

# ***Welcome to Nurse Aide I***

**We are pleased to have you in our program. It is important that you read this entire packet carefully.**

\*Please note: All students must wear their uniforms to every class, beginning on the first day!

Please bring the following documentation on the first day of class.

Day 1 check list-

- Driver's License- current /not expired
- Social Security Card- signed/not laminated
- Back ground check- county of residence/non-certified/1 year
- Immunization record
- Complete Uniform

You will also need your Modules Packet on the 1<sup>st</sup> day. This is your book.

After you are registered, we suggest that you go to the bookstore on campus and purchase the following items. You can also have your ID badge made. Make sure that it designates you as a Nurse Aide I student. These are made in the Library at Caldwell, and in W460 at Watauga.

\*Students should contact Disability Services at 828-726-2716 if they require special accommodations. Instructors are not allowed to give accommodations without specific direction from Disability Services.

<b>MUST BE PURCHASED AT COLLEGE BOOKSTORE</b>	
Nurse Aide 1 Modules Packet (loose leaf w/3-hole punch)	\$7.50
Seven (7) Green Scantrons	\$ 1.40
College ID -Worn on Left chest -Take Correct Change ( <i>Caldwell Bldg. E in Library</i> ) ( <i>Watauga W460 Bldg.</i> )	\$2.50
<b>*Prices are subject to change</b>	
<b>REQUIRED PURCHASES (may be purchased off campus)</b>	
<ul style="list-style-type: none"> <li>-1 ½ to 2-inch 3 Ring Binder for your Modules Packet</li> <li>-One or Two (2) sets of scrubs (Must be Pewter Grey)</li> <li>-Black or grey socks</li> <li>-Closed toe &amp; heel, non-skid black shoes. (NOT CLOTH)</li> <li>-One Gait Belt (Metal Buckle is preferable)</li> <li>-Watch with a second hand (Smart Watches are not allowed for State Testing)</li> <li>-Stethoscope &amp; Blood Pressure Cuff (Sphygmomanometer) Some cuffs have scopes - attached to them. Don't get this kind. They should be separate pieces.</li> </ul>	
<p><b>Non-certified</b> Criminal Background Check – Clerk of Court County of Residence. – Must be within 1 year of last day of class. Again, <b>NON-CERTIFIED.</b></p>	

## **Background checks**

Clinical education is a vital component in the training of health services students. The college maintains a formal clinical affiliation agreement with each facility where students are sent for clinical instruction. These affiliation agreements specify requirements similar to those required of facility employees and may include immunization requirements, and a criminal background check.

Not all facilities impose the same requirements, and these requirements may change with little or no notice.

Any of the following positive findings may cause a student to be ineligible for clinical:

- Felony conviction (class A-E)
- Class A1 misdemeanor conviction (examples: assault inflicting serious injury with a deadly weapon, assault on a female, assault on a child under 12 years of age, assault on a state officer or employee, assault by pointing a gun, violation of a valid protective order)
- Class 1 misdemeanor conviction (examples: breaking or entering buildings, larceny of property, unauthorized use of a motor vehicle, worthless checks for \$2,000 or less from a closed account, willful and wanton injury to real property, communicating threats, possession of drug paraphernalia, misrepresentation to obtain employment security benefits [worth \$400 or less])
- Listing on the national sex offender list
- Listing by the Office of Inspector General (OIG) disbaring individual from participation in health care programs

Furthermore, successful completion of a CCC&TI Nurse Aide program alone does not guarantee that the student has met all eligibility requirements for taking the State Exams. Per the NC DHSR, all students must have the required Identification in order to register for the Exams. Prospective students should contact the appropriate agency prior to enrollment if they have any questions concerning their eligibility for credentialing examinations and legal ability to practice.

**\*\*All required documentation including the immunization record and back ground check must be completed and turned in by the 3<sup>rd</sup> week of the course or the student will be withdrawn from the class. Don't wait. Bring it the first day.**

\*This class utilizes Moodle, the college's online learning system; therefore, you will need to have access to an internet connection. (Don't let this intimidate you. We will show you how to navigate this part.)

**Course Length: 176 hrs.**

**Nurse Aide I has 4 parts:**

Theory

Skills Lab

Clinical

State Exam Preparation

## Theory

- Unit tests: Students are required to obtain a minimum grade average of 80% to satisfactorily complete the theory portion of the course. Your grades consist of:

Six exams	12.5% each
Final exam	12.5%
Moodle activity quizzes	12.5% each

- If you are absent for any part of Theory, you must come to the campus to listen to a prerecorded lecture on the material that you missed. You cannot listen to missed lectures during class time. **All** missed material must be made up. (note: Time missed cannot be made up. Once it's gone, it's gone)

## Skills Lab

- Participation in lab is required. Students not only practice skills but also play the role of the patient.
- Missed skills must be made up in lab. A Skills lab is available on most Fridays. Missed Lectures can also be made up at this time. All missed skills must be made up; however, time missed is time missed. Once it's gone, it's gone.
- Students must demonstrate Proficiency in all required skills in order to complete the course. (your instructor will explain)
- Cell phones are not permitted in the lab.

## Clinical

- We have 24 hours of Clinical. 24 hours. If you miss clinical, you will be dropped from the course. Therefore, always have a backup plan for your family and your car. Take care of yourself. You cannot come if you are sick. You cannot miss.
- Your Instructor decides where you will go for clinical. We are guests at these clinical sites. You will be dropped from the program if you do not follow CCCTI clinical procedures or facility rules. If you are disrespectful to the clients or employees or violate HIPPA laws, you will be dropped.
- Cell phones are not permitted at clinical sites.

## State Prep

- CCC&TI is an In-Facility test site. It is a 2-part exam. You will take the Skills portion at the Hudson campus. The Written can be taken at home online at your convenience or on campus the day of your skills.  
We will walk you through this process.
- The cost for both exams is \$140.00. You must pay for the exams when you register for them by Credit/Debit card or Voucher from your sponsor.
- Sponsored students should contact their WIOA advisor to get instructions for payment of the State Competency Exam PRIOR to signing up for state competency testing.
- CCCTI students are required to wear their Pewter Gray scrubs for their State Skills testing.

## Attendance \*\*\*\*\*Read this!!

- Students are expected to attend all scheduled class/lab/clinical time including designated on-line requirements.
- Students who miss more than 16 hours of class/lab will be automatically dropped from class. Absence from clinical will result in an automatic dismissal. Once time missed, it cannot be made up. Again, you cannot miss any clinical.
- Students must notify their instructor, as soon as possible, if they will be absent for class or lab.
- Students must make up ALL missed lectures and work included in theory. Missed skills must be made up in lab. A Skills lab is available on Fridays. Missed lectures can also be made up at this time. Failure to make up all missed work/skills will result in an unsatisfactory grade for the course, and the student will not be eligible for State Examinations. If you cannot come on Friday, arrangements can be made with the Program Coordinator to make up the material.
- Students are expected to be ready to start class on time and remain for the entire class/lab/clinical session.
- **NOTE: All work must be made up; however, time missed cannot be made up. Once it is gone, it is gone.**

## **Dress Code (Uniforms are required everyday)**

- Dress in the appropriate attire required in class/lab/and clinical. This includes CCC&TI ID badge worn left chest, pewter gray scrubs with CCC&TI patch pinned to right chest, black closed-toe closed-heel non-skid shoes, and black or gray socks. Uniforms should be laundered, pressed, and in good repair and appropriate in length (not dragging the floor, etc.).
- Fingernails must be short, clean, and with clear polish only for Nurse Aide. **No Exceptions**
- Hair must be up or pinned back so that it will not fall forward when bending over.
- Avoid all perfumes or colognes.
- Do not wear jewelry that will scratch or rip skin.
- Visible facial or other body jewelry (except a single pair of stud earrings) are Not allowed in clinical. Yes, we will notice.
- Tattoos must be covered up while in the clinical setting per clinical facility policy.

## **CLASS / LAB / CLINICAL PARTICIPATION & STUDENT EXPECTATION POLICY**

- Suspected use of alcohol, illegal drugs or being under the influence of drugs which impacts a student's ability to function in a normal capacity will be addressed by and is subject to class dismissal per college policy.
- Students must bring required materials and equipment to each class/lab/clinical session.
- The use of profanity and tobacco products in the class/lab/clinical setting is prohibited.
- Disruptive, disrespectful, or insubordinate behavior is prohibited.
- Any open displays of prejudice, harassment, or discrimination against any person or persons because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin will not be tolerated, and appropriate action will be taken.
- Students will work towards performing all skills correctly and safely in the class/lab/clinical setting. It is the student's responsibility to ask for guidance from the instructor in all situations that the student is not trained to handle and in all situations in which the student feels uncertain of his/her abilities.
- Cell phones will be turned off during class time and stored in backpacks and/or pocketbooks during class and lab time. You may check your phone during breaks.



## COVID Vaccine Clinical Acknowledgment

Health Services students who participate in clinical rotations are **required to meet all onboarding requirements** of the assigned clinical agency including submitting a record of their immunizations against communicable diseases.

In order to ensure the safety of their patients and staff, many healthcare facilities are now mandating that employees, school faculty and students who are entering their institutions document proof of vaccination for COVID. While Caldwell Community College and Technical Institute does not currently require COVID vaccination, Health Sciences students **may be required** by the clinical sites to produce documentation of vaccination against COVID 19. **Failure to do so may result in a student being declined a clinical spot by the clinical agency.** It is the student's responsibility to request any medical or religious exemptions from the clinical agency.

By signing this form, I acknowledge that I understand that in order to participate in clinical education I may be required to document vaccination status against COVID. **Inability to complete clinical requirements for my program will result in failure to progress and dismissal from the program.**

\_\_\_\_\_  
Printed name of student

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (for students under 18)

\_\_\_\_\_  
Date

\*\*The link below will take you to the CCCTI COVID Vaccination Religious Exemption request form. After filling out the form- remember to submit it. Include in your paragraph that you are a Nurse Aide student.

[https://cm.maxient.com/reportingform.php?CaldwellCCTI&layout\\_id=3](https://cm.maxient.com/reportingform.php?CaldwellCCTI&layout_id=3)

This link is to the Medical Exemption form.

[https://cm.maxient.com/reportingform.php?CaldwellCCTI&layout\\_id=3](https://cm.maxient.com/reportingform.php?CaldwellCCTI&layout_id=3)

**\*\*Bring this form with you on the first day of class**

**Caldwell Community College & Technical Institute**

# Immunization Health Record for Health Services

You may use this form or one provided by your Health Care Provider to verify you have all the required immunizations for your program.

**\*Your Health Care Provider Must sign and date the record that you turn in to your Instructor.**

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Date of Birth (M/D/Y)</i>		
<b>Name of Vaccine</b>	<b>Received Date #1</b>	<b>Date #2</b>	<b>Date #3</b>	<b>OR Positive Titer</b>	
<i>MMR Vaccine (2): (Measles, Mumps, Rubella)</i>	#1 _____	#2 _____	N/A	_____	
<i>Hepatitis B Vaccine (3):</i>	#1 _____	#2 _____	#3 _____	_____	
<i>Or Hepatitis B Declination: Date: _____</i>					
<i>Varicella Vaccine (2):</i>	#1 _____	#2 _____	N/A	_____	
<i>Tetanus/Tdap (3-5):</i>	#1 _____	#2 _____	#3 _____	#4 _____	
	#5 _____	<i>Tetanus Booster (1 within the past 10years): #1 _____</i>			

*TB Skin Test (current/negative): #1 \_\_\_\_\_ #2 \_\_\_\_\_*

*Or Negative Chest X-Ray: Date: \_\_\_\_\_*

***Note: Nurse Aide I requires one-step TB Skin Test or current/negative CXR***

***Seasonal Influenza Vaccine (I):*** Date Received: \_\_\_\_\_ (may not be available until the fall of the year)

*Or Documented Influenza Vaccine Contraindicated: Date: \_\_\_\_\_*

(Reason Influenza Vaccine Contraindicated): Date: \_\_\_\_\_

**COVID-19 vaccination card must be presented to Instructor as proof of vaccination**

**\*\*Health Care Provider Signature \_\_\_\_\_**

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