescheduling is required, additional administrative or testing fees may apply. Any applicable fees will be communicated before scheduling.

Testing Preparation

The program includes preparation for both the written and skills examinations. Students are encouraged to attend all classes, skills labs, and review sessions to maximize their chances of success.

Makeup Policy

Students are responsible for completing missed work and required hours according to the Attendance Policy outlined above.

Makeup work and makeup hours are approved on a case-by-case basis with instructor approval. Makeup opportunities are not guaranteed and depend upon instructor availability, clinical placement availability, and program scheduling.

Theory Makeups

Missed assignments, quizzes, or exams may be made up only with instructor approval.

Lab Makeups

Missed lab skills must be rescheduled and completed successfully before clinical participation in accordance with program safety standards and Washington State training requirements.

Clinical Makeups

Clinical absences must be made up according to instructor and facility availability.

Missed clinical time may result in delayed program completion and delayed eligibility for graduation and state testing.

Failure to complete required hours may prevent program completion.

State Certification Exam Makeups

Students are expected to complete the written examination with their assigned cohort. If a student is unable to test with their cohort due to delayed completion of course hours and requires an individually scheduled examination session, a $50 administrative fee will apply for each exam.

Grading & Passing Requirements

Students must maintain:

- Minimum written exam average of 80%
- Successful completion of all required skills competencies
- Safe classroom, lab, and clinical performance
- Appropriate conduct and professionalism throughout all areas of the program
- Completion of all required program hours

Unsafe behavior, unprofessional conduct, or failure to meet competency standards may result in remediation, clinical removal, failure, or dismissal from the program.

Dress Code & Appearance

Students are expected to maintain a clean, professional, and non-distracting appearance appropriate for healthcare environments.

Lab and Clinical Requirements

Required attire includes:

- Clean black scrubs
- Closed-toe, non-slip shoes
- Program-provided name badge

Optional items:

- Watch with second hand
- Stethoscope

Hair must be clean and secured away from the face. Makeup, accessories, hairstyles, and overall appearance should remain professional and non-distracting. Visible facial piercings may be subject to clinical facility policies.

The following are not permitted:

- Artificial nails
- Excessive jewelry
- Strong fragrances
- Unsafe footwear

Theory Classroom Days

On theory classroom days, clothing must be clean, professional, and non-distracting. Closed-toe shoes are required. Clothing with excessive holes, tears, offensive graphics, or inappropriate wording is not permitted.

Smoking, Vaping, & Tobacco Policy

Ready Set Scrubs CNA maintains a professional healthcare learning environment. Smoking, vaping, marijuana use, and the use of tobacco or nicotine products are prohibited:

- Inside all classrooms, labs, clinical facilities, and program property
- During clinical activities except during approved breaks and only in designated areas
- Within 25 feet of building entrances, exits, open windows, or ventilation intakes in accordance with Washington State law

Students are expected to follow all facility and clinical site smoking and vaping policies.

Students may not attend class, lab, or clinical smelling strongly of smoke, marijuana, alcohol, or other substances that may disrupt the learning or healthcare environment.

Use of cigarettes, vaping devices, marijuana, or nicotine products during instructional time is prohibited except during scheduled breaks in approved areas.

Failure to comply with this policy may result in disciplinary action or removal from class or clinical.

Drug, Alcohol, & Substance Use Policy

Students may not attend class, laboratory, clinical, or any program activity while under the influence of alcohol, marijuana, illegal drugs, or any impairing substance, including the misuse of prescription medications.

- Alcohol
- Illegal drugs
- Marijuana
- Impairing substances
- Misused prescription medications

Students may not possess, use, distribute, or sell alcohol, marijuana, illegal substances, or other impairing substances on school premises, during any program activity or at any clinical site.

Students suspected of impairment may be removed from class, lab, or clinical immediately for safety reasons.

Use of marijuana is prohibited during program activities regardless of recreational legality under Washington State law due to healthcare safety standards and clinical site requirements.

Any behavior that places residents, classmates, instructors, staff, or the public at risk due to impairment may result in disciplinary action or dismissal from the program.

Breaks, Meals, & Classroom Expectations

Classroom

Food and beverages are permitted in the classroom as long as they do not disrupt instruction and students clean up after themselves.

Food deliveries are not permitted during instructional time except during scheduled lunch breaks.

Skills Lab

Food and beverages are not permitted in the skills lab at any time due to infection control and safety standards.

Water in closed containers is permitted.

Clinical Setting

During clinical experiences, food and beverages may only be consumed during scheduled breaks in designated staff break areas according to facility policy.

Water may be stored and consumed only at designated water stations according to facility policy.

Electronics

Cell phones and other electronic devices must be silenced during class, skills lab, and clinical unless otherwise authorized by the instructor. Electronic devices may be used for educational purposes when directed by the instructor. Earbuds and headphones are not permitted during instruction or clinical activities unless specifically approved.

Clinical Site Expectations

Clinical sites are professional healthcare environments. Students are expected to:

- Follow all facility rules, policies, and staff instructions
- Maintain resident dignity, privacy, and confidentiality
- Demonstrate professionalism and respectful communication
- Remain within CNA student scope of practice
- Follow instructor direction at all times
- Practice safe infection control and patient care techniques
- Arrive on time and prepared for clinical

Failure to meet clinical expectations may result in clinical removal, delayed completion, remediation, or dismissal from the program.

Photography & Social Media

To protect resident privacy and confidentiality, photography, video recording, or audio recording is prohibited in clinical areas unless specifically authorized by the clinical facility. Students may not post photographs, videos, or information that could identify residents, staff, classmates, or clinical facilities on social media. Violations may result in disciplinary action or dismissal.

Safety & Infection Control

Students must follow all infection prevention and safety procedures including:

- Hand hygiene
- PPE use
- Standard precautions
- Blood borne pathogen safety
- Hazard communication procedures
- Safe body mechanics

Students must immediately report:

- Injuries
- Needle sticks
- Exposure incidents
- Unsafe conditions
- Suspected abuse or neglect

- Mandatory reporting incidents
- Significant changes in resident condition

Communicable Illness & Infection Prevention

Ready Set Scrubs CNA LLC is committed to maintaining a safe, healthy, and professional educational environment consistent with healthcare industry expectations and applicable public health guidance.

Students who are ill, experiencing symptoms of communicable illness, or advised to isolate by a healthcare provider should remain home and notify program administration as soon as possible.

Hand hygiene, sanitation practices, infection prevention procedures, and appropriate use of personal protective equipment (PPE) are expected throughout classroom, skills lab, and clinical activities.

Students and staff may voluntarily wear masks or other PPE when appropriate and safe to do so.

Additional infection prevention procedures may be implemented as necessary based on public health guidance, clinical site requirements, or operational needs.

Ready Set Scrubs CNA LLC maintains a separate COVID-19 Prevention & Mitigation Plan available upon request.

Professional Conduct

Students are expected to maintain respectful and professional behavior in all classroom, lab, clinical, and program activities.

Unacceptable conduct includes:

- Cheating or plagiarism
- Falsifying documentation
- Disrespectful, disruptive, intimidating, or inappropriate behavior
- Harassment or bullying

- Insubordination
- Breach of confidentiality
- Unsafe patient care
- Improper treatment or misuse of equipment or manikins
- Sleeping during class, lab, or clinical
- Refusal to follow instructor or facility direction
- Use of drugs or alcohol during program activities

Inappropriate behavior will not be tolerated and may result in disciplinary action or dismissal from the program.

Grounds for Dismissal

Students may be dismissed from the program for:

- Unsafe patient care
- Excessive absences
- Failure to complete required program hours
- Substance impairment
- Academic dishonesty
- Violations of confidentiality
- Threatening or disruptive behavior
- Failure to meet professionalism standards
- Failure to comply with program or clinical site policies

Artificial Intelligence

Artificial intelligence (AI) tools may be used to support learning when permitted by the instructor. Students may not use AI to complete quizzes, examinations, written assignments, or other graded work unless specifically authorized. Work submitted as the student's own must accurately reflect the student's knowledge and abilities.

Certification & State Testing

Students who successfully complete all program requirements will receive a Certificate of Completion from Ready Set Scrubs CNA.

Successful completion of the training program qualifies eligible graduates to pursue Washington State Nursing Assistant Certification in accordance with current state requirements.

Completion of the training program does not guarantee certification or employment.

Complaint Process

Students are encouraged to first attempt resolution of concerns directly with the instructor or school administration.

Information regarding formal complaints and Workforce Training & Education Coordinating Board complaint procedures is provided within the enrollment documents and school catalog.

Policy Changes

Ready Set Scrubs CNA reserves the right to revise or update policies as necessary to maintain compliance with state regulations, clinical site requirements, and program standards.

Students will be notified of significant policy changes.

Closing Statement

The Ready Set Scrubs CNA is committed to preparing students to provide safe, compassionate, and professional care in a variety of healthcare settings.

Success in this program requires dedication, accountability, professionalism, and respect for others. Students are expected to actively participate in learning experiences and uphold the standards of the nursing profession throughout the program.

We are committed to supporting students as they develop the knowledge, skills, and confidence necessary to begin a successful career as a Certified Nursing Assistant.

We look forward to being part of your healthcare journey.