

## **Nurse Aide Training Program Policy Agreement**

### **CLASS SCHEDULE**

**Length:** 10 days *plus* 2 days of clinical

**Time:** 9:00am – 3:30pm x 10 days in classroom

7:00am – 3:30pm x 2 days clinical at long term care facility

\*no weekends

### **DESCRIPTION OF COURSE**

The Nurse Aide Training Program is designed to instruct the student in the knowledge and skills needed to provide basic care for patients in the long-term care setting. The student who completes this course is eligible to state test. Because this is a skills based course, classroom, clinical and laboratory attendance are mandatory.

### **STUDENT LEARNING OUTCOMES**

Following completion of the course, the student will be able to:

- Define the role of the nurse aide in long term care.
- Discuss the role of communication in health care.
- State and demonstrate the principles of medical asepsis and standard precautions.
- Identify and demonstrate the principles of safe patient care.
- Identify patient rights and promote patient independence.
- Discuss and demonstrate basic nursing care skills correctly.

### **TEXTBOOK, MANUALS, REFERENCES, AND OTHER READINGS**

The school provides textbooks to all students on a borrowed basis in order to keep the cost of the program down. Replacement fee for lost or stolen textbooks is \$35. Workbooks are available to purchase for study purposes. Textbooks are to be returned in good condition on the final day of class. Failure to do so will result in collection action against you.

### **GENERAL INSTRUCTIONAL METHODS**

Lecture, discussion, demonstration, simulation

### **STANDARDS AND METHODS FOR EVALUATION**

#### **Methods and Standards of Evaluation:**

The student must: 1) achieve at least 70% of the total course points (140 points); 2) earn 70 of 100 points on the final exam; 3) satisfactorily complete the clinical experience; and 4) complete all make-up assignments to pass the course.

1. Class Points are as follows:  
Four Exams = 100 Points  
Final Exam = 100 Points  
Total Points = 200 Points

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**The student must earn 70% of the total points (140) to pass the course.**  
**The student must earn 70 of 100 points (70%) on the final exam to pass the course (state regulation).**

2. **The clinical experience will be graded as satisfactory or unsatisfactory and will be based on skill performance and professional behavior. If a student is unsatisfactory in clinical, the student will fail the course, regardless of what his/her score is on tests.  
**The student will not be permitted to continue in the course.****
3. **All skills are practiced in the lab. If a student cannot perform patient care skills satisfactorily in the lab, the student will not be permitted to attend clinical.**
4. **The student must carry a 70% average to attend clinical.**

#### **SPECIAL COURSE REQUIREMENTS**

Patient care skills lab

Clinical setting in long-term care

#### **ATTENDANCE POLICY**

**Attendance/Tardiness Policy:** In order to comply with federal and state regulations, attendance during class is mandatory and students are expected to arrive at the start of class.

**Students who miss class, lab, and/or clinical will be required to complete the make-up of this time.**

Federal and state regulations require that any missed time be made-up hour for hour. There will be a \$25 fee per day assessed for any needed make-up day.

**Students must complete all make-ups within 60 days of the last day of class to receive a certificate of completion from the state (state regulation). If make-up days are not completed within these 60 days you will be required to re-enroll with a new full payment.**

#### **STUDENT CODE OF CONDUCT**

Students are expected to participate in class and clinical with high standards of integrity, respect and responsibility. Any disruptive behavior, disrespect for instructors or peers, violation of laws or regulations relating to patient safety will constitute immediate dismissal from the program. The student will not be entitled to a refund of the program fee.

#### **INCLEMENT WEATHER OR OTHER EMERGENCIES**

When inclement weather conditions occur students will be notified by email of any cancellations.

Students who miss a class because of weather-related problems with the class is held as scheduled are responsible for reading and other assignments as indicated in the syllabus. If a laboratory or examination is missed, contact the instructor as soon as possible to determine how to make up the

missed exam or lab. Remember! It is the student's responsibility to keep up with reading and other assignments when a scheduled class does not meet, whatever the reason.

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### **CLASSROOM/LAB/CLINICAL BEHAVIORS**

Students are expected to act in an appropriate and professional manner. Students that behave inappropriately will be asked to leave the classroom/lab/clinical. Examples of inappropriate behavior include:

- \*Talking when another student or other instructor is talking
- \*Sleeping
- \*Inflicting or threatening to inflict bodily or emotional harm on another
- \*Theft, destruction, damage, or misuse of school or another's property
- \*Possessing any dangerous weapons
- \*Unauthorized use, distribution, or possession of drugs or alcohol
- \*Using phones in class
- \*Cell phones must be turned off or on vibrate in class, and are not permitted in clinical
- \*This is a skills based course. Students must participate in lab skills daily, and are expected to practice skills on other students and allow other students to practice on them.

### **DRESS CODE GUIDELINES CLASSROOM/CLINICAL**

White scrub top and navy blue scrub bottoms, tennis shoes and Columbus STNA School identification. Some stores where scrubs can be purchased are Walmart, Meijer, Anderson's, JC Penney Outlet. Scrubs are mandatory and must be worn to class and clinical.

### **CLINICAL EXPERIENCE INFORMATION**

Students are expected to arrive 15 minutes prior to the start of clinical. Students arriving late (15 minutes or more) will be sent home. 16 hours will be spent in a long term care facility, during which time the student will be required to practice hands-on care of clients. Student must be dressed in proper attire according to the dress code. Clothing must be clean and neatly pressed with undergarments appropriate and inconspicuous. Hat or head scarves not permitted unless a cultural practice. Hair must be clean and neatly groomed, and of natural color. Long hair should be secured away from the face, facial hair neat and well trimmed. Nails must be neat and clean, no artificial nails or nail polish permitted. Length of natural nails will be kept less than ¼ inch long. Tattoos must be inconspicuous or covered. Jewelry must be plain and not interfere with resident care nor present a safety hazard (i.e., dangling or protruding). Facial piercings are prohibited.

Cell phones are not permitted at clinical. For your protection do not bring books or purses into the facility, there is no place to secure items. Pack your lunch and a snack for breaks. Food may not be delivered to the facility. Make sure to eat a good breakfast before you come to clinical, have a good night's sleep and do not work the night shift before you come.

### **HEALTH SCREENING REQUIREMENTS**

Each student must have a negative 1-step Mantoux Tuberculosis Test or negative chest xray results prior to attending clinical at the student's expense. Mantoux tests must be within one year of the start of the program and chest x rays within the last five. A physical exam is also required before clinical. All physicals must be within one year of the start of the program. The physical requirement form can be downloaded and printed from this site.

**Refund Policy**

STUDENT MUST CALL 48 HOURS, DURING THE BUSINESS DAYS IF STUDENT INTENDS TO CANCEL CLASSES. ALL REFUNDS WILL BE GIVEN MINUS \$50.00 REGISTRATION FEE. NO REFUND WILL BE GIVEN IF STUDENT DOES NOT CALL WITHIN THIS DEADLINE. NO REFUND WILL BE GIVEN IF STUDENT DOES NOT SHOW UP FOR CLASSES. NO REFUND WILL BE GIVEN FOR ANY REASON IF YOU DROP FROM THE CLASS, AFTER CLASSES HAVE ALREADY STARTED, YOU WILL ALSO BE RESPONSIBLE FOR THE FULL AMOUNT OF THE CLASS.

IF FOR ANY REASON YOU RE-SCHEDULE FOR A FUTURE CLASS AFTER THE INITIAL REGISTRATION, FEE CAN BE APPLIED TOWARDS YOUR 1ST RE-SCHEDULE. ANY FURTHER RE-SCHEDULE WILL REQUIRE \$100.00 DEPOSIT.

**Policy Agreement**

I, \_\_\_\_\_ (student's name)  
have read, I understand, and I will comply with Columbus STNA School course policies as described in the Enrollment Agreement.

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

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