

## **STATE APPROVED NURSE ASSISTANT/HOME HEALTH TRAINING PROGRAM STANDARDS**

### **PROGRAM REQUIREMENTS:**

The following are program requirements and must be completed.

- GED/ High School Diploma – must provide a copy.
- CRIMINAL OFFENDER RECORD INFORMATION FORM - Must submit a CORI Application. A positive C.O.R.I may prevent students from completing the clinical requirement of the program.
- SEX OFFENDER RECORD INFORMATION FORM - Must submit a SORI Application. A positive SORI may prevent students from completing the clinical requirement of the program.
- PHYSICAL FORM -Must have received a physical exam within the last year.
- IMMUNIZATION FORMS- Must provide documentation of Immunizations; including Tetanus, Varicella, MMR, and Hepatitis B.
- TUBERCULOSIS SKIN TEST (TB TEST) – Must be done within the past year.
- CONSENT FOR DRUG/ALCOHOL TESTING FORM – Must be signed and dated.
- CONTACT INFORMATION FORM – Must provide current contact and emergency information,
- HEPATITIS DECLINATION FORM - Must sign and date if you have not yet received the Hepatitis B Vaccine series.

### **CLASS ATTENDANCE**

- Report to all classes and clinical assignments on time. Successful completion of this program is dependent upon full participation in all scheduled activities. Hours for the program are required by the State in order to sit for the Red Cross exam.
- All absences, tardiness, or early dismissals must be reported to program coordinator.
  - Be prepared to provide documentation if asked to do so.
  - Tardiness is cause for dismissal from the program.
  - One excused absence.
  - Contact Program coordinator when you are absent from class. Program is not responsible to provide make up classes
- You are responsible for completing all assignments on time.

- Breaks: 15 minute break during 3-4 hour class session. Two 15 minute breaks and a ½ hour lunch break during full day classes. During clinical assignments, you will be scheduled a ½ hour break.

## PHYSICAL APPEARANCE

While in training, at clinical and when representing Bristol Community College, you must maintain a neat and clean appearance at all times.

- Fingernails must be clean and neat.
- Clothing must be clean and neat.
- Clothing must be appropriate for a classroom learning environment, including while lifting and moving during skills instruction.
- Tattoos must be covered for clinical.
- Facial/body piercings jewelry must be replaced with clear spacers for clinical.

## GRADING

All students enrolled in the nurse assistant training must maintain a passing grade of 75%, complete 130 hours of classroom lecture, skills lab, CPR training, and pass a supervised clinical practice in a long term care facility.

- You must pass the course final exam in order to receive a certificate of completion.
- **You must complete all classroom, lab and clinical hours in order to receive your certificate of completion, and to be eligible to sit for the state certification exam.**

Information regarding quizzes and exams will be provided on the course syllabus per the instructor.

- A Final Exam will be given at the completion of the class.
- Any quiz or exam grade below 70% must be retaken in order to pass the course.

## TEXTBOOKS

The Textbook & Workbook that will be used for this program is Lippincott's Essentials for Nursing Assistants: A Humanistic Approach to Caregiving, Third Edition. Pamela J. Carter ISBN: 978-1-60913- 750-2. Textbooks can be purchased from the College Book Store. You must have a textbook for the first class.

## LABORATORY/SKILL PRACTICE

During lab/skill practice you are only to practice the skills assigned by the instructor and use only the assigned equipment. Seek assistance from an instructor for any procedure with which you are not familiar or comfortable with. 100% competency is required on skills check list.

- Skills are first demonstrated by an instructor, followed by practice time and then return demonstration by each student. Skills are practiced on mannequins and fellow classmates. Class participation is required by all students.

## CLINICAL ASSIGNMENT/APPEARANCE AT CLINICAL SITE

The clinical experience is conducted at an area Long Term Care Facility and consists of hands on training.

- Each student will be responsible for the care of assigned patients.
  - The student **must** demonstrate safe and accurate care of patients under the supervision of the clinical instructor.
- All students must pass clinical and complete all skills required on the assigned training skills list form in order to and take the state exam.
- **No unexcused absences are allowed during clinical rotation.**
  - There is no option for clinical make-ups. If an excused absence occurs during clinical with approved documentation and you have given 24 hours' notice of your absence you may be allowed to make up a maximum of 1 clinical day with the next clinical rotation if space allows.
    - You must complete the required hours of clinical training to receive your certificate.
- Clinical times and locations will be provided to you by the program coordinator when available. Clinical assignments are often held during the last weeks of the program, mostly on weekends, also during the week if available, subject to change.
- Students are required to attend a clinical orientation at the designated clinical facility.
- Appropriate dress to clinical sites is required at all times. Students must adhere to the following guidelines:
  - Only the BCC uniform is to be worn to the facility (Ceil blue- light blue color). White flat soled nursing shoes, or white sneakers, no open back shoes, no clogs allowed.
  - Name tag must be worn at all times.
  - Uniforms should be cleaned and pressed before each clinical.
  - Hair should be worn up and off collar, with little or no hairspray
  - Minimal jewelry and makeup, no perfume/cologne, nails trimmed
  - Adhere to the health care facility policies at all times
  - **No Cell Phones**

## CLASSROOM & CLINICAL CONDUCT

Any student who fails to comply with program guidelines or who demonstrates inappropriate or unsatisfactory behavior may be dismissed from the program.

- No Cell Phone/Texting usage during class, cell phones must be off the desk and silenced during class.
- Disrespectful, interruptive, disruptive, impatient behavior toward the instructors, fellow students, and staff at clinical will not be tolerated at any time.
- You will be dismissed during any portion of this class should your conduct be inappropriate.
- You may be dismissed if you are caught cheating, suspected of alcohol or drugs use on campus or before class.
- You may be dismissed if the instructors suspect you are a safety risk in clinical due to a questionable behavioral or physical issues.
- **You will be dismissed for fighting, or for the use of profanity, or demonstrating an attitude to fellow students or instructors.**

If you are dismissed from class for any reason you are not eligible for a refund.

## NON CREDIT CLASS REFUND POLICY

- For classes that meet one time a week: If you withdraw during the first week of classes you will receive a full refund, from which a \$10 processing fee will be held. If you withdraw during the second week of class you will receive a 50% refund, if you withdraw during the third week of class or thereafter, you are ineligible for any refund
- For classes that meet more than one time per week: If you withdraw from a course after the first class meeting but before the second class meeting, you will receive a full refund, from which a \$10 processing fee will be held. If you withdraw from the course after the second class meeting, but before the third class you will receive a 50% refund. If you withdraw from the course after the third class meeting or thereafter, you are ineligible for any refund.

You will not be issued a refund in the case of failing the class, failing the clinical portion, unexcused absences or not meeting the mandatory program requirements.

## MESSAGES

If you have any questions or concerns during the program please contact the Program coordinator at 508-678-2811 ext. 2663 or ext. 2527 if you need to speak with someone immediately, or email [wendy.sandford@bristolcc.edu](mailto:wendy.sandford@bristolcc.edu). Emergency calls should be directed to Campus Police at ext. 2292 or ext. 2218.

I have read and understand the *STATE APPROVED NURSE ASSISTANT/HOME HEALTH TRAINING*

*PROGRAM STANDARDS.* I understand that my failure to comply with the above standards will cause dismissal from the program. I have been given a copy of the standards.

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Print Name

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Signature

Date

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Parent/Guardian (if student is under 18 years of age)

Date