

# Bedford Science & Technology Center

## Nurse Aide Class- Course Description

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%
Class Work	20%
Quizzes/Test	20%
Lab/Clinical	50%

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 throughout 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 and unannounced. 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 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, there will not be a classroom copy of the textbook and we will not make copies of the workbook.
3. All cell phones are **OFF** during class and **PUT AWAY** (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.

**\*Background Check is Mandatory- if student is 18 years old during the school year- the cost is \$20.00\***

**\*Drug Screening may be required at the student’s expense. Cost TBD**

**Dress:**

Students are required to wear a specific uniform that has been approved by the facilities in which we practice. The uniform consists a gray scrub top and gray scrub pants which will be ordered through the school, black nonslip shoes (closed toe and must have closed heel) and socks. Scrub jackets may be purchased also but are optional. They are allowed to be worn to and from clinicals but not while providing patient care and working on clinical floors. 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-this is a safety issue). **All other piercings must be removed.** THESE ARE FOR SAFETY REQUIREMENTS and INFECTION CONTROL. Students will also need a watch with a second hand.

**Uniform prices are as follows:** (prices may be subject to change due to the vendor)

**For 1 Top: \$23**

**For 1 pant: \$19**

**For 1 Jacket (optional): \$16**

*The uniform prices are subject to change.*

**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. Nails must be short.**

**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 other GHSA programs, we are affiliated with HOSA. Dues are \$20.00 per year. Participation in HOSA is part of the curriculum.

**\*Immunizations ARE required and an official copy (records from the Doctor’s Office/ copies of this are acceptable) of Immunization records MUST be submitted to instructor by September 15<sup>th</sup> (other than the Flu vaccine which is due by September 30<sup>th</sup>)**

**The following are required and must be current:**

- 1) **Influenza Vaccine- Receive this vaccine by September 30<sup>th</sup>, 2017 for the coming flu season**
- 2) **Tuberculin Skin Test- 2 step test is needed (Also called PPD)**
- 3) **MMR Vaccines (2 series)**
- 4) **Varicella Vaccine (2 series)- Or proven immunity**
- 5) **DpT Vaccine**
- 6) **Hepatitis B Vaccines (3 series)**

**\*\*Permission Slips: (to be signed and returned)**

1. Providing and Administering Non-Aspirin Pain Relievers and Oral Antihistamines in School Clinics
2. Work Experience/Internship Training agreement. This document is a contract between the student, Bedford Memorial Hospital, Bedford County Nursing Home and BSTC.
3. Handbook verification, Photo Release & Cell phone Policy (Green Form)
4. Sworn Disclosure Statement
5. Emergency Cards
6. Last Page of this Course Description

**\*\*School Supplies:**

**\*\*Money Needed:**

Uniform	Uniform Top	\$23
	Pants	\$19
	Scrub jacket (optional )	\$16
Watch with a <u>second hand</u>	Background Check <b>if &gt; or = to 18 yo</b>	\$20
Black Shoes/socks	HOSA dues	\$20
3 in. binder		
8 colored tab dividers (insertable)		
loose leaf paper		
Pack of Index cards		
pencils/pens (black)		
highlighters		
lock for locker		
1 box of tissues		

***\*All money is due on or before September 15th, 2017. Make checks payable to BSTC with phone number included on personal checks.\****

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

**\*PLEASE SIGN ADJOINING FORM AND RETURN BY August 18th, 2017**

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

bbb/2017