Loudoun Campus Nurse Aide Student Handbook

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LOUDOUN CAMPUS
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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 Certified 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. Measure, 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.

**Requirements and Prerequisites**

1. Basic Cardiac Life Support Certification

We only accept 2 types of BLS cards

All students enrolled in any course with a clinical component must have a current Basic Cardiac Life Support for the Healthcare Providers (BLS for HCP) proficiency (adult, child, and infant) through American Heart Association **HLTH 1534**

**OR**

American Red Cross Basic Life Support BLS/CPR for Healthcare Providers and Public Safety **PRIOR** to clinical placement.

Or

![American Heart Association BLS Card](image)

**BLS/CPR for Healthcare and Public Safety**

No other CPR types of certifications or variations of CPR 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: www.CertifiedBackground.com and enter package code: NV00 – Background Check, Drug Test & Medical Document Manager

You will then be directed to set up your CertifiedProfile account.

1. 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 $114.

2. The fee is $114 and payment is the student’s responsibility. This fee is not included in tuition and is not covered by third party payers.

3. Continue your order after checking off on the disclaimers and the online system will walk you through the rest of the order process through the student portal.

4. You will be asked to create a free CertifiedProfile account during the submission process. Your CertifiedProfile account is where you will login to view the results of any of the services CertifiedBackground.com performs on you. To view the status of any service you ordered, simply login to your CertifiedProfile account.

5. What documents do I need to upload?

**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.

**CPR Certification Card**

Please copy the front and back of the BLS for HCP card; it must be signed by the course instructor. Student must sign the card before they upload to the portal. **Card must be current.**
6. 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.

7. How do you upload documents to your portal?

**iPhone App**

The iPhone app allows you to take pictures of your documents and upload them to your account. You may also scan forms to pdf and email them to CertifiedProfile. Please utilize the web site to obtain the contact info.

If you need assistance please contact CertifiedProfile at 888-666-7788 or studentservices@certifiedprofile.com and a Student Support Representative will be available Monday - Thursday 8am - 8pm, Friday 8am - 6pm & Sunday 10am - 6:30pm EST. The school and the teacher cannot assist you.

**Criminal Barrier Crimes**

§ 63.2-1719. Definitions. "Barrier crime" means a conviction of a felony violation of a protective order as set out in § 16.1-253.2, murder or manslaughter as set out in Article 1 (§ 18.2-30 et seq.) of Chapter 4 of Title 18.2, malicious wounding by mob as set out in § 18.2-41, abduction as set out in subsection A or B of § 18.2-47, abduction for immoral purposes as set out in § 18.2-48, assaults and bodily wounding as set out in Article 4 (§ 18.2-51 et seq.) of Chapter 4 of Title 18.2, robbery as set out in § 18.2-58, carjacking as set out in § 18.2-58.1, extortion by threat as set out in § 18.2-59, threats of death or bodily injury as set out in § 18.2-60, felony stalking as set out in § 18.2-60.3, a felony violation of a protective order as set out in § 18.2-60.4, sexual assault as set out in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title
Pregnant Student Policy
It is expected that a pregnant student notify the instructor as soon as pregnancy is confirmed for the welfare and safety of the student. Pregnant students may continue in the nurse aide program with written physician approval, a signed acknowledgment of the potential risks involved, and perhaps permission of the clinical agency involved. These requirements should be completed as soon as possible.

The student must present to the course instructor a written statement by the student's physician for permission to continue in the full nurse aide course and to have noted the tentative date of delivery. This must be done as soon as possible – NO EXCEPTIONS.

In conference with the course instructor, be made aware of the potential risks associated with clinical studies while pregnant. A release form acknowledging those risks must be signed if the student plans to continue with clinical experience. Susceptibility to cytomegalovirus (CMV) should be tested at the student's expense. Non-immunity increases the risk to the fetus and continuation in the course should be considered carefully.

Immunization Waiver Policy
Students who are requesting to be waived for a certain immunization will submit an affidavit to NVCC Healthcare Programs Director stating that the administration of immunizing agents' conflicts with the student's religious tenets or practices, conflicts with current immunity levels or disease and/or conflicts with pregnancy or any other medical condition. Please contact (703) 450-2551 and request a COMMONWEALTH OF VIRGINIA CERTIFICATE OF RELIGIOUS EXEMPTION FORM
OR COMMONWEALTH OF VIRGINIA CERTIFICATE OF MEDICAL EXCEPTION FORM. These forms must be signed in front of a Notary Public.

**Disclaimer, our clinical affiliation agreements state that clinical sites, healthcare providers and pharmacy retailers have the authority to turn away and not accept any student that does not obtain the mandatory immunizations. During flu season our clinical sites have the right to have you obtain an Influenza Vaccine. Not complying with these rules put you at risk for an incompletion of the course and not being placed in an externship or clinical site. There will be no refunds given for the course. NVCC Workforce Development Office is working in accordance with its contractual obligations; the college, faculty and staffs have no input into these guidelines.**

Clinical Experience
Clinical will consist of 40 hours at Potomac Falls Health & Rehab in Sterling, Va. Clinical hours may be adjusted at the discretion of the instructor to meet all the clinical objectives.

![](https://example.com/potomac-falls-health-rehab-center)
Student ID
Available from the Business Office located in LR Building. All students must have a Student ID prior to clinical. The ID Badge serves as your identification at clinical as required by the Virginia Board of Nursing. The Student ID is free, if you lose it there are replacement cost.

State Certification Exam
Each student will be responsible for completing the application for the State Certification Exam and submitting the $94 fee. 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.

Textbooks
The required book and workbook may be purchased at the Campus Bookstore located in the lower level of the LR Building. The book and workbook must be purchased prior to the first class. 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.

Nursing Assisting
A Foundation in Caregiving Text and Workbook by Diana L. Dugan, RN

Fourth edition
Gait Belt
You must purchase a gait belt prior to clinical. *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*

Uniform
Each student will be responsible for purchasing his or her own uniform. The uniform will consist of a **white scrub top and white pants/skirt.** *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*

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 on a white scrub top and white pants/skirt. A 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. Each student is to place his/her NVCC student ID into the badge holder and wear it above the waist, 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 should 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.

Attendance Policy
It is the belief of the faculty that attendance is mandatory for all classes and clinical days for the best learning experience. Attendance is part of the Virginia Board of Nursing’s Regulations for Nurse Aide Education. Therefore, you must maintain a 100% record of attendance in clinical and not miss more than 2 classroom lectures/lab sessions during the course. Absences will result in failure of the course.

If the student is in danger of the failing the course because of absences, the instructor will have the student sign an attendance contract. A copy of the contract will be kept in the student’s folder and the student will receive a copy. Tardiness (more than 10 minutes) or leaving the classroom or clinical facility early will count as an absence.

In the event of an unforeseen emergency, additional assignments/clinical time may be assigned/arranged at the discretion of the instructor, or re-entrance into the program may be advised depending on the situation. Make-up clinical time will be completed during the next class provided there is room (less than 10 students). The student will be allowed to graduate with their class, but will not receive a completion certificate until all make-up clinical days have been completed.

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

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 Office.
Inclement Weather: go to the NVCC website [http://alert.nvcc.edu](http://alert.nvcc.edu) to sign up for text alerts! Do not call the instructor or the school.

**Safety**

You should feel safe and comfortable anywhere our programs are offered at NVCC. If an unsafe, unwelcome or uncomfortable situation arises that interferes with the learning process, you should notify your instructor, Campus Police, the Director of Continuing Education, or the Dean of Student Services.

**Grading**

**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.*

**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.

**Procedure for the Dismissal of Students**
- If a student observes another student demonstrating any of the above criteria for dismissal, he or she should notify the instructor.

- It is the responsibility of the instructor/college to investigate the accusation and determine merit and/or disciplinary action.

- Objective evidence of any of the criteria for dismissal will be recorded in writing.

- The documented evidence will be brought to the attention of the student as soon as possible.

- The instructor and Workforce Development Division will employ their professional judgment to determine the seriousness of the incident. Incidents that do not relate to the safety of a patient, self or others may be handled with a written warning. *Incidents that affect the safety of patients or others are grounds for immediate dismissal.*

- All incidents will be brought to the attention of the Nurse Aide Education Program Coordinator in the Workforce and Development Division.
PLEASE BRING THIS FORM TO THE FIRST DAY OF CLASS

Nurse Aide Preparation Student Handbook Sign-off

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 and I understand the Requirements and Prerequisites are to be completed prior to clinical, if I don’t I will be dropped from the program.

________ 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: 

__________________________
Date: