

**Bedford Science & Technology Center
Nurse Aide Class
Course Description**

**Instructor: Tara M. Smith, R.N., B.S.N.
Class/Clinical Assistant: Lucinda Smith, L.P.N.**

School Phone: 540-586-3933

Course Objectives:

1. Learn and apply the basic Nurse Aide skills required to give resident care at area nursing homes.
2. Understand and meet the emotional, spiritual and culturally sensitive needs of a resident.
3. Learn and apply job site safety.
4. Meet safety needs of the ill and elderly.
5. Understand the aging process and the special needs of the elderly.
6. Know basic body structure and function and the nutritional needs of the human body.
7. Know basic First Aid, including the Heimlich maneuver.
8. Learn how to apply for and secure a job.
9. Possess qualities and practice personal habits necessary to be a good employee.
10. Obtain a "Certificate of Completion" that allows the student to take the Virginia State Board of Nursing Certification exam to become a Certified Nurse Aide.
11. Learn and apply appropriate skills of conflict management.

Grading:

Nine-week grades will include class, lab and clinical performances.

Homework	10%
Employee Traits/PDP	10%
Class Work	20%
Quizzes/Test	20%
Lab/Clinical	40%

Employee traits grade will be determined at the end of each 9 weeks using the "Employee Traits Grading System". Class participation grades are included in the employee traits grade at the end of every 9 weeks. PDP (Professional Development Points) are designed to ready the student for the work place and requirements for continued education on the job site. The student will be given a list of choices in which they may choose 2 or more projects tallying up to a total of 100 points to complete each nine weeks. At times these may be done in class or they may be assigned as homework.

Class work includes workbook assignments, film reviews, and homework. Assignments will be collected at designated times. Late work will result in lowering of the grade by 10 points each day. After three days (-30pts), the student will receive a "0" on that assignment. Opportunities to make up "0"s will be offered but will often require extra work for a lesser grade percentage.

Homework will consist of varied assignments including reading of text and workbook assignments. There will be additional projects assigned thru-out the year at designated times. These projects will be categorized under the Homework grading scale.

Test will be given at regular intervals according to difficulty of material covered. Quizzes will be both announced. Tests and quizzes are designed to prepare the student for the state board examination.

Lab grades will be determined by initiative, practice and testing of required skills. Clinical grades are determined as the student performs resident care at area nursing homes on real residents.

Attendance:

Regular attendance is critical. Due to the amount of material covered each day it is difficult to make up lost time. If a student must miss class or clinical for any reason, **BSTC must be notified by the start of the school day (by 8:30am).** Per Bedford County policy: A student who is absent must bring a note signed by a parent or guardian within 5 days. Failure to notify the school of your absence on clinical days will result in a "0" for the day. **It is essential that the school is notified due to scheduling of patients at the facilities and the facilities staff needs in the care of that patient.**

Classroom Rules:

1. Be in your seat when the bell rings.
2. Bring all books and materials to class.
3. All cell phones are **OFF** during class (please refer to BCPS cell phone policy in your student handbooks). Cell phones are not permitted at the clinical sites.
4. Show respect to each other.

Sworn Disclosure Statement/Discipline Issues:

Virginia State Board of Nursing requires that each student complete a Sworn Disclosure statement regarding history of barrier crimes. This information will also be requested at the end of the year on the Nurse Aide State Board Application. The information on this statement is confidential. If the student has been charged with or had to appear before a judge, there are steps that will need to be completed before the student can take the State Board Exam. In the event of suspension from school for behavior issues- it potentially can affect the ability to continue in the NA program or may affect the student's clinical site patient care experiences. These situations will be considered on a case by case situation. The school is bound by the facilities policies on behavior issues and barrier crimes and must comply with these policies.

Drug Screening:

Our clinical site Bedford Memorial Hospital's policy now requires that high school students (including minors) must now undergo a drug screening test. This is a simple test that requires a sample of saliva from the student. This is performed at Bedford Memorial Hospital by the employee health nurse. Transportation will be provided during class time. A permission form is included and must be signed by a parent or legal guardian. A cost for the screening may be required but should be not greater than \$15.00. The drug screening is a requirement for the student to be able to participate in their clinical experience at Bedford Memorial Hospital/Oakwood Manor Nursing Home.

Dress:

Students are required to wear a specific uniform that has been approved by the facilities in which we practice. The uniform consists of (2) blue pants and top with BSTC Nurse Aide insignia; white shoes (closed toe and must have heel) and socks. Student uniforms will be fitted and ordered by the instructors. Scrub jackets may be purchased individually and are optional. They are allowed to be worn to and from clinicals but not while providing patient care and working on clinical floors. They may be a pattern print or solid color matching the solid color scrubs in royal blue. Clinicals will normally be three days a week and the student must wear a clean uniform each time. The only jewelry allowed with the uniform is one pair of stud earrings. Hair must be neat and pulled away from the face with clips, bobbie pins, or bands and hair longer than chin length will need to be put up neatly (no pony tails allowed). **All other piercings must be removed.** THESE ARE FOR SAFETY REQUIREMENTS and INFECTION CONTROL. Students will also need a watch with a second hand. Scrub jackets can be purchased if desired but are not required. Uniform prices are as follows: (prices may be subject to change due to the vendor)

For 2 tops and 2 pants:	XS-XL	\$68.00
	2X-5X	\$80.00
Scrub jacket (optional)	XS-XL	Varies
	2x-5X	Varies

The uniform prices are subject to change.

All monies are due September 28th, 2012. Make checks payable to BSTC and include your phone number on personal checks please.

Additional Dress Requirements:

Due to the clinical site dress code, students will need to cover exposed tattoos with some type of matching make-up or a dressing. Tongue rings and other body piercing jewelry, rings and necklaces will be removed when the uniform is worn.

***If students arrive to BSTC on clinical days not in uniform, they will not be able to participate in the clinical and be sent to the office and receive a "0" for the day.**

Due to infection control regulations students will not be allowed to wear artificial nails or colored nail polish during clinical.

Additional Note:

Due to the content of the curriculum, personal hygiene skills will be taught in class and performed for the residents in the clinic setting.

Health Occupations of America:

Nurse Aide is a health occupation and, in conjunction with the Practical Nursing Program, we are affiliated with HOSA. Dues are **\$22.00** per year. Participation in HOSA is part of the curriculum.

Permission Slips: (to be signed and returned)

Students are required by the State Board of Health to obtain a Tuberculin (TB) skin test prior to resident contact. This test will be given by the nursing instructors. There is no charge to the student.

- Permission to ride in a BCPS car to/from work site is necessary. Located on the bottom of the class guidelines.
- TB Skin test form
- Training agreement. This document is a contract between the student, Bedford Memorial Hospital, Bedford County Nursing Home and BSTC.
- Disclosure statement.
- Handbook verification.
- Photo Release
- Cell phone policy
- Anti-bullying policy
- Class guidelines/procedure

School Supplies:

- Uniforms (2)
- Scrub jacket (optional)
- Watch with a second hand
- White shoes
- White socks
- 3 in. binder
- 8 colored tab dividers (insertable)
- loose leaf paper
- pencils/pens (blue or black)
- Highlighters
- Blood Pressure Kit

Money Needed:

- Uniform package XS-XL **\$68.00**
- Uniform package 2X-5X **\$80.00**
- Scrub Jacket XS-XL **optional**
- (optional) 2X-5X **optional**
- HOSA dues **\$22.00**
- Blood Pressure kit
- (recommended but optional/may be purchased thru school or at medical supply stores) **[\$35.00]**
- Drug Screening Cost **TBA**
- Gait/Transfer Belt **\$25.00**

All money is due on or before September 30th. Make checks payable to BSTC with phone number included on personal checks.

I look forward to a very successful and exciting year. If you have any questions, feel free to call.

I have read the BSTC Nurse Aide Class Course Description and understand the requirements and expectations necessary for the Nurse Aide Class.

Student

Date

Parent/Guardian

Date