

**NOVA**  
**WORKFORCE**

**2018**

Woodbridge Nurse Aide  
Student Handbook



# Nurse Aide Preparation (CNA)

## PRE ADMISSION REQUIREMENTS

Students must have a US high school diploma OR GED OR proof of English 101 or 111 OR VPT English score, developmental scores will not be accepted.

## CLINICAL REQUIREMENT

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 \_\_\_\_\_ or you will be dismissed from the program:** MMR, Varicella, Hepatitis B, TB 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. Textbooks, BLS CPR, Virginia State Board of Nursing Exam, Gait Belts & Stethoscope are included in tuition.



## 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.

## 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.

## CELL PHONE POLICY

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

## INCLEMENT WEATHER POLICY

- Sign Up for NOVA Alert on the Website at: <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.

## 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.

## 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.

## 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.

## TRANSPORTATION & CLINICAL

Each person is individually responsible for his or her own transportation to the classroom and clinical facilities. Clinical will consist of 40 hours at Westminster in Lake Ridge, Va. Clinical hours and location may be adjusted at the discretion of the instructor and facility based upon availability.

## STUDENT ID & SUPPLIES & SCRUBS

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 on the main campus. Scrubs for clinical will be discussed in class and this will be the students responsibility to purchase. All students must own or purchase a watch with a second hand.

## CASTLEBRANCH IMMUNIZATION PORTAL

The Background Check, Immunizations and drug screening is required by all clinical facilities prior to your participation. Please note, that this fee is not included in your tuition.

1. Basic Cardiac Life Support Certification needs to be uploaded to your account. BLS is included in your class and you will be getting an E card.



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



4. 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.

### **Drug Screening**

In the portal, there is a place to print your paid drug screen slip for LabCorp, follow the directions. 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.

### **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.**



**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.

\_\_\_\_\_ I understand that failure to comply with requirements may result in my dismissal without a tuition refund.

Signature: \_\_\_\_\_

Instructor Witness; Name (Print) & Signature: \_\_\_\_\_

Date: \_\_\_\_\_