

# Stanly Community College

## Nurse Aide Level II

### Class Handbook

#### **REQUIREMENTS:**

To register for the NA II course, students must have completed a NA I course and provide proof of being listed on the NA I registry. This listing must remain current throughout the entire program. Students must also have presented a US HS diploma or GED certificate. Students must also present a photo ID (current driver's license, state ID card, military ID, or passport) and a signed social security card. Students will be required to complete a Criminal Background Check and a Urine Drug Screen (see attached page for more information).

#### **DESCRIPTION:**

Nurse Aide Level II course is a 179-hour course consisting of 5.5-hour days, 2 days a week for 16 weeks or 4 days a week for 8 weeks. The course will be made up of lecture and lab, which will be conducted in the classroom, clinical time, which will be conducted in a hospital and/or long term care facility, and then Mandatory competency testing which will be conducted in the classroom the last two days of class.

Lecture/Lab will be held in the Eddins Building Room 104 on the Albemarle Campus or in Room 122 on the Crutchfield Campus in Locust. Clinical sites may vary and instructors will choose the clinical site. Clinical will be held during the same days and times as lecture and lab at the clinical site chosen by the instructor. Students will be notified of the clinical site on the first day of class.

#### **ATTENDANCE:**

Attendance is an important part of this program. All students are expected to arrive to class on time and ready to learn. Students may miss **NO MORE THAN 11 HOURS** of class. Students arriving late for class or leaving early from class will have that time deducted from their total **11** hours (1 classroom and 1 clinical). **No excuses will be accepted** for being late, leaving early or missing class. Any student missing a day of class will be required to complete a make-up assignment as designated by the instructor. **Failure to complete the make-up assignment by the date assigned by the instructor will result in dismissal from the course.**

#### **GRADING AND COURSE COMPLETION:**

In order to complete the NA II course, the student must meet the attendance requirements as stated above, obtain a class grade of 75% through quizzes, class work, and projects, obtain a minimum of 75% on the Mid-Term Exam, perform all BON approved skills in a proficient

manner to be verified by the instructor, obtain a passing clinical grade, and successfully complete the end-of-class Skill Competency. The instructor may also assign projects and other class work as deemed necessary. Instructors may administer tests and quizzes throughout the course as deemed necessary to measure students' knowledge of NA II material. Students who do not obtain the minimum 75% on the mid-term exam will be given one chance to retake the test. Students will be given a different version of the test and must schedule the re-testing with the Program Coordinator.

### **STUDENT RECORDS:**

During lab and clinical, the instructor will check off each student on NCBON required skills as they perform them competently. 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 5 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 sheet with all grades listed to show how the final 75% minimum grade was achieved 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.

### **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 will follow the Chain of Command, reporting first to their instructor. If the instructor is unable to handle the situation, the Program Coordinator will be made aware of the situation. If necessary, the VP of Health and Public Service will be informed of the situation as well. All grievances should be presented in writing as well as with a phone call to the appropriate link in the chain. Jumping the chain of command is not necessary and will not be tolerated.
- \*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. This coverage is for your individual liability as a student nursing assistant in the clinical setting. If you are employed in a health care agency while enrolled as a student in the Nursing Assistant I program, liability for your actions as an employee is not covered by the terms of the College policy. 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. Treatment, if any, required as the result of such injury is the financial responsibility of the student. Insurance in effect for students in the college may cover the injury in some instances, but will not cover needle-stick injuries.

\*Gifts of money and/or gifts of significant monetary value should not be accepted by students in the clinical setting. Nursing Assistants do not accept "tips" or other gratuities for their services. Students may accept token gifts such as flowers, fruit, candy, or other small items offered as gestures of appreciation. This is especially true if the student believes that refusal of the small gift would be hurtful to the client/client or family member. When in doubt about whether accepting a gift is permissible, the student should consult with the clinical instructor

### **CERTIFICATION:**

On the last day of class, the Program Coordinator will insert the names of the students who have successfully completed the NA II Training Program and the NA II Competency Evaluation onto the North Carolina Board of Nursing's Initial Listing Program Completion Verification form. Once this form has been completed, students are eligible to complete the NA II Initial Listing Application. This Application has to be completed by the student **within 30 days of course completion**. Failure to complete the application within the prescribed time frame will result in the student having to retake the entire course. The listing fee must be paid using credit/debit or pre-paid credit card at the time of Application completion (see attached sheet for further information).

### **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. (see information below)

## NA 2 Registry

On the last day of class, the instructor or the Program Coordinator will insert the names of the students who have successfully completed the NA 2 Training Program and the NA 2 Competency Evaluation onto the North Carolina Board of Nursing's Initial Listing Program Completion Verification form. Once this form has been completed, students are eligible to complete the NA 2 Initial Listing Application.

This Application has to be completed by the student **within 30 days of course completion**. Failure to complete the application within the prescribed time frame will result in the student having to retake the entire course. The listing fee must be paid using credit/debit or pre-paid credit card at the time of Application completion.

Once listed, certification remains in good standing for 24 months at which time, the NA 2 must complete the online Renewal for Listing Application and the RN supervisor must complete the online Employment Verification.

To keep the NA 2 listing in good standing, the NA 2 must perform the following:

- Work 8 hours within the 24 month certification period
- Work for monetary reward
- Work under the supervision of an RN
- Doing direct patient care

Failing to meet any of the above requirements within the 24 month certification period will result in the NA 2 having to retake the Competency Evaluation or the entire NA 2 course.

If the NA 2 allows the NA 1 certification to lapse, the NA 2 automatically loses their NA 2 listing as both certifications require that the same objectives be met for recertification.

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

NA II LISTING DIRECTIONS:

1. GO TO [WWW.NCBON.COM](http://WWW.NCBON.COM)
2. CLICK ON LICENSURE/LISTING ON TOP OF PAGE
3. CLICK ON NA II INITIAL LISTING APPLICATION UNDER NA II
4. CLICK ON ENROLL NOW ON NURSE GATEWAY PAGE TO CREATE ACCOUNT
5. LOG INTO NURSE GATEWAY ACCOUNT
6. CLICK ON LICENSES/CERTIFICATES
7. CLICK ON NA II APPLICATION
8. COMPLETE APPLICATION AND PAY \$24 FEE

## **NA II RENEWAL INFORMATION:**

Normally the NA II listing is valid for 2 years, but the first renewal will be within 13 months of the initial listing!!

You will receive notification via email or mail that it is time to renew your NA II listing/certification about 3 months prior to the expiration date---DO NOT wait until last minute to do the renewal process or your listing may expire!!

Write down your username and password for the Gateway account as you will need this to complete renewal

You will pay a renewal fee with each renewal of NA II listing

You MUST keep your NA I active and in good standing to renew your NA II

If your NA I listing/certification expires, then your NA II listing is not valid!!

You must work 8 hours as CNA on a payroll and have your RN supervisor complete their portion of the renewal application

## 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. When the College is closed due to adverse weather, all extracurricular activities will be canceled.

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.

**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 7 Cable 6

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.

**Signing the Receipt of Handbook acknowledges your understanding of this policy and is your verbal warning. Further infractions will result in further disciplinary action, up to and including dismissal from the program.**

## **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 ZERO tolerance for violation of the Code of Conduct!**

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 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.**

# Stanly Community College

## NA II

### Criminal Background Check and Urine Drug Screen

All SCC NA II students who will attend clinicals as part of their program curriculum will be required to complete and pass a state-wide criminal background check and a urine drug screen. Your instructor will provide you with the necessary forms and appropriate deadlines on the first day of class. The drug screen will be conducted on the campus where you are attending class and, to the best of our ability, will be conducted during class hours. Any student unable to make the scheduled screening time, will be required to drive to the office of Jeskri Associates to complete their test within 24 hours after the scheduled testing date. Any student failing to follow this instruction will be dropped from the program. If you have attended a previous class that required you to have a CBC done and it has been 6 months or less, you will not be required to pay for a second CBC for this class. The instructor will have a form for you to complete that will allow Mr. Allen to pull your previous results. Any questions regarding the CBC and/or UDS may be directed to Nina at 704-991-0342.

#### **Cost:**

Criminal Background Check: \$40 money order if you have lived in NC for the past 7 years;

\$50 money order if you have lived outside NC at any point in the  
past 7 years.

\$10 money order if you have had a CBC completed within the past 6 months at  
SCC.

\*\*\*This payment MUST be in a money order format. Personal checks and cash will **not** be accepted.

Money orders should be made out to Allen's Professional Investigations. \*\*\*

Urine Drug Screen: \$35 cash, check or separate money order. Must present a photo ID at the  
time of the screening.

\*\*\*The CBC and UDS are conducted by two different companies so separate payments are required\*\*

#### **Addresses of Jeskri Associates**

Monroe Office  
1821 Rocky River Road North  
Monroe, NC 28110  
(704) 291-9991  
Office Hours: 8am-4:30pm  
SCC/2019

Wadesboro Office  
217 Leak Avenue  
Wadesboro, NC 28170  
(704) 695-9171  
Office Hours: 9am-4pm

## 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>





## LABORATORY SAFETY REGULATIONS—ALBEMARLE CAMPUS

### EDDINS BUILDING ROOM 104

All students enrolled in courses that utilize the biohazard laboratories at the Albemarle Campus are required to adhere to the guidelines outlined below. The consistent application of these guidelines is necessary to ensure the safety of all students engaged in laboratory work. Adherence to these guidelines is obligatory, as they represent the minimum expectation for all laboratory users. Instructors may impose additional requirements for specific courses or individual laboratories as they see fit.

1. Eating, drinking, use of tobacco products, application of cosmetics, and handling of eye contacts is prohibited.
2. Personal protective equipment (minimally gloves and appropriate eye protection) must be worn during all dissections as well as in the presence of hazardous chemicals, open flames, cultures, bodily fluids, other regulated fluids/wastes, or as required by your instructor.
3. Closed-toe shoes must be worn at all times.
4. Long hair must be confined to avoid injury from flames or contamination from hazardous chemicals or regulated waste.
5. All students must know the location of the fire extinguisher, safety showers, eye baths, and First Aid Kits.
6. All students must obtain instruction for the proper handling and disposal of regulated waste and/or hazardous or toxic chemicals.
7. All broken glassware must be reported to the instructor immediately. All clean broken glassware must be disposed of in broken glass containers. All glassware that is known to have contained hazardous chemicals or regulated medical wastes should be placed in the appropriate "sharps" container.
8. All spills must be reported to the instructor immediately. Students should never attempt to clean chemical spills or body fluids without the instructor's consent.
9. Students must report all injuries (cuts, burns, inhalation, etc.) to the instructor immediately.
10. Any experiment or other use of laboratory facilities not expressly authorized by the instructor is prohibited.
11. Standard precautions must be exercised when applicable.

***Failure to adhere to the above safety regulations, as well as any additional regulations required by your instructor, could result in laboratory expulsion, grade reduction, or course termination.***

**LABORATORY SAFETY REGULATIONS—CONTINUING EDUCATION**

**EDDINS BUILDING ROOM 104**

**STUDENT ACKNOWLEDGEMENT FORM**

I hereby acknowledge that my laboratory instructor provided me a copy of the Laboratory Safety Regulations governing the use of Eddins Building Room 104 biohazard lab, as well as an opportunity to ask questions related to those regulations. By signing below, I further acknowledge that my failure to adhere to these safety regulations (and any additional regulations imposed by my instructor) could result in laboratory expulsion, grade reduction, or course termination.

\_\_\_\_\_  
(Print name legibly above)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Course and section number)

\_\_\_\_\_  
(Today's date)

Stanly Community College  
Nurse Aide Level Two 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 nor will they be subjected to any type of needle stick, whether for simulating IV's or for checking blood sugars. Nor will they be the subject of any other invasive skills while enrolled in this program such as catheter insertion, ostomy care, or impaction checks.

While students will always have the right to refuse to participate as human subjects, it is the written policy of the North Carolina Board of Nursing 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.

Students may be the subject for:

- obtaining blood pressure, pulse, and temperature,
- proper oxygen appliance application,
- role play,
- other scenarios as deemed necessary by the instructor associated with NA 2 subject matter

Student's Statement:

I have been made aware of the possibility of being used as a human subject in the course of the Nurse Aide Level Two 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 and within reason.

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

STANLY COMMUNITY COLLEGE  
NURSE AIDE II PROGRAM  
RECEIPT OF HANDBOOK and SYLLABUS

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

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

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

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

**Student Signature indicates understanding of policies and agreement to adhere to policies. Receipt of Handbook serves as verbal warning for any infractions of policies. Further infractions will result in further disciplinary action.**

STANLY COMMUNITY COLLEGE  
NURSE AIDE LEVEL II 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 all approved clinicals sites used by Stanly Community College require the NA One student to receive, or provide proof of having previously received, at least the first shot in a series of three for the HB vaccine.

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

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

Date \_\_\_\_\_

STANLY COMMUNITY COLLEGE  
NURSE AIDE LEVEL II 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 TWO PROGRAM  
CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_, agree that information having names, diagnosis, treatment, or personal behavior that is learned or given during the NA II 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 \_\_\_\_\_



**Student Signature indicates understanding of policies and agreement to adhere to policies. Student signature serves a verbal warning for any infractions of policies. Further infractions will result in further disciplinary action.**



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 2

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

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

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.

\*\*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. \*\*

The cost for this background check is \$10. Need a money order made out to API for \$10.

## Request to Use Recent Criminal Background Check Results

My full name is \_\_\_\_\_  
(First, Middle, and Last Names)

I purchased a criminal background check in \_\_\_\_\_ from Allen's  
(Month and Year)

Professional Investigations. When I purchased the criminal background check, I was

enrolled in the Stanly Community College \_\_\_\_\_  
(Name of Previous Course or Program)

Course/Program, and my instructor's name was \_\_\_\_\_  
(Name of Previous Instructor)

I am now in the \_\_\_\_\_ Course/Program, and my current  
(Name of Current Course/Program)

instructor's name is \_\_\_\_\_  
(Name of Current Instructor)

Note: A student may only use this form in lieu of purchasing a criminal background check, if the previously purchased criminal background check is less than 6 months old.





## 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 and drug screens associated with the Stanly Community College **Nurse Aide Level II Program**:

1. I understand that this course consists of lecture/lab and clinical experience. Clinical sites often require criminal background checks of clinical students.
2. As a Nurse Aide II Program student, I will purchase a criminal background check (CBC) from Allen's Professional Investigations. The cost of this service is \$40.00 to \$50.00 and must be paid by money order or voucher letter no later than the third day of class.
3. If I have completed a CBC through SCC within the past 6 months, I will be required to submit a \$10 money order and complete a Recent Criminal Background Check Form in place of the initial application and \$40/\$50 fee.
4. I understand that a urine drug screen is also required for the NA II student and will be purchased from Jeskri Associates. The cost for this service is \$35. This fee must be paid by separate money order, cash or personal check. Credit cards are not accepted.
5. I understand that 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.
6. I understand that Stanly Community College is not responsible for the decisions made by clinical sites regarding findings from criminal background checks.
7. I understand that if I cannot complete the requirements for this course, I will receive neither a "Satisfactory" grade nor a Certificate of Completion.
8. I have considered the possible consequences of any previous criminal activities before registering for this course, and I will not hold Stanly Community College responsible if I am not allowed to complete my clinical requirements due to the results of my criminal background check.

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Student Signature

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Date