The Nursing Assistant Training Program is offered through Flat River Medical, LLC, in partnership with Rockford High School.

The program consists of 75 hours of required instruction, including classroom education, laboratory skills training, and supervised clinical experience.

Instruction is provided in a supportive, professional learning environment designed to prepare students for entry-level employment in various healthcare settings. Students develop the knowledge, practical skills, and professional behaviors necessary to provide safe, effective, and compassionate resident care.

Upon successful completion of all program requirements, students will be eligible to take the Michigan Nurse Aide Competency Evaluation to become a Certified Nursing Assistant (CNA).

Program Mission and Objectives

Flat River Medical, LLC is committed to providing quality Nursing Assistant education and preparing students for successful careers in healthcare.

The program strives to:

- Provide current, accurate information and education to individuals pursuing Nursing Assistant certification.
- Maintain a supportive, professional learning environment that promotes student success.
- Offer a comprehensive, accessible, and cost-effective Nurse Aide Training Program.
- Build positive relationships with local healthcare facilities and community partners to promote the future of healthcare.
- Prepare students for successful completion of the Michigan Nurse Aide Competency Evaluation.
- Provide guidance and assistance with future employment opportunities in healthcare.
- Accommodate individual learning needs and provide appropriate educational support.

Behavioral and Learner Objectives

The program follows the applicable Michigan-approved Nurse Aide Training curriculum, incorporating classroom instruction, demonstrations, laboratory practice, supervised clinical experience, and competency evaluations.

Students will be expected to demonstrate knowledge and competency in:

- Professional communication and interpersonal relationships.
- Resident rights, dignity, privacy, and confidentiality.
- Infection prevention and control.
- Resident safety and emergency procedures.
- Basic nursing skills and personal care.
- Observation, reporting, and documentation.

- Proper body mechanics, positioning, and transfers.
- Assisting residents with activities of daily living.
- Recognizing and reporting changes in resident condition.
- Working effectively as a member of the healthcare team.

Classroom and Clinical Training

Classroom instruction and laboratory skills practice will take place at Rockford High School.

Clinical training will be completed at:

The Oaks of Belmont
6081 West River Drive
Belmont, MI

Students must complete a minimum of 16 hours of supervised clinical training at the facility.

Clinical hours will be completed outside regularly scheduled classroom hours and coordinated directly with the Clinical Instructor.

During clinical training, students will work under the supervision of an approved Nurse Aide Trainer, providing supervised resident care in a long-term care environment.

Students are responsible for coordinating their clinical schedules and completing all required clinical hours. Additional clinical hours may be scheduled as needed to fulfill the program's total instructional requirements.

Successful completion of clinical training is mandatory for program completion and eligibility for the Michigan Nurse Aide Competency Evaluation.

Registration and Clinical Participation Requirements

Students must complete the required registration documentation and provide applicable health and eligibility information before participating in clinical training.

1. Complete the online registration application through Flat River Medical at www.flatrivermedical.com.
2. Provide proof of CPR and First Aid certification, if applicable, before clinical participation.
3. Complete required criminal background screening, as applicable, through Michigan's ICHAT system: https://apps.michigan.gov/ICHAT/Home.aspx. Additional background screening or fingerprinting may be required based on applicable regulations or clinical facility policies.
4. Provide documentation of tuberculosis screening, as required by the clinical facility. Acceptable screening methods will be determined by applicable requirements.
5. Provide documentation of Hepatitis B vaccination status, if available or required by the clinical facility.
6. Meet applicable age, eligibility, and clinical facility participation requirements.

Additional clinical documentation or health screening may be required before students are permitted to participate in resident care.

Physical and Academic Expectations

Nursing Assistant training involves physical activity, direct resident care, and the ability to understand and follow instructions.

Students should be prepared to perform the following activities, with reasonable accommodations when applicable:

- Assist with lifting, moving, positioning, and transferring residents using proper body mechanics and appropriate equipment.
- Push, pull, and transport equipment or supplies.
- Perform repeated bending, stooping, kneeling, and squatting.
- Stand and walk for extended periods during laboratory and clinical activities.
- Demonstrate sufficient communication, observation, and comprehension skills to provide safe resident care.
- Read, write, and understand instructional materials and resident care documentation.

Students must demonstrate the ability to perform essential nursing assistant skills safely, with reasonable accommodations as appropriate.

Evaluation and Grading

Students must achieve a minimum score of 75% on required lecture examinations and evaluations to successfully complete the academic component of the program.

Laboratory skills will be evaluated on a pass/fail basis. Students must demonstrate competency in all required nursing assistant skills.

Clinical performance will be evaluated through direct observation and demonstration of safe, appropriate resident care.

Successful completion of all academic, laboratory, clinical, and attendance requirements is necessary for program completion.

Uniform Requirements

Students are encouraged to obtain their own scrubs for participation in the Nursing Assistant Training Program.

Scrubs may be purchased new, secondhand, thrifted, or received through donations. Any solid-colored scrubs are acceptable, with patterns and designs discouraged.

Appropriate business casual attire is permitted during classroom instruction. Scrubs are required during clinical rotations.

A small supply of stock scrubs will be maintained in the classroom and made available for clinical rotations or as needed during classroom instruction.

All borrowed scrubs must be freshly laundered before being returned.

Dress Code and Personal Appearance

Students must maintain a neat, clean, and professional appearance when representing Flat River Medical, Rockford High School, or an affiliated clinical facility.

The following dress code requirements apply:

- Hair must be neat, groomed, and secured away from the face during laboratory and clinical activities.
- Fingernails must not extend beyond the fingertips. Artificial nails, chipped nail polish, and excessively long nails are prohibited.
- Jewelry is not permitted during direct resident care or hands-on skills practice.
- Shoes must be closed-toe and closed-heel, covering the entire foot. Flip-flops and open-toed shoes are prohibited.
- Clothing must provide appropriate coverage during bending, squatting, lifting, and other physical activities.
- Uniforms must be clean, neat, and professional in appearance.
- Appropriate personal hygiene must be maintained.

Additional dress code requirements may apply during clinical rotations.

Attendance and Completion Requirements

Attendance is mandatory due to the instructional and clinical hour requirements established for the Nursing Assistant Training Program.

Students must successfully complete all 75 required program hours, including a minimum of 16 clinical hours.

Each student is responsible for tracking and verifying completed training hours weekly.

Any missed classroom, laboratory, or clinical hours must be addressed through an approved make-up arrangement.

Make-up hours are subject to instructor approval and scheduling availability. Unforeseen circumstances affecting attendance will be reviewed individually.

Failure to complete required training hours may result in delayed program completion or ineligibility for state competency testing.

Electronic Devices

Students are expected to remain attentive and engaged during instruction.

Personal electronic devices should not be used during classroom instruction, laboratory activities, or clinical training unless authorized by the instructor for educational purposes.

Students must comply with Rockford High School electronic device policies.

Professional Behavior and Conduct

Students are expected to demonstrate respectful, responsible, and professional behavior when representing Flat River Medical, Rockford High School, or an affiliated clinical facility.

Disruptive, disrespectful, unsafe, or inappropriate behavior will not be tolerated.

Students must respect resident privacy, confidentiality, dignity, and safety at all times.

Serious misconduct during clinical training, including behavior that jeopardizes resident safety, may result in immediate removal from the clinical environment and dismissal from the program, subject to applicable school and program procedures.

Academic Failure and Retesting

Academic probation will not be utilized.

Students who fail to achieve the minimum required passing grade of 75% will not successfully complete the academic component of the program.

Students may be eligible to repeat the training program up to three times, subject to program availability and applicable policies.

Students who do not pass the Michigan Nurse Aide Competency Evaluation may request additional examination preparation assistance from Flat River Medical at no additional instructional charge.

State examination and retesting fees, if applicable, remain separate.

Missed Examinations and Assignments

Missed examinations and assignments will be reviewed individually by the Course Instructor.

Make-up opportunities are subject to instructor approval, program requirements, and applicable school policies.

Academic Integrity

Cheating, plagiarism, falsification of clinical hours, or falsification of training documentation is prohibited.

Academic dishonesty may result in dismissal from the program, subject to applicable school and program procedures.

Transfer of Training Hours

Flat River Medical, LLC does not permit the transfer of partial training hours between Nurse Aide Training Programs.

Students who begin but do not complete the Flat River Medical Nursing Assistant Training Program may not use partial classroom, laboratory, or clinical hours earned through this program toward completion of another Nurse Aide Training Program.

Likewise, students transferring from another Nurse Aide Training Program will not receive credit for previously completed classroom instruction, laboratory training, clinical hours, or competency evaluations. These students must complete the entire 75-hour Flat River Medical program, including all required instruction, clinical training, examinations, and competency evaluations.

Flat River Medical does not approve partial training hour transfers or provide competency sign-offs for incomplete program participation, except when required by applicable law or state regulation.

This policy ensures consistency in curriculum delivery, instructor supervision, competency evaluation, resident safety, and compliance with Michigan Nurse Aide Training Program requirements.

State Competency Testing

Upon successful completion of all program requirements, students will be eligible to take the Michigan Nurse Aide Competency Evaluation.

Students must provide an acceptable, valid form of identification for state testing.

Students who do not currently have a Michigan identification card are encouraged to obtain one as soon as possible to prevent delays in scheduling their competency examination.

Specific identification requirements will be confirmed before testing.

Student Complaints and Grievances

Students and parents/guardians are encouraged to bring concerns regarding the Nursing Assistant Training Program to the Course Instructor or Program Administrator.

Formal complaints will be reviewed and investigated according to the program's written complaint procedures.

Students and parents/guardians may also submit complaints directly to the Michigan Department of Licensing and Regulatory Affairs (LARA).

Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems
Workforce Investigation Section

Phone: 517-335-1980
Email: BCHS-Complaints-Nurse-Aides@michigan.gov

Official complaint information and forms:
https://www.michigan.gov/lara/bureau-list/bchs/file-complaint/cna

Registration Review and Acceptance

Following submission of the completed online registration and required documentation, the Course Instructor will review the student's information.

Students will be notified if additional documentation or information is required before participation in the program or clinical training.

Student Acknowledgment

By submitting the registration form, the student acknowledges that they have received and reviewed the Nursing Assistant Training Program information.

They understand the registration requirements, attendance expectations, clinical training obligations, uniform and dress code policies, academic requirements, behavioral expectations, and state testing requirements.

The student agrees to comply with the established program policies and complete all required classroom, laboratory, and clinical training hours.

The student understands and agrees to participate in required off-site clinical training, which will take place outside regularly scheduled classroom hours.

Clinical hours will be completed outside of regularly scheduled classroom hours and coordinated directly with the Clinical Instructor.

Clinical training will take place at **The Oaks of Belmont**, located at 6081 West River Drive, Belmont, MI.

Students are responsible for coordinating their clinical schedules with the Clinical Instructor to complete a **minimum of 16 clinical hours** at the facility. Students may complete additional clinical hours as scheduling permits.

Successful completion of the required clinical hours is mandatory for program completion and eligibility to take the Michigan Nurse Aide State Competency Examination.

Clinical Agreement and Code of Professional Conduct

Students participating in clinical training are expected to demonstrate responsibility, accountability, professionalism, and safe resident care.

Students agree to:

Arrive on time and participate in all scheduled clinical activities.

Maintain a clean, professional appearance and comply with uniform requirements.

Respect resident dignity, privacy, confidentiality, and individual rights.

Follow infection prevention, safety, and facility procedures.

Provide resident care only under appropriate supervision and within the Nursing Assistant student's permitted scope of practice.

Communicate respectfully with residents, families, instructors, facility staff, and fellow students.

Accept responsibility for personal conduct, preparation, and assigned responsibilities.

Seek assistance when unsure of a procedure or resident care responsibility.

Report changes in resident condition, safety concerns, and unusual observations promptly.

Demonstrate honesty, integrity, empathy, and professionalism.

Accept constructive feedback and work toward improving clinical skills.

Resident safety is a primary responsibility. Unsafe conduct, serious violations of confidentiality, or inappropriate professional behavior may result in removal from clinical training and possible dismissal from the program, subject to applicable school and program procedures.