

# Stanly Community College

## Handbook for

### Hybrid Nurse Aide Level One

#### **REQUIREMENTS:**

For a student to enter the NA I hybrid program, they must provide proof of US HS graduation/GED certification, provide a valid photo ID (driver's license, state ID, military ID, or passport), and provide a signed social security card by the first day of class. Students are also required to provide one of the following: TABE reading test at 11<sup>th</sup> grade level or higher, proof of completion of ENG 111 or 113, or proof of a Bachelor's Degree. Students are also required to provide proof of updated immunizations. Any student not providing the correct documentation by the deadline (2<sup>nd</sup> Friday meeting) will be dropped from the class. Criminal Background Checks will be completed on all students attending clinical. This is done for the safety of the residents in the students' care. The CBC will cost either \$40 or \$50 and must be in a money order format. The CBC forms must be completed and returned with a money order by the deadline (2<sup>nd</sup> Friday meeting) or the student will be dropped from the class. The clinical site will have the final say on who may or may not attend clinical in their facility. If a clinical site refuses a student, the student will not be able to complete the class and will not receive a refund.

#### **DESCRIPTION:**

The Hybrid Nurse Aide Level One course is a 216.5-hour course which is 13 weeks long. The course consists of 81 hours of online work, 84.5 lab hours (13 days), and 51 clinical hours (6 days). Students will complete the online portion of the course through Moodle. Lab hours are offered on Friday from 9a-4pm. Clinical hours are completed at a nursing home in Albemarle on Sundays from 7a-4p. Lab will be held in Room 210 on the Crutchfield Campus in Locust.

#### **ATTENDANCE:**

Attendance is an important part of this program. The Department of Health and Service Regulation monitors attendance and has the authority to close down the Hybrid NA I program if the guidelines are not followed. DHSR states that no student can miss more than **15 hours** (1 lab (6.5 hours) and 1 clinical (8.5 hours day) of class time. Any student who arrives late or leaves early will have that time subtracted from their total remaining attendance hours. **NO EXCUSES** can be accepted for any absence and Make-Up Work will be assigned. **ANY** time (absences, tardiness, leaving early) missed must be made up. Missed lab time must be made up by attending an open lab at scheduled times. Missed clinical time must be made up by attending extra clinical day. This work must be turned back in to the instructor by the due date in order for this student to proceed in the program. Any student not completing their makeup work by the due date will be dropped from the class.

## **GRADING AND COURSE COMPLETION:**

Grading for the theory portion of this course is based on module quizzes, module assignments and discussions, three tests, and a final exam, each which carry an equal weight toward the final grade. In order to receive a passing grade for the laboratory portion of the course, students must be checked off as proficient on DHSR required skills on Appendix A, successfully complete mock testing, and be checked off as proficient in the 22 state skills. In order to receive a passing grade for clinical, students must proficiently perform at least 15 of the starred skills on Appendix A in the clinical setting under supervision of their instructor. In order to complete the course with a "S" (satisfactory), students must meet all attendance requirements, maintain a minimum of 80% for the theory portion, obtain a minimum of 80% on all section tests and the final exam, and receive a passing grade in the laboratory and clinical portions of the class. Fulfillment of these requirements will earn the student a Certificate of Completion and render them eligible to take the NNAAP state exam.

## **STUDENT RECORDS:**

During lab and clinical, the students will be expected to complete the required portions of the Skills Objective Check-Off List (Appendix A). This list will be maintained by the instructor and at the end of the program, will become a permanent part of the student's file for 3 years. A clinical Report Card will also be completed by the instructor at the end of the clinical portion of the program and will be placed in the student's file. A grade report printed from Moodle will show how the final 80% minimum grade was achieved and will also be kept in the student's file. Copies of picture ID, social security card, proof of immunizations, and signed policy statements will also be maintained in the student's file. These files are kept in a locked filing cabinet in the Program Coordinator's office for 3 years.

## **POLICIES/PROCEDURES:**

\*Students will be required to adhere to the Nurse Aide Code of Conduct and Cell Phone Usage policy throughout the entire program. The Uniform Dress Code must be followed while in the clinical setting. The following pages contain those policies for student review.

\*Grievances will be handled in a mature manner. The student should attempt to discuss the issue with the instructor first. If the issue is not satisfactorily resolved by talking to the instructor, the student should contact the Program Coordinator. If the issue is not satisfactorily resolved by the Program Coordinator, the student will be referred to the SCC grievance policy.

\*Occasional field trips can be taken if the instructor feels it will be beneficial to the student's education and is relevant to the daily schedule. A field trip form must be completed and submitted to the Program Coordinator prior to the date of the field trip.

\*Smoking is prohibited in all College buildings. During clinical, students should abide by the agency policy regarding smoking. Care must be taken to avoid the smell of smoke on the breath or on clothing.

\*All students must be covered by liability insurance while in the clinical setting. The insurance cost is included in the registration fee.

\*Any exposure to blood or body fluids must be reported immediately to the clinical site and to the SCC clinical instructor. Accidents or injuries occurring during clinical should be reported to the clinical instructor immediately and the student will be expected to comply with the policy of the clinical agency in regard to follow-up and reporting such injuries. Any injury during classroom/lab sessions should be reported to the instructor immediately.

\*Gifts of money and/or gifts of significant monetary value should not be accepted by students in the clinical setting. Students may accept token gifts such as flowers, fruit, candy, or other small items offered as gestures of appreciation. If offered money and/or gifts of significant monetary value, the student should kindly accept the gift and take it to the clinical instructor immediately.

\*If you are not completing all assignments by the assigned due date, you will receive a warning via email. If you experience technical difficulties preventing you from completing any assignment, you should complete a Help Desk ticket prior to the due date. You should notify the online instructor via jmail in Moodle as soon as possible about the issue and let them know that you completed a Help Desk ticket. If you do not complete a Help Desk ticket and notify the instructor, you will receive a zero for the assignment.

## **TAKING A HYBRID COURSE:**

The HYBRID course is highly dependent upon the student:

\*exploring the Moodle site

\*completing ALL assignments on or before due dates

\*taking initiative to communicate with the online instructor with questions and/or problems

\*managing time wisely

**Official Canvas time will be used for any due dates.**

### **\*\*\*\*\*Information you will need to complete this course is below\*\*\*\*\***

#### **1. Online participation:**

! Online participation is mandatory.

! **All** assignments must be completed for you to successfully complete the course.

! “Check in” to the website at least every other day for assignments, updates, announcements, etc.

! Check your email at least every other day. Please respond to emails requesting a response within 48 hours.

#### **2. Checking Assignments:**

! Unless otherwise posted, assignments will be due at 11:55 p.m. on the Sunday of the week the assignment was due.

! The online instructor will track online activity to determine whether or not assignments are complete. If you are unable to access the assignments in Moodle or experience any difficulties with an assignment, you must notify the online instructor **BEFORE** the due date.

#### **3. Discussion board postings:**

! Read the assigned material and complete quizzes and assignments first. You should apply information learned when posting your responses.

! Post your answer to questions posted in the discussion board by the instructor by using the reply button.

! Please do not wait until the last minute to post your responses in order to allow enough time for other students to respond before the deadline.

! Responses should be tactful, clear and related to the question. “I agree” is not a posting.

! Your answer should demonstrate that you are thinking and not simply parroting the ideas of others or the textbook/notes. You may wish to site websites related to the topic or textbook pages to support your answer as well.

! You are expected to respond to a minimum of 2 of your classmates’ discussion board postings. Failure to do so will result in a deduction of points for the discussion board assignment.

4. **E-mail correspondence:**

! There are no security guarantees with email.

! Keep messages concise.

! If you have not received a reply within 48 hours, you should notify the Program Coordinator via email or telephone.

**! Save all your work and email communication.** You may be asked to submit proof of your correspondence.

5. **Technical Difficulties:**

! Passwords and correct addresses are inflexible.

! Setting up communications with servers may be a problem.

! Servers can go down.

! Computer hardware can fail or software may be faulty or incompatible.

**! It is to your advantage to complete assignments well before due dates in case technical difficulties arise!** This will allow more time to trouble-shoot and hopefully rectify the situation before assignments are due.



Student Name \_\_\_\_\_

Datatel ID Number \_\_\_\_\_

## Welcome to Stanly Community College!

This document has been sent to you to supply the information you need to:

- Access our online learning system
- Access your e-mail account
- Find help, should the need arise

### Accessing Canvas

Your online class is delivered through Canvas, our online learning system. You will log into Canvas and your class each time you work in the class. The information you need to log into Moodle is detailed below in step-by-step instructions. Please note that it is imperative you log in immediately after on the start date of your class.

1. Go to <http://www.stanly.edu> and click the Canvas link in the upper right of the homepage.
2. On the next page: Enter your SCC User ID and your SCC password in the password box.
  - Your Moodle login and password is the same as it is in Web Advisor.
  - **The ID is set up as follows:**
    - first initial + last name + last four digits of Datatel ID number (all lower case)
    - For example: Donald Duck with the Datatel ID number of 765432 would have a user ID of dduck54323.
    - IF you registered on or before 12/15/11, your default password will follow a format using the first initial of your last name (capitalized) + the second letter of your last name (lower case) + the last four digits of your Datatel ID number.
    - For example: Donald Duck, whose ID number is 765432, would have a default password of Du5432.
    - IF you registered on or after 12/16/11, your default password will follow a format using the first two letters of your last name with the first letter capitalized followed by two digit month, two digit day, two digit year of your birthday.
    - For example: Donald Duck, who was born on 06/09/1934, would have a default password of Du060934.

3. On the next page: you will see a list of your online courses, in addition to the courses in which you are enrolled.

### Finding help:

If you encounter any problems **logging into Canvas OR into your online class**, contact the SCC help desk:

- By phone: 704-991-0222
- By e-mail: [helpdesk@stanly.edu](mailto:helpdesk@stanly.edu)
- By live chat: <http://helpdesk.stanly.edu> or [www.stanly.edu](http://www.stanly.edu) and click the "Help" link

If you encounter problems **related to the class or its content**, contact your instructor

- Instructor contact is on the course syllabus, linked from the course homepage
- Please note: The Canvas e-mail link within a course is confined to that course only and **CANNOT** be sent to an outside account

## WebAdvisor

WebAdvisor will allow you to register and pay for classes, request transcripts, update your personal information, view a summary of your account, and request enrollment verification. Here's how to access WebAdvisor:

1. Go to the Stanly Community College website (<http://www.stanly.edu>). Click on the link for WebAdvisor.
2. Click on the link to login. Enter your User Name and Password and click "Submit". This will take you to the WebAdvisor Main Menu. The username (User ID) is the same as it is for Canvas and Email.

**Additional Information:** When using any computer on the Stanly Community College campus, you will be required to use your username and password. Your username will be the same for Canvas, Student Email, Google Apps, campus computer login, and WebAdvisor. All these services share the same password. If you change your password in WebAdvisor, for example, then this also changes the password for Canvas, Student Email, computer login, etc.

## E-Mail

Since you are a student in at least one of our programs, we automatically created an email address for you. Here's how to access yours:

1. Go to the Stanly Community College website (<http://www.stanly.edu>). Click on the link for Email/Student Email. This will take you to a login page. Enter your User Name and Password and click "Submit" This will now take you to your inbox. The username (User ID) is the same as it is for WebAdvisor and Canvas.
2. The first time you login to your email account you will be asked to create your account. Simply type the special characters you will see on your screen and read over the Google Terms of Service. When you are ready to proceed click the "I accept Create my account" button. You should only have to perform this step the first time you login.

## **CERTIFICATION:**

Each student will be given a North Carolina Nurse Aide I Candidate handbook, which contains information about eligibility, application and scheduling, preparation for exam day, sample questions for written portion, and a listing of skills that are used for state testing. Students will be given time during the course to do mock testing to prepare them for the state exam.

The NNAAP Final Exam and Skill Competency will be completed at either Stanly Community College in Eddins Building Room or at a Regional Testing Site of the student's choosing in front of a DHSR approved Evaluator. The students are required to apply for a testing date within 2 years of course completion. On the day of testing, the student will know the results of both sections of the test before leaving the testing site and will have their name on the NA I Registry within two weeks of obtaining a passing score.

A handout attached gives a detailed description of maintaining and renewing your NA I Registry listing.

## **Nurse Aide I Registry**

To maintain a current listing, a nurse aide must be employed in a qualifying position at least once every 24 months after successfully completing competency evaluation and cannot go two full years without qualified employment. The employment must be reported to the Nurse Aide I Registry for the nurse aide's listing to be renewed.

Employment **MUST** include **ALL FOUR** of the following to qualify for listing renewal:

1. Work for monetary compensation
2. Work as a nurse aide, performing direct patient care
3. Work under the supervision of a Registered Nurse (RN) not an LPN
4. Work a total of 8 hours or more

Nurse Aides are also required to prove 24 hours of continuing education or in-services every renewal period.

The Registry will send a renewal application to nurse aides whose listings are about to expire. The application is a two-part form for verification of aide information and employment and must be completed by both the nurse aide and a registered nurse supervisor of the aide's most recent qualifying position. Once the Registry received verification of the qualified employment, the nurse aide's listing will be extended an additional 24 months from the most recent date of documented employment.

If the nurse aide does not work in a qualifying position during any 24-month period, the individual must complete a new State Competency Test to be relisted.

**Important:** Renewal applications are mailed to the name and address currently on file with the NA I Registry. Nurse Aides should report any name, address, or phone number changes to the Registry immediately to prevent unnecessary renewal delays. Address and phone number changes may be reported to the address below. Download the Change of Address form. To report name changes, see the separate procedure for Name changes.

Nurse Aide Training and Registry Administration

Health Care Personnel Registry Section

Division of Health Service Regulation

2709 Mail Service Center

Raleigh, NC 27699-2709

[www.ncnar.org](http://www.ncnar.org).

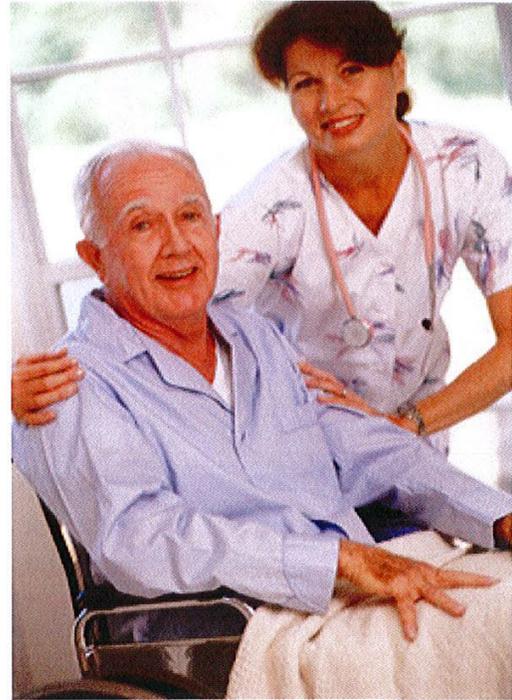
## **COURSE CERTIFICATE OF COMPLETION:**

Students will now be able to access and print their own certificates of completion for CE courses taken at Stanly Community College. You will no longer receive a copy in the mail. Directions are provided below on how to access the portal to print your certificate of completion. From this portal, you may also access certificates of completion from previous CE courses taken at Stanly Community College.

### Stanly Community College Continuing Education Certificate Portal

<https://certificate.stanly.edu>

1. Access the above link
2. Click on current student if you know your student ID and password
3. Click on former student if you do not know your student ID and password
4. Enter requested information
5. Click on the CE course that you wish to print certificate for
6. Certificate will download for saving or printing



## YOU HAVE MAIL!!

Welcome to the Stanly Community College Family! All SCC continuing education and curriculum students have email accounts.

Please visit our website at [www.stanly.edu](http://www.stanly.edu) and select the WebAdvisor tab at the top of our homepage, then select, "What's My User ID?" to access your username and information on creating your password. With this information, you can now return to our homepage and select the Email tab and log into your SCC email account.

**We will be communicating with you exclusively through this SCC email account.** Students are responsible for checking their email account for all notices from the college. You will be completing your end-of-course evaluation using this same log in information. You may set-up your student email account to forward these messages to another email account or you may combine this account with another that you are currently using.

**This same email address and log in information will be used to complete the online end-of-course evaluation at the end of the program.**

# Viral Hepatitis B Info Sheet

## **What is Hep B?**

Hepatitis B is caused by a virus that attacks the liver. The virus, which is called hepatitis B virus (HBV), can cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure, and death.

## **How is HBV spread?**

It is spread when blood from an infected person enters the body of a person who is not infected. For example, HBV is spread through having unprotected sex with an infected person, sharing drugs, needles, toothbrushes, razors, or through needle sticks or sharps exposures on the job, or from an infected mother to her baby during birth.

## **What are the symptoms?**

Sometimes a person with HBV infection has no symptoms at all. The older you are the more apt you are to have symptoms. You might be infected with HBV and not know it but still be contagious.

The symptoms are:

Yellow skin or yellowing of the whites of your eyes

Tiredness (Fatigue)

Loss of appetite

Nausea

Abdominal discomfort

Dark urine

Clay-colored bowel movement

Joint pain

## **Who should get vaccinated?**

All babies at birth

All children 0-18 years of age who have not been vaccinated

People of any age whose behavior or job puts them at risk for HBV infection

## **Are the HepB vaccines safe?**

Yes. They have been shown to be safe when administered to both adults and children. Over 4 million adults have been vaccinated in the US, and at least that many children have received hepB vaccine worldwide.

## **What are the risk factors for HepB?**

- Having unprotected sex with an infected person
- Having unprotected sex with more than one partner
- Using IV drugs/sharing needles
- A male having unprotected sex with another male
- Living in the same house with someone who has chronic HBV infection
- Having a job that involves contact with human blood and body fluids
- Having hemophilia

## Inclement Weather

During periods of inclement weather, Stanly Community College will close when conditions are hazardous. If the College is closed or operating on a delayed schedule due to inclement weather, students can hear a recorded announcement by calling 704-982-0121 (Alb) or 704-888-8848 (CFC). Students may monitor the college's website [www.stanly.edu](http://www.stanly.edu). The website's main page banner will announce closings and/or delayed schedules. Students may also monitor the media outlets listed below to determine if the college is closed or operating on a delayed schedule. Students may also sign up for alerts on the SCC website which allows information regarding classes to be sent directly to the student via email, text, or phone. **No announcement means that the college is operating on a normal schedule.**

### RADIO

WZKY 1580 AM

WSPC 101 AM

WJRM 1390 AM

WBT 1110 AM

WLNK 107.9 FM

WIXE 1190 AM

WLYT 102.9 FM

WKKT 96.9 FM

WRFX 99.7 FM

WMMG 96.1 FM

WEND 106.5 FM

WPEG 97.9 FM

WBAV 101.9 FM

WSAT 1280 AM

WSTP 1490 AM

### TELEVISION

WBTV- Channel 3

NEWS 14 CAROLINA- Channel 14

WCCB- Channel 18

WCNC- Channel 36

WFMY- Channel 2

WGH PIEDMONT- FOX 8 Greensboro

WSOC –Channel 9

## **Stanly Community College Nurse Aide Uniform Code**

**Professionalism** and **appearance** are important qualities of the Nurse Aide Student. As a student of Stanly Community College, you will represent the college while at the clinical site and will be held to a higher standard than the employees of the facility in which you are a guest. As a Nurse Aide, you need to place the residents at ease by your appearance of cleanliness, neatness and professionalism.

Dress Code is as follows:

1. The uniform is to be white scrub top and black scrub bottoms. A white uniform dress is acceptable. Uniform should fit in a manner which does not expose the lower back during bending. Uniform should be neat and clean.
2. **Solid** black or white socks should be worn with black **or** white shoes. Sneakers are acceptable. Shoes must be closed toed and non-cloth.
3. White or black T-shirts, white or black tank tops, or white or black undershirts should be worn underneath a white top for modesty.
4. A lab jacket is optional and can be of any color or style.
5. The Stanly Community College name badge will be worn at all times **above** the waist and with the face and/or name exposed.
6. Hair will be neat and clean. Longer hair will be pulled back off the face and long ponytails will be secured to the head.
7. Nails will be short and clean. NO artificial nails will be permitted. If nail polish is worn, it must be pastel and solid. No blacks, red, or any dark shade.
8. Very little make up and perfume/cologne should be worn due to it causing irritation to the resident's respiratory tract.
9. Jewelry should be minimal. Wedding band is permitted but it is recommended that the diamonds and other raised rings be omitted for resident safety. Earrings should be stud earrings. No hoops or dangling earrings are permitted for safety. No necklaces or chains around the neck for the student's safety. No pins or decorative ornaments should be applied to the uniform for infection control reasons. The student is required to wear a watch with a sweeping second hand for obtaining vital signs. Arriving to clinical without a watch is considered out of dress code.
10. No body piercing should be visible. Clear appliances may be placed in the pierced opening for clinicals. The clinical site has the authority to ask the student to remove even the clear appliance and the student must conform or go home.
11. No tattoos should be visible. Clothing will be worn in a manner in which to cover any existing tattoos. If unable to cover the tattoo with clothing, a Band-Aid or bandage of appropriate size or an ace wrap may be applied over the tattoo to include any tattoo on the neck, back or hand.
12. Any infraction of the SCC NA I Dress Code will warrant being sent home and the hours subtracted from total hours missed. If the total hours missed is greater than 11 hours, the student will be dropped from the course.
13. No cell phone usage while inside the clinical site. No texting while in the clinical site. Students caught with cell phones during clinical hours will be disciplined appropriately at the instructor's discretion.

# Nurse Aide Class Cell Phone Usage Policy

1. All cell phones will be **silenced** (not put on vibrate) during class and clinical and will be kept out of sight.
2. Making or receiving phone calls, texting, using social media, taking photos, and checking the phone will not be conducted during class or clinical time.
3. All phone usage will only be conducted during break times and outside the classroom or clinical site.
4. In case of a family emergency during class or clinical time, the instructor will be made aware of the situation by the student at the beginning of the class or clinical. At the discretion of the instructor, the student may be allowed to leave the phone on vibrate and respond to the call when it comes by taking the phone call outside of the classroom or clinical area. Students may also give the clinical site's telephone number as a method of contact in the case of an emergency.
5. Students caught using a cell phone and/or having a cell phone visible during class or clinical hours will be disciplined appropriately.

**Signing the Receipt of Handbook form serves as acknowledgement and understanding of this policy and serves as the student's verbal warning. Further infractions of this policy will result in further disciplinary action, up to and including dismissal from the program.**

# Nurse Aide Code of Conduct Policy

Stanly Community College reserves the right to keep a safe and orderly educational environment for students and staff. **A student's conduct that disrupts or threatens to disrupt the educational environment will be met with proper disciplinary action.** The purpose of this Code of Conduct is not to restrict the student's rights but to protect the rights of the individual in their academic pursuits. **There is a zero tolerance for violating the Code of Conduct for Stanly Community College and the Nurse Aide program!!**

The following set forth rules of conduct prohibit certain types of behavior.

1. Academic Dishonesty: taking or acquiring possession of any academic material from a college employee or fellow student without permission; receiving or giving help during tests; submitting papers or reports as originals that are not the student's own; plagiarism.
2. Theft of, misuse of, or damage to property of the college, clinical sites, staff, residents, or classmates.
3. Violation of the Drug and Alcohol Policy which in part reads: Stanly Community College prohibits the unlawful use, possession, distribution, manufacture or dispensation of any controlled substance or alcohol while on campus, facilities leased by the college, clinical sites, or at college supported functions.
4. Lewd, indecent, or offensive conduct or clothing, including physical or verbal action, distribution of obscene or libelous written materials, or clothing with inappropriate symbols, graphics, or words.
5. Mental, physical, or verbal abuse of any person on campus, at campus sponsored functions, or at the clinical site.
6. Possession or use of a firearm, incendiary device, or explosive. This is inclusive of any unauthorized use of any instrument designed to inflict serious bodily injury to any person.
7. Forgery, alteration, or misuse of college documents, records or, instruments of identification with intent to deceive.
8. Violation of a local, state, or federal criminal law on college premises, at college sponsored functions, or at clinical site.
9. Sleeping during class/clinical hours is prohibited. Students caught sleeping during class/clinical time will be sent home and the time missed will be subtracted from the allowed missed time.
10. Social Media/Internet usage: Proper internet and social media usage must be followed. You must not utilize inappropriate websites while on campus. Social media should not be used to contact instructors and should not be used to post anything negative about SCC. NEVER post any pictures of any residents in the clinical setting on any website or social media page.
11. HIPPA (privacy): While a student in the NA I program, you must adhere to confidentiality policies. You must never talk about any clinical experiences outside of class. You must be mindful of talking amongst your classmates in the clinical setting in common areas to prevent violation of confidentiality. Do not visit or take pictures of residents in the clinical setting, even outside clinical hours, while a student in the NA I program.

**Signing the Receipt of Handbook form serves as acknowledgement and understanding of this policy and serves as the student's verbal warning. Further infractions of this policy will result in further disciplinary action, up to and including dismissal from the program.**

# Lab Proficiency Policy

Each student will perform **all** required DHSR skills in the lab setting in a manner of proficiency before attending the clinical portion of the class. Students cannot perform any skill in the clinical setting that they have not been checked off as proficient in the lab.

**To be considered proficient, the student must complete each skill in a competent and safe manner without violating the principles of infection control, resident and student safety, and residents' rights, complete each skill without assistance from teacher or fellow students, complete all critical steps in order, and correctly perform 80% of remaining steps.**

If a student fails a skill(s), the student will then be provided practice time and/or remediation prior to re-demonstrating the failed skill(s). Students must work with instructor to arrange a time to re-demonstrate any failed skill(s).

**Students will only be given one chance to proficiently re-demonstrate any failed skill(s).** If the student does not re-demonstrate the skill proficiently, he/she will be dismissed from the program.

**Stanly Community College**  
**Nurse Aide Level I Hybrid Program**  
**Attendance Policy**

Successful completion of the program is dependent upon the student completing all hours of the planned learning experience. No student will be issued a Certificate of Completion without having completed the required hours of program instruction. **All missed classroom content, lab experience, or clinical experience must be made up for the student to successfully complete the program—this includes absences, tardiness, or leaving early.** Missed lab time must be made up by attending an open lab. Missed clinical time must be made up by attending an extra clinical day.

Absences are discouraged and should only occur in extreme circumstances. There are no excused absences in the program. **All absences, including total absence, tardiness, or leaving early, will count towards the allotted missed time. Any student who misses more than the allotted missed time, regardless of the reason, will be dismissed from the program.** Students who are dismissed from the program due to exceeding the allotted missed time may be eligible for entry into the next available class at the discretion of the Program Coordinator.

Lab and clinical attendance will be maintained on an attendance roster. Online participation will be monitored by the online instructor and the Program Coordinator. **Any student not participating in the online portion of the class for 2 weeks will be automatically dropped from the class and will receive an unsatisfactory for the course.** It is the instructors' responsibility to keep up with total time missed. If a student exceeds the allotted missed time, the instructor should notify the student that they are dismissed from the program and notify the Program Coordinator.

After an absence, it is the student's responsibility to obtain the makeup assignment from the instructor, complete the work, and turn it in to the instructor by the due date. The instructor should complete a makeup work form and place a copy of the form and the assigned work in the student's file. Students should schedule an appropriate time with the instructor for making up any missed skills or clinical experience.

**Allotted missed time is as follows:**

For **NA I hybrid** classes you are permitted to miss **15 hours** (1 lab and 1 clinical day)

**Stanly Community College**  
**Nurse Aide Level I Hybrid Program**  
**Clinical Grading Policy**

The following standard for evaluating and passing students on the clinical portion of the class will be adopted by Stanly Community College's Nurse Aide Level I Hybrid Program:

The grade for the clinical portion of the class will be either pass or fail.

**In order to pass the clinical portion of the course, students must proficiently demonstrate a minimum of 15 starred skills on the Skill Performance Checklists Summary (Appendix A) with instructor supervision.** Once a student proficiently demonstrates a skill in the clinical setting under instructor supervision, the instructor will date and initial Column C of Appendix A.

A clinical report card will be filled out for each student by the clinical instructor and will be placed in the student's file. The completed Appendix A will also be placed in the student's file.

Note: Per federal regulations, students must demonstrate proficiency of skills in the laboratory setting prior to performing them in the clinical setting.

**Proficiency is defined as: completing each skill in a competent and safe manner without violating the principles of infection control, resident and student safety, and resident's rights, completing each skill without assistance from instructor or fellow students, and completing all critical steps in order and correctly performing 80% of the remaining steps.**

**Stanly Community College**  
**Nurse Aide Level I Hybrid Program**  
**Exit Criteria**

The following standard for exit criteria will be adopted by the Stanly Community College's Nurse Aide Level I Hybrid Program:

In order to receive a certificate of completion for the NA I Program, the student must:

- Meet attendance requirements
- Receive a minimum of 80% for final grade
- Pass laboratory portion of course
- Receive a minimum of 80% on final exam
- Pass clinical portion of course
- Receive a minimum of 80% on each section test

**Any student not meeting all of the above criteria will not be granted a certificate of completion.**

## **Stanly Community College Nurse Aide Level I Hybrid Program Lab Proficiency Policy**

The following standard for evaluating and passing students on the laboratory portion of the class will be adopted by Stanly Community College's Nurse Aide Level I Hybrid Program:

Each student will perform the required skills, as outlined by DHSR on Appendix A, in a manner of proficiency in the lab setting before attending the clinical portion of the class. Students cannot perform any skill in the clinical setting that they have not been checked off as proficient in the lab. **Note: Any student under age 18, per the U.S. Department of Labor Wage and Hour Division, can only operate a mechanical lift and lift or transfer a resident using a mechanical lift with the assistance of a trained adult employee over the age of 18. In following this guideline, instructors must also follow the specific policy of the clinical facilities.**

**To be considered proficient, the student must complete each skill in a competent and safe manner without violating the principles of infection control, resident and student safety, and residents' rights, complete each skill without assistance from instructor or fellow students, complete all critical steps in order, and correctly perform 80% of remaining steps.**

Each student will be evaluated and individually checked-off by the instructor on the required skills on Appendix A. The instructor will sign off on Appendix A under column B and on the skill checklist sheet.

Students must also demonstrate proficiency in the 22 state skills. Instructors will use state skills checklists provided to evaluate each student on proficiency.

If a student fails a skill(s), the instructor must denote on the skill checklist sheet which steps were missed and/or what was performed incorrectly. The student will then be provided practice time and/or remediation prior to re-demonstrating the failed skill(s). Students must work with instructor to arrange a time to re-demonstrate any failed skill(s). At the time of re-demonstration, the instructor will use the same skill checklist as a guide for evaluating proficiency. If proficiency is demonstrated, the instructor will sign and date the skill checklist again denoting that proficiency was demonstrated on this date. **Students will only be given one chance to proficiently re-demonstrate any failed skill(s).** If the student does not re-demonstrate the skill proficiently, he/she will be dismissed from the program. The student will be eligible to enter into the next available program at the discretion of the Program Coordinator.

As part of the laboratory portion of the class, students will participate in mock testing to prepare for the NNAAP state exam. Instructors will follow the mock testing policy and procedure. In order to pass the laboratory portion of the class, students must demonstrate proficiency in mock testing. If a student is unable to demonstrate proficiency in mock testing, he/she will receive a failing grade for the laboratory portion of the course and an unsatisfactory grade for the course.

**In order to pass the laboratory portion of the class, students must proficiently demonstrate the required skills as outlined by DHSR on Appendix A, demonstrate proficiency in the 22 state skills, and demonstrate proficiency in mock testing.**

Each student will have a laboratory/clinical folder. This folder will contain: Appendix A, skill checklists for skills on Appendix A, skill checklists for 22 state skills, and mock testing competency evaluation form and checklists. This folder will remain in the possession of the instructor throughout the entire course. At the end of the course, the contents of this folder will be placed in the students' course file folder.

**Stanly Community College  
Nurse Aide Level I Hybrid Program  
Theory Grading Policy**

The following standard for evaluating and passing students on the theory portion of the class will be adopted by Stanly Community College's Nurse Aide Level I Hybrid Program:

**In order to pass the theory portion of the class, the student must have a minimum of 80% as the final theory grade.**

The theory grade will be derived as follows:

Online Module Activities

Online Discussion Board

Online Module Quizzes

Online Module Fill In Blank Assignments

Homework/Lab/Reading assignments

Participation Grade

Project Grade

Seated section tests (there are 3 section tests---must score 80% or higher on each one)

Seated final exam (must score 80% or higher on final exam)

Section Tests and Final Exam count for 30% of grade

Online assignments/lab assignments/homework counts for 10% of grade

Discussion Boards count for 10% of grade

Quizzes count for 20% of grade

Project counts for 20% of grade

Participation counts for 10% of grade

A copy of the grade report is printed and placed in each student's file.

**Stanly Community College**  
**Nurse Aide Level I Hybrid**  
**Participation Grade**

The following standard for calculating the participation grade will be adopted by the Stanly Community College's Nurse Aide Level I Hybrid program:

1. **Stations:** There are 10 total station worksheets. Each worksheet is worth 10 points. The station portion of participation grade will begin as a 100. For each station worksheet not completed 10 points will be deducted.
2. **Independent Lab Practice:** It is mandated that each student do a minimum of 2 hours of independent practice outside class time. There will be set days and times for open labs that the instructor will share with students.
3. The participation grade will be calculated by adding total points earned for station worksheets and independent lab practice and dividing by 2. For example, if a student completes 8 of 10 station worksheets, the station grade will be 80. If same student attends open lab once the independent lab practice grade will be 50. Total participation grade will be as follows:  $80+50= 130$ ;  $130/2= 65$ , which results in a participation grade of 65.

## **Stanly Community College Nurse Aide Level I Hybrid Testing Policy**

The following standard for evaluating and passing students on the final exam and section tests will be adopted by Stanly Community College's Nurse Aide Level I Hybrid Program:

Throughout the course students will be given section tests and at the end of the course students will be given a comprehensive final exam in order to assess their understanding of the content. Students may choose between a written and oral examination. If an oral examination is given it must be read from a prepared test in a neutral manner. The section tests will consist of 50 multiple choice questions with four possible answers and the final exam will consist of 100 multiple choice questions with four possible answers. The questions will be based on the training program content and will be between 5<sup>th</sup> and 8<sup>th</sup> grade reading levels. Students will have a maximum of 2 hours to complete the tests and are not permitted to leave the testing site for any reason during testing.

A system is in place to maintain test security. Copies of the tests, answer keys, and answer sheets are maintained in a locked filing cabinet in the classroom. The test copies, answer keys, and answer sheets are clearly marked with the date and version. The instructor should verify that all testing materials match. Upon completion of the tests, the instructor will count the number of copies to ensure that no copies of the tests are removed from the testing site. The graded answer sheets will be placed in the student's file.

In order to pass the theory portion of the class, students must score a minimum of 80% on each section test and on the final exam. Any student who fails to obtain a minimum of 80% on the section tests or the final exam will be given one opportunity to re-test. The student must contact the Program Coordinator to arrange a time for re-testing. A different version of the section tests or final exam will be given to the student. If the student does not obtain a minimum of 80% on the re-test, the student will be dismissed from the program. The student will have the opportunity to enter future classes at the discretion of the Program Coordinator.

Individuals absent on the day of the section tests or final exam must schedule a time with the Program Coordinator to make up the exam. A different version of the tests will be given to students who need to make up the exam.

## Student Grievance Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>12-12-2013</u>
	<u>Executive Leadership Team</u>	<u>11-04-2013</u>
	<u>ICORE</u>	<u>10-30-2013</u>

**Stanly Community College recognizes the importance of a prompt and efficient resolution process for both academic as well as non-academic student grievances. The primary objective is to ensure that students have the opportunity to present grievances to the College regarding a certain action or inaction by a member of the college community and that the College has a consistent way of resolving those grievances in a fair and just manner.**

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## Student Grievance Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>09-21-2015</u>
	<u>ICORE</u>	<u>09-09-2015</u>

This policy will apply to grievances that are not governed by other specific grievance procedures such as but not limited to Title IX.

**Informal Resolution.** Prior to taking formal action, the student is strongly encouraged, but is not required to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. As an alternative, the student may wish to present his or her grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student within five (5) school days for non-academic grievances or three (3) days for final grade appeals, either verbally or in writing.

**Formal Resolution.** If a student decides not to present his or her grievance to the person alleged to have caused the grievance or if the student is not satisfied with the response, he or she may present the grievance in writing, by completing the [Student Appeals Form](#), to the administrator of the department or area where the person alleged to have caused the grievance is employed. Any such written grievance must be received by the administrator no later than five (5) school days after the student first became aware of the facts which gave rise to the grievance. Final grade appeals will be subject to a three (3) school day submission period. The student will be assigned a counselor to serve as an advocate and to provide support during the grievance process. The student will be supplied with the counselor's name and contact information upon submission of the grievance. The administrator will conduct an investigation as warranted to resolve any factual disputes. Based upon the investigation, the administrator shall make a determination and submit his/her decision in writing to the student and to the person alleged to have caused the grievance within five (5) school days of receipt of the written grievance. Final grade appeals will be subject to a three (3) school day response period.

**Appeal Procedure.** Within three (3) school days of receipt of the administrator's decision, a student who is not satisfied with the response of the administrator after the initial review may pursue further review by submitting the original written grievance ([Student Appeals Form](#)), together with the administrator's written decision, to the Dean of Students. The Dean of Students may delegate another administrator to act on his/her behalf i.e. the Assistant Dean of Students and Career Placement). The Dean of Students may direct that further facts be gathered or that additional remedial action be taken. Within five (5) school days (5 days for final grade appeals) of receipt of the appeal, the Dean of

Students shall submit his/her decision in writing to the student and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision. The Dean of Students' decision will be final.

Time Limits. If the student fails to meet the time limits at any step the grievance is automatically considered dropped. If college personnel, at any step, fail to meet the time limits, the grievance will be automatically advanced to the next step.

Please note that the time associated with the student appeals process may hinder progression into the following semester in certain types of academic programs.

<b>STUDENT GRIEVANCE PROCEDURE CHART</b>	
<b>Informal Resolution</b>	
Non-Academic Grievance	Final Grade Appeal
Student is encouraged to discuss his or her grievance with the person alleged to have caused the grievance or the student may present his or her grievance in writing to the person alleged to have caused the grievance.	
<b>5 School Days</b>	<b>3 School Days</b>
In either case, the person alleged to have caused the grievance must respond to the student verbally or in writing.	
<b>5 School Days</b>	<b>3 School Days</b>
<b>Formal Resolution</b>	
Student must submit grievance and use the Student Grievance and Grade Appeals Form.	
<b>5 School Days</b>	<b>3 School Days</b>
Appropriate administrator will investigate, and send a written decision to the student and person alleged to have caused the grievance.	
<b>5 School Days</b>	<b>3 School Days</b>
If unresolved, an appeal will be sent to the Dean of Students. The original Student	

Grievance and Grade Appeals Form and written decision from appropriate supervisor will be forwarded as well. The Dean of Students may direct that further facts be gathered or additional remedial action be taken.

**3 School Days**

**3 School Days**

The Dean of Students may delegate this appeal to another administrator. The administrator will send a written decision to the student and person alleged to have caused the grievance. The written disposition shall include the reasons for the decision and the decision from this level will be final.

**5 School Days**

**5 School Days**

**Student can access grievance policy by going on [www.stanly.edu](http://www.stanly.edu) then click on current students, policies, and find student grievance policy. There is a link provided there for the student appeals form.**



Stanly Community College  
Nurse Aide Level One Hybrid Program

**The Use of Human Subjects Policy**

Per Stanly Community College's Use of Human Subjects Policy, students must be made aware of the possibility that throughout this course of study, it may become necessary to utilize their person for the purpose of skill demonstration and/or skill practice.

At no time will the student be asked to disrobe other than the possible removal of socks and shoes. At no time will there be a needle injection of any kind.

While students will always have the right to refuse to participate as human subjects, it is the written policy of the Department of Health Service Regulation that in order to be considered for course completion all students are required to perform all assigned tasks in a proficient manner both in the lab setting and in the clinical setting.

It is also written policy that while most skills are to be performed on live persons, the mannequin is to be reserved for use with the following intimate skills:

- Complete and Partial Bed Bath,
- Back Rub,
- Perineal and Cath Care, and
- TED hose application/removal (optional)
- Shaving, enema administration,

Students may be the subject for:

- obtaining blood pressure, pulse, and oral/axillary/tympanic temperature,
- conducting mouth care,
- assist with dining/feeding,
- foot care,
- nail and hair care,
- applying and removal support stockings,
- modified bed bath,
- demonstration of use of bedpan and possibly the urinal,
- simulated toileting
- bed positioning
- transfers
- range of motion exercises
- assist with ambulation
- applying restraints
- dressing/undressing (with clothing placed over top of student's clothing)

I have been made aware of the possibility of being used as a human subject in the course of the Nurse Aide Program. I am aware that I have the right to refuse to participate but that refusing will hinder my ability to complete this course. I have had an opportunity to have my questions answered and agree to participate in skill demonstrations as needed.

Name \_\_\_\_\_ Date \_\_\_\_\_

STANLY COMMUNITY COLLEGE  
NURSE AIDE I HYBRID PROGRAM  
RECEIPT OF HANDBOOK and SYLLABUS

Printed Name \_\_\_\_\_

I have received, read, and understand the NA I Handbook, including policies, and have had a chance to have all my questions answered.

I have receive, read, and understand the NA I course syllabus and have had a chance to have all my questions answered.

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

Instructor Signature \_\_\_\_\_

STANLY COMMUNITY COLLEGE  
NURSE AIDE LEVEL I HYBRID PROGRAM  
HEPATITIS B RELEASE FORM

This is to verify that I have received information regarding the risks and benefits of the Hepatitis B vaccine (HBV) to healthcare workers and have had an opportunity to have my questions answered.

I understand that I am not required to receive the Hepatitis B vaccine to complete the program but that it is strongly encouraged.

I hereby release Stanly Community College from any responsibility because of consequences that may occur due to receiving the vaccine.

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

Date\_\_\_\_\_

STANLY COMMUNITY COLLEGE  
NURSE AIDE LEVEL ONE HYBRID PROGRAM  
STUDENT INFORMATION RELEASE

I, \_\_\_\_\_, hereby release any and all information regarding my training and performance as a Nurse Aide Student to prospective employers (i.e. Director of Nursing, Human Resource Personnel). In addition, I agree to release my complete student record in regard to Nurse Aide Training to accrediting agencies for college and for licensing boards approving SCC program standards.

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

Date \_\_\_\_\_

STANLY COMMUNITY COLLEGE  
NURSE AIDE LEVEL I HYBRID PROGRAM  
CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_, agree that information having names, diagnosis, treatment, or personal behavior that is learned or given during the NA I program will not be discussed with anyone outside of the class or clinical area.

I agree that I will not post anything related to confidential information, including pictures, on any website or social media page.

I agree that this is a serious breach of the Health Insurance Portability and Accountability Act (HIPAA) and could result in my removal from this course.

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

Date \_\_\_\_\_



141 College Drive, Albemarle, NC 28001 (704) 982-0121  
www.stanly.edu

## Stanly Community College Consent Release Form

Stanly Community College (SCC), residing in Stanly County, Albemarle, North Carolina, regularly seeks students and alumni to feature in marketing and promotional materials. Your image, quotes, and/or artwork, may be used in print and/or electronic media for SCC, including, but not limited to: newspaper and magazine publications, radio advertisements, television advertisements, electronic media; including, but not limited to: social media sites and/or the college website.

Please complete and sign the following release form:

I, \_\_\_\_\_, hereby authorize SCC to use my image, quote and/or artwork for any use the college deems appropriate in the promotion and marketing of SCC.

I understand that my image, quotes and/or artwork may be used in print and/or electronic media for SCC, including, but not limited to: newspaper and magazine publications, radio advertisements, television advertisements, electronic media; including, but not limited to: social media sites and/or the college's website at www.stanly.edu.

I understand that my quotes may be edited for content, but will not deter from the true spirit of the reference.

I understand that my image and/or my artwork may be altered (blemishes removed, red-eye reduction, cropping, lighten/darken, etc.).

I understand my name may be revealed.

I fully discharge SCC, its parent and affiliated companies and the respective officers, directors, trustees, employees, agents of each, including subcontractors, from any and all claims, monetary and otherwise, that I may have against SCC, its parent, affiliates or subcontractors, arising out of the use of my image, quotes or artwork.

I understand there is no financial or other compensation for my image, quotes or artwork.

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

City, State: \_\_\_\_\_

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

**NOTE: Applicants under the age of 18 must have a parent or guardian sign for them.**



Allen's Professional Investigations  
Criminal Background Check

**Authorization for Release of Information**

I hereby authorize and request any former employer, school, law enforcement agency, medical institution, financial institution or other persons having personal knowledge about me, to furnish to Allen's Professional Investigations, Inc and/or its agents any and all information in their possession regarding me in connection with an application for clinical assignment with Stanly Community College. I understand that an investigative background inquiry is to be made on my behalf including consumer, criminal, credit, driving records and other reports. These reports will include information as to my character, work habits, performance and experience along with any reasons for termination from previous employers. Furthermore, I understand that Allen's Professional Investigations, Inc will be requesting information from various federal, state, local and other agencies which maintain record concerning my past activities relating to my driving, criminal, civil, credit and other experiences as well as claims involving me in the files of insurance companies. Furthermore, I understand that the results of such inquiries will not be submitted to officials of Stanly Community College. I further understand that I will not be provided with a copy of any of my records from this investigation. I authorize that a photocopy of this authorization be accepted with the same authority as the original.

**PLEASE PRINT CLEARLY**

Print Full Name: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Social Security Number \_\_\_\_\_ DOB: \_\_\_\_\_

Driver's License Number and State: \_\_\_\_\_

Current Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Address (if lived outside NC at any time in the past 7 years).  
\_\_\_\_\_  
\_\_\_\_\_

School Name: **Stanly Community College** Program Name: NA I

Instructor's Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*You are not required to list your social security number as of December 1, 2005 pursuant to GS 132-1.8(b). To obtain accurate records on your behalf we are requesting it. \*\*

Fee: \$40 money order if lived in NC for the past 7 years; or \$50 money order if lived outside NC at any time in the past 7 years. **Money orders are made out to A. P. I.**





## CRIMINAL BACKGROUND CHECK PERMISSION FORM

By signing the signature space below, I acknowledge that I understand and will comply with all of the following statements concerning the criminal background checks associated with the Stanly Community College **Nurse Aide Level One Program**:

1. This course consists of lecture/lab and clinical experience. Clinical sites require recent criminal background checks
2. Nurse Aide I Program students will purchase a state background check from API prior to the first week of class. The cost of this service is a \$40 to \$50 money order.
3. A clinical site may refuse to allow me to study in its facility, which may result in an inability to complete all requirements for this course.
4. Stanly Community College does not receive or view any background check and is not responsible for the decisions made by the clinical sites regarding findings from criminal background checks.
5. If I cannot complete the requirements for this course, I will receive neither a "Satisfactory" grade nor a Certificate of Completion, and Stanly Community College will not be involved in my application for the North Carolina NA I Registry Exam.
6. I have considered the possible consequences of any previous criminal activities before continuing in this course, and I will not hold Stanly Community College responsible if I am not permitted to complete my clinical requirements due to the results of my criminal background check. I will not make any attempt to contact the assigned, or any other, clinical site for any reason after the decision has been made.
7. All decisions made by the clinical site are final.

I will hold no one responsible and accountable for my decisions-- except me.

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Student Signature

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Date