Nurse Aide Preparation (CNA)

PRE ADMISSION REQUIREMENTS

- All students must be 18 years of age.
- Proof of GED or US high school diploma or US college diploma or ENGLISH 101 or 111 transcript; unofficial transcripts will be accepted. If you do not have proof of any of these documents, please take a placement test. Email proof documents to counseling at Novaworks@nvcc.edu

REQUIREMENTS:

Native English Speakers
Take the Virginia Placement Test (VPT) for English, score must be ENG. ENF scores are not eligible to register.

Non Native English Speakers
Take the Accuplacer Test, score 300 or higher and a level 3 essay.

If you find that you are not eligible to enroll in healthcare classes please contact the counselors at Novaworks@nvcc.edu to discuss your options.

How to take the VPT English or Accuplacer Placement Test
NOVA testing centers are located on each campus. You can take placement tests at any campus location. Click here for locations and Times: http://www.nvcc.edu/testing/placement.html

VPT Exam Info
VPT English is untimed.
Part 1: 40 multiple choice questions. The multiple choice portion contains questions on a variety of topics including, but not limited to, reading comprehension, grammar, vocabulary and research skills.
Part 2: Written essay.
Click here for free practice test http://www.nvcc.edu/testing/placement.html

Accuplacer Exam Info
Part 1: The ACCUPLACER LOEP (Levels of English Proficiency) is a computer test. It is divided into three sections: Reading Skills, Sentence Meaning and Language Usage. The test consists of 60 multiple-choice questions and is untimed.
Part 2: If your score on Part 1 is over 300, you will hand write a one-hour timed essay. You will have a choice of two topics. Your essay will be graded by a faculty member and your results will be available in 2 to 5 business days.

CLINICAL REQUIREMENTS FOR MEDICAL EDUCATION CAMPUS NURSE AIDE
All nurse aide students will be required to participate in a 40 hour clinical at a local long term care facility. You must provide your own transportation and 100% attendance is mandatory. The following items are due on June 19, 2017 or you will be dismissed from the program: MMR, Varicella, Hepatitis B, T8 Skin Test, Tdap, clean 10 panel drug screen and clean criminal background check. For vaccines that are in a series, you need to have them started, you may not be able to complete them before your class ends.

Students are responsible for: a watch with a second hand, scrubs, criminal background check, immunizations and drug screen.
Program Philosophy

The Nurse Aide Preparation faculty accepts the vision, mission and core values of the institution and functions within its framework. We believe that:

- **Humans** possess diverse, integrated, and individualized physical and psychosocial needs. They continuously interact with their environment influencing their level of wellness. All humans deserve respect for their preferences, values and needs.

- **Health** is a lifelong process of change in which humans experience physical and psychosocial well-being. Illness impacts the ability to meet needs. Health promotion is essential to an individual's well-being, safety, and self-care management.

- **Education** is a continuous, dynamic process of cognitive, psychomotor, and affective development. It incites the formation of knowledge, skills and attitudes vital to effective self-direction and professional growth. The nursing faculty and students develop a collaborative relationship to facilitate and evaluate learning. The learner is essential to the success of this process. Each learner is accountable and responsible in his or her knowledge and application of the art and science of nursing. Nurse Aide Preparation is designed to prepare a competent entry-level Nurse Aide.

- **Learning** affects change in the individual's ways of thinking, feeling and behaving. It incorporates and builds upon previous knowledge and experience, proceeding from the simple to the complex. Motivation, self-direction and readiness to learn are necessary for the acquisition of knowledge, skills, and attitudes. Learning, through active participation, advances the individual to new levels of competence that will continue beyond graduation.

- **Nursing** is a therapeutic process designed to meet the multiple dimensions of patient-centered care. An essential goal of nursing is to provide safe, quality, cost-effective care using evidence-based practice. Nursing provides assistance to humans to achieve and/or maintain their optimal wellness or to experience a peaceful and dignified death.

Course Purpose

The purpose of this course is to provide the student with the knowledge and skills to perform safe client/resident care within the legal and ethical boundaries of the role of a Nursing Assistant.
Course Description

This comprehensive course is designed to prepare the student to provide direct care and services to clients throughout the life span under the direct supervision of a licensed nurse. Special emphasis is placed on the care of older clients focusing on their physical, social, emotional, spiritual, and cultural needs. This includes developing skills in procedures, communication, and observation, charting and reporting. The student will be made aware of how State and Federal laws as well as policies and procedures of the institution govern the practice of the nursing assistant. Topics include personal care, safety, infection control, anatomy & physiology, nutrition, emergency situations, positioning & moving, and death & dying.

Course Objectives

Upon completion of this course the nurse aide student will:

1. Have the knowledge to function at an entry level nurse aide position;
2. Define the role of the nurse aide and other members of the interdisciplinary team;
3. List at least three principles of basic nursing practice as presented in class;
4. Perform selected procedures according to identified criteria as presented in class;
5. Measures, record and report vital signs (temperature, pulse, respirations and blood pressure) accurately;
6. Utilize beginning communication skills to interact with clients/residents, families and members of the health care team;
7. Measure and record intake and output accurately, observing infection control standards;
8. Demonstrate knowledge of client’s/resident’s rights under the law and the ways in which these rights may be violated;
9. Administer direct client/resident care in a safe and prudent manner;
10. Maintain a grade of 80% or higher on all tests;
11. Attain a grade of 80% or higher on the final exam;
12. Attain a rating of “Satisfactory” in lab/clinical performance;
13. Maintain 100% attendance in classroom lecture, nursing lab and in clinical.
14. Pass the Virginia NNAAP Exam and obtain your certification.
Student Code of Conduct & Student Behavior

By enrolling at NOVA, a student accepts its policies and procedures and acknowledges the right of NOVA to take action, up to and including suspension or expulsion in response to misconduct. It is a student’s responsibility to become familiar with the student code of conduct. Lack of awareness is no excuse for noncompliance with NOVA’s policies and procedures.

Students enrolled in the College assume an obligation to conduct themselves in a manner that is civil and compatible with the College’s function as an educational institution. As a member of the NOVA student body, you are considered to be a responsible adult. Here are examples of disruptive student conduct for which a student may be subject to disciplinary action include but are not necessarily limited to the following:

- Talking during lectures and disrespectful conduct to instructor
- Cell phones ringing in the middle of lecture
- Arriving to class late or no show
- Arguing or debating with other students in the class
- Speaking rudely to instructor or classmates
- Sleeping in class
- Text messaging in class
- Unprofessional, gender-condescending or racial slurs
- Shouting out answers and classroom sabotage

The credibility of a health care professional is based, to a large extent, on maintaining a high degree of trust between the professional and the individuals he or she serves. Each health profession has a code of professional conduct administered by a professional organization or regulatory agency that prescribes and imposes high standards of conduct and principles of professionalism upon its members. Students must understand and adhere to these standards during their education in preparation for careers in which they must conduct themselves in the manner expected by their profession. Consequently, students in the health care colleges have a particular obligation to conduct themselves at all times in a manner that reflects appropriate professional moral and ethical character.

If you are in violation of conduct or behavior policy, you will receive a Disciplinary Warning: A warning to a student that his/her conduct was questionable and/or inappropriate and that further misconduct will result in more severe disciplinary action. Disciplinary warning may include a behavior agreement or contract.

If you receive a 2nd violation, you will be dismissed from the program and you will receive a Failing grade and you will not be issued a refund.
Academic Integrity

When College officials award credit, degrees, and certificates, they must assume the absolute integrity of the work students have done; therefore, it is important that students maintain the highest standard of honor in their scholastic work.

The College does not tolerate academic dishonesty. Students who are not honest in their academic work will face disciplinary action along with any grade penalty the instructor imposes. In extreme cases, academic dishonesty may result in dismissal from the College. Academic dishonesty, as a general rule, involves one of the following acts:

- Cheating on an examination or quiz, including giving, receiving, or soliciting information and the unauthorized use of notes or other materials during the examination or quiz;
- Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material;
- Substituting for another person during an examination or allowing another person to take the student’s place;
- Plagiarizing, which means taking credit for another person’s work or ideas. This includes copying another person’s work either word-for-word or in substance without acknowledging the source;
- Accepting help from or giving help to another person to complete an assignment, unless the instructor has approved such collaboration in advance;
- Knowingly furnishing false information to the College; forgery and alteration or use of College documents or instruments of identification with the intent to defraud.

Grading Policy

- **Lab Skills**: Each student will receive a pass or fail grade of skills demonstrated in the nursing lab. If a student receives a failing grade, he or she may schedule extra review time with the instructor to achieve a passing grade. A failing grade will result in dismissal from the program.

- **Unit Tests/Final Exam**: There will be a total of 4 unit tests and 1 final exam. An overall grade of 80% must be obtained to pass the course. The instructor may give additional tests or final exams at his or her discretion.

- **Clinical**: Each student will be required to perform the skills taught according to identified criteria as outlined in the Nursing Assistant Candidate Handbook. (Testing for certification is done by an outside agency chosen by the Virginia State Board of Nursing.) A satisfactory grade must be received to pass the course.

- **Students will not perform any skills in the clinical setting in which they have not been trained and found to be proficient.**
Attendance Policy

Attendance and class participation is a major part of your grade. Students must attend 100% of their classes.

**If you are participating in the WCG grant and you are dropped from the program due to absences or any other disciplinary reason, you will be responsible for paying the remainder of your tuition. Please reference your signed agreement.**

Cell Phone Policy

Cell phones and smart phones have no place in a college classroom. Turn off your ringer and put it away.

Grievance Policy

Direct all problems, concerns or questions to the course instructor. If you are uncomfortable approaching the instructor, fill out a grievance form (available in the nursing lab) and submit it to the Nurse Aide Education Program Coordinator. All grievances will be reviewed and carefully considered by the Workforce Development.

Inclement Weather Policy

- Sign Up for NOVA Alert on the Website at: [http://alert.nvcc.edu](http://alert.nvcc.edu)
- Please do not call the workforce office to see if your campus is open or delayed. If the campus is closed due to a power outage or other closing, we will not call you, email and text alerts are sent.
- Do not call or email your teacher.

Criteria for Dismissal

The following criteria may be used for the dismissal of any nurse aide student:

1. Unsatisfactory Clinical Performance – Negligence in carrying out nursing skills due to improper technique and judgment as well as failing to use resources to ensure accuracy.
2. Grades- Achieves an overall grade of less than 80% on the 4 unit tests and final exam.
3. Breach of Confidentiality- Evidence that the student is inappropriately accessing and/or disseminating information gained in the clinical setting.
4. Excess Absences- Missing more than 2 classroom lectures or any clinical.
5. Dishonesty- Evidence of cheating or evasion of truth in classroom and clinical activities.
6. Inappropriate Behavior- Repeated episodes of behavioral responses that do not correspond to acceptable or usual patterns of behavior.
7. Substance Use- Evidence of possession or use of drugs that are not medically prescribed. Also, the possession or use of alcohol during classroom or clinical times is prohibited.

8. Unacceptable Criminal Background Check- See policy for Criminal Backgrounds.

Requirements and Prerequisites DUE PRIOR TO CLINICAL

1. Basic Cardiac Life Support Certification, no other certification will be accepted.

2. A Background Check, Immunizations and drug screening is required by all clinical facilities prior to your participation.

3. To set up your student background check profile:

   Go to: https://www.castlebranch.com

   Enter package code: NV00 – Background Check, Drug Test & Medical Document Manager

After entering your package code NV00, a screen will appear that details the level of service (background check, drug test, immunizations) that you will order as well as the price $115.
**Measles, Mumps & Rubella (MMR)**

There must be documentation of one of the following:
- 2 vaccinations
- Positive antibody titers for all 3 components (lab reports required)

**Varicella (Chicken Pox)**

There must be documentation of one of the following:
- 2 vaccinations
- Positive antibody titer (lab report required)
- History of disease

**Hepatitis B**

There must be documentation of one of the following:
- 3 vaccinations
- Positive antibody titer (lab report required)

**TB Skin Test**

There must be documentation of one of the following:
- 1 step TB Skin test

If the results are positive, a clear Chest X-Ray (with lab report) is required

** - If your medical provider is out of TUBERSOL®, the following are acceptable:
Substitute APLISOL® for TUBERSOL® for skin testing if APLISOL® is available. Substitute IGRA blood tests for TSTs.

**Tetanus, Diphtheria & Pertussis (Tdap)**

There must be documentation of a Tdap booster within the past 10 years.

1. How do you do the drug test?

**Drug Test (LabCorp)** - Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.
Clinical Experience
Clinical will consist of 40 hours at a long term extended care facility in the area. Clinical hours will vary; please see course syllabus on the first day of class for exact times, dates and location.

Student ID
All students must have a Student ID prior to clinical. The ID Badge serves as your identification at the clinical sites as required by the Virginia Board of Nursing. The Student ID is free, however, if you lose it there will be a replacement cost. You can obtain your Student ID Badge through registration or go to the Business Office on the second floor at the Medical Education Campus to obtain your Student ID Badge.

Textbooks, BLS CPR, Virginia State Board of Nursing Exam, Gait Belts & Stethoscope are included in tuition

Uniform
Each student will be responsible for purchasing his or her own uniform. The uniform will consist of forest green scrub top and pants. Uniforms are available in the campus bookstore. However, the student may purchase the uniform at any professional uniform store in the area in order to compare costs. Uniforms are required to be worn during all skills lab days. This fee is not included in the cost of tuition and it is not covered by third party payers, it is the student’s responsibility.
Transportation

Each person is individually responsible for his or her own transportation to the classroom and clinical facilities.

Barrier Crimes

All students should understand what barrier crimes are, please read this 10 page document and understand its entirety.

https://www.dhp.virginia.gov/nursing/.../90-55CriminalConvictions.do

Uniform Regulations

The appearance of all nurse aide students must conform to the highest standards of cleanliness, neatness, good taste and safety. Adherence to these standards is an essential part of providing high-level patient care and professionalism. Uniforms are required for all clinical days. Students who do not adhere to these standards may be required to leave the clinical area and/or be given an unsatisfactory grade.

These are specific dress regulations for nurse aide students when in uniform. They are as follows:

1. Uniforms- The uniform consists of forest green scrub top and pants. A hip length white lab coat or sweater may be worn in cooler weather. The uniform is to be kept neat, clean and well pressed. The uniform must be worn at all times when at the clinical facility.

2. Identification- Students will be issued a badge holder on the first day of class. Each student is to place his/her NVCC student ID into the badge holder and wear it above the waist, on the left side under the collar bone, in the clinical site as required by the Virginia Board of Nursing.

3. Shoes- Clean, white, leather shoes without insignia, shoelaces must be clean and white, show jewelry is not allowed. Clogs, sandals, or high top athletic shoes are not permitted. Plain white socks must be worn.

4. Hair- Hair must be clean, neat and above the collar. No fancy bows or barrettes, hanging curls, “punk” cuts, or “punk” colors.

5. Cosmetics- Excessive makeup, cologne or perfume must be avoided. Fingernails should be clean, neatly trimmed and not extending beyond the fingertip. Clear nail polish may be worn. Artificial nails are not allowed in compliance with OSHA regulations.

6. Jewelry- Stud earrings, one in each ear only. No hoop or dangling earrings. No necklaces longer than 17”, no bracelets, no rings with stones (with the exception of engagement), and no visible body piercings.
MEC Nurse Aide Preparation Student Handbook Sign-off, please sign on first day of class.

Print Name _______________________________ Student ID Number ________________

I have read and I understand the Nursing Aide Preparation Student Handbook. By signing this form, I confirm that I have received a copy of the Student Handbook, and that I agree to uphold the policies of the program. I understand that I may be dismissed from the program if I am in violation of any of the policies. My signature also confirms that I read and understood what barrier crimes are and how they relate to my certification as a Nurse Aide.

I have read and I understand the Requirements and Prerequisites.

I have read the Virginia Law # 18.2 – 48 regarding criminal history and background checks for clinical and for employment in certain healthcare facilities. I understand what barrier crimes are.

I understand that my personal health records, criminal background checks and drug screen results are not part of my student records and they are kept in a private student portal.

I understand that my course records and grades will be made available and disclosed to clinical sites upon request.

Signature: ________________________________________________
Instructor Witness; Name (Print) & Signature: ________________________________
Date: ________________________________