

NURSE AIDE PROGRAM GUIDE



ARAPAHOE COMMUNITY COLLEGE

2020

“Helping People, Touching Lives”

NAME: _____



Arapahoe Community College

Main Campus: 303.797.4ACC (4222)

Closure Information: 303.797.4222

www.arapahoe.edu

ACC's VISION

To be the leader in Community College education in the state of Colorado.

ACC's MISSION

To provide innovative and responsive educational and economic opportunities in an accessible, inclusive environment that promotes success for students, employees and the community.

ACC's VALUE STATEMENTS

Lifelong Learning

We uphold the highest academic standards and support the growth and success of each individual.

Integrity

We encourage the free exchange of ideas in an open environment that embraces honesty, respect and personal responsibility.

Community

We foster trusting relationships and respectful communication through collaboration with our students, employees and community partners.

Inclusion

We honor an open dialogue in a safe environment that respects and embraces individual differences.

Nurse Aide Program

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Nothing in this Program Guide is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in this Handbook.

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Nurse Aide Student Program Guide

Introduction:

Welcome to the Nurse Aide Program at Arapahoe Community College. For some of you this program is an opportunity to explore the medical field as a possible career option. For others, this may be the first step on the ladder to a career as a Registered Nurse or other medical specialty. The faculty is confident that you will develop skills that will enable you to make a difference in the lives of many people. We also believe that the Nurse Aide is an important part of the healthcare team and puts the heart in patient care. As adult learners, you are expected to take responsibility for your own learning needs and the instructors encourage you to approach us at any time to discuss any concerns that you might have.

This guide is only one document where you will find answers to some of your questions. Use it in conjunction with the College Catalog and the Student Handbook for policy issues and student responsibilities and rights (AP4-30a).

Mission Statement:

To provide quality evidence based nurse aide education with an emphasis in person centered care preparing diverse students for a career in the changing healthcare environment.

Accreditation/Program Approvals:

Arapahoe Community College is fully accredited by the North Central Association of Colleges and Schools, 30 North La Salle Street, Suite 2400, Chicago Illinois 60602, 800-621-7400. The Nurse Aide Program is approved by the Colorado State Board of Nursing and the Colorado Community College System.

Advisory Committee:

The Nurse Aide Program complies with the Colorado State Board of Nursing and has continual community input through its advisory committee. Respected staff from healthcare facilities along with faculty, Alumni, and students review curriculum, policy and procedures, and make recommendations regarding appropriateness to industry standards. The Committee also provides information on employment trends and current healthcare practices.

Notice of Non-Discrimination:

Arapahoe Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Arapahoe Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Angela Williams, Human Resources Director, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Angela Williams, Human Resources Director at 5900 S. Santa Fe Drive, Littleton, CO 80120, telephone 303.797.5715.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Nurse Aide Program Policies

Catalog and Student Handbook

Students will be held accountable for the student code of conduct in the ACC Student Handbook and College procedures and System policies outlined in the College Catalog. These documents can be found on the college homepage at www.arapahoe.edu.

Progression

The Nurse Aide Program is a one-semester certificate. Enrollment and completion of NUA 101, NUA 170, and NUA 171 courses is required for completion of the program. Students who successfully complete the theory and lab course (NUA 101) will advance to their clinical courses (NUA 170 & 171). At the end of the semester, students participate in a Manual Skills Practice Exam (MSPE) in preparation for the National Nurse Aide Assessment Program (NNAAP).

Students are not guaranteed an assignment to a clinical course. A theory average of “C” (75%) and a competency in lab skills average of “C” (75%) is required to secure a clinical placement. In addition, students must provide documentation required by the healthcare facilities on the dates determined by the Program. Students may attempt the NUA 101 class once and must be successful in the theory and lab portions in order to proceed, and maintain a space in NUA 170 and 171. **All compliance documentation is REQUIRED prior to the first date of the semester. If compliance documentation is not complete you will be asked to drop the course. A list of compliance documentation can be found on the ACC Nurse Aide website.**

Students completing the Program are eligible to receive a graduation certificate from the college. Graduation application deadlines are posted online and throughout the college. Graduating students are invited to walk in the May graduation ceremony.

Graduation Requirements

Students must successfully complete the three courses comprising the Nurse Aide Certificate Program. All courses for this certificate must be completed with a “C” (75%) or better to meet these requirements. Additionally, students must successfully achieve the identified terminal competencies set forth by the Board of Nursing and addressed in the clinical evaluation tool (rubric). Students must pass the MSPE exam. Students must complete all 135 hours of the Nurse Aide Program. Students must submit the Board of Nursing Skills Checklist by the end of the last clinical day. *Students who fail to submit the completed skills list will not be recommended to the Colorado State Board of Nursing for testing.

State Certification

Students who successfully complete the Program Requirements are eligible to take the National Nurse Aide Assessment Program (NNAAP) for certification by the Colorado Board of Nursing. State Certification is required by most facilities for employment as a nurse assistant.

The student must submit an electronic application to Pearson Vue for certification testing. The Program Chair and Program Coordinator ensure that the applicant has met the Program requirements in order to be recommended for Certification with the Colorado State Board of Nursing. Information regarding the NNAAP testing process, for Colorado, can be found at www.pearsonvue.com/co/nurseaides.

Drop and Withdrawal

Students who drop a class by the first census date are eligible for tuition refund (see the College Catalog for specific census dates). The census dates vary with each class in the Program and are published in each course syllabus (NUA 101, 170, and 171). Students considering a withdrawal (after the census date) should discuss class status with the faculty before withdrawing. Students withdrawing from a course must formally notify the records office according to college procedure. Failure to do so will result in a grade of "F" for the course(s).

Grading

Course syllabi will identify specific grading requirements. All courses are graded on a weighted percentage scale. Students must earn a grade of 75% or "C" to remain in the program and be recommended to the Board of Nursing. Students must complete NUA 170 & 171 with a 75% or better in order to pass NUA 101. Students who fail to pass or complete their clinical courses (NUA 170 & 171) will receive a failing grade in NUA 101. Any grading concerns should be discussed with the instructor in a timely manner. Grades can be viewed online in D2L for NUA 101 and through clinical evaluations in NUA 170 and 171. Students MUST pass the MSPE exam.

All assignments must be completed by the end of the semester. Students who fail to complete ALL assignments will not be recommended to the Board of Nursing.

Incomplete Grade

Students who are unable to complete the program may request an incomplete grade if eligibility requirements are met. (See College Catalog for requirements). Students have one semester, following the incomplete to achieve the course requirements. In order to make-up missing NUA 170 and NUA 171 assignments, the student must contact the Program Chair to determine space availability after submitting necessary documentation. There is no guarantee of clinical placement. Clinical assignments are given on a space available basis only.

Academic Honor and Conduct Code

The relationship between the Nurse Aide and client is based on a high degree of trust. Students entering the Nurse Aide Program have, at all times, an obligation to conduct themselves in a manner that reflects honesty, integrity and respect for others.

All students who have entered the Nurse Aide Program should have developed the qualities of honesty and integrity, and each student should apply these principles to their academic and subsequent professional career. Students are expected to have achieved a level of maturity that is reflected by appropriate conduct at all times.

Areas of focus and integrity include, but are not limited to the following:

- **Academic Honesty** Students are expected to adhere to the highest standards of academic honesty and integrity. Examples of behavior that violate these standards include: plagiarism, cheating, illegitimate possession and/or use of examinations and falsification of official records.
- **Professional Conduct** As future health professionals, students are expected to adhere to the highest standards of professionalism. Examples of unprofessional conduct include: misrepresentation of effort, credentials, or achievement in either the academic or clinical setting; any action which compromises the quality of patient care; violation of patient's confidentiality; and other conduct which falls below that which befits a health professional.
- **Alcohol and Drug Use** Alcohol and/or drug abuse compromises the student's ability to learn and to practice as a health provider and thus is considered unprofessional conduct.
- **Respect for the Rights and Property of Others** Students are expected to conduct themselves in a manner that recognizes the rights and property of others. Examples of inappropriate behavior include theft, damage to school or personal property of others, disruption of education or other activities on campus/healthcare facilities, illegal use of school/healthcare facilities, harassment or physical assault, and any conduct, which threatens the health, or safety of others.

Information Technology

Courses within the Nurse Aide Program use online resources as a learning and communication tool between faculty and students. Students will need access to a computer and network connection.

Remember your online presence reflects you as a professional. Be aware that your actions captured via images, posts or comments can reflect on you and many recruiters routinely search social networking venues when considering someone as a new hire. Postings, which may result in having an adverse impact on the program or college or violating client privacy rights, may be subject to disciplinary action.

Never share client information, or information relating to the clinical experience, on social networking sites (Instagram, Facebook, Twitter, etc.). What may seem harmless to you may in fact identify the client or their family members and could be a violation of The Health Insurance Portability and Accountability Act of 1996 (HIPAA)

- Use your college email _____@student.ccs.edu. College business will be conducted on college emails only. Be alert if you forward your student emails to personal account.
- Proof read your emails for clarity. If your instructor cannot understand what you are asking, then he/she cannot help you.
- Any email addresses provided by the school are for educational purposes only and are not to be solicited for funds from students in any manner.

Guidelines for Minimum Functional Abilities

Introduction

The Nurse Aide program at Arapahoe Community College has adopted the following minimum functional abilities for advising purposes. The functional abilities apply to all students in the Nurse Aide program. Students need to be able to meet these minimum functional abilities, with or without reasonable accommodation, for successful completion of Nurse Aide courses.

Minimum Functional Abilities

Observation

The student must be able to observe lectures in person and maneuver through online content, demonstrations and practice situations in Nurse Assisting. The student must be able to observe health assessments and interventions, diagnostic specimens and digital readings to determine a client's condition and the effect of therapy. Observation necessitates the functional use of vision, hearing, tactile and somatic senses.

Communication

The student must be able to communicate effectively with clients, teachers, and all members of the health care team. A student must communicate with clients to elicit information regarding history, affect and activity, and to perceive nonverbal communications. Communication includes speech, hearing, reading, writing, and computer literacy. A student must be able to report to members of the health care team and express appropriate information to clients.

Motor

The student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities, and sense of smell to carry out Nurse Aide duties. A student must have sufficient motor function to elicit information from patients by palpation, auscultation, and other diagnostic maneuvers. A student should be able to do basic laboratory tests and perform noninvasive patient care procedures. A student must be able to execute motor movements reasonably required to provide routine and emergency care and treatment to patients. Examples of emergency treatment reasonably required of Nurse Aide are cardiopulmonary resuscitation, application of pressure to stop bleeding, and opening of obstructed airways.

Intellectual, Conceptual, Integrative, and Quantitative Abilities

The student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis, and synthesis. Students must be able to collect data related to the relevant aspects of a client's history, physical findings and diagnostic studies. Students must be able to use the information to establish priorities and respond with appropriate patient care. In addition, the student must be able to comprehend spatial relationships.

Behavioral and Social Attributes

A student must have the capacity to demonstrate full utilization of their intellectual abilities, emotional stability, exercise good judgment, prompt completion of all responsibilities, and attend to the care of clients. A student must have the capacity for the development of mature, sensitive and effective therapeutic relationships with clients. Students must be able to tolerate physically and mentally taxing workloads and function effectively under stress. As a component of Nurse Aide education, a student must demonstrate ethical behavior, including adherence to professional and student honor codes.

Professional Behaviors (Weekly Lab Evaluation is based upon these behaviors)

Students in the Arapahoe Community College Nurse Aide Program are representing the profession of Nurse Aide, the College, and themselves. Certain expectations are made upon them when they are involved in any activity related to the program. These activities may occur within the classroom, lab/clinical facilities, the college and the community. Professional behaviors are those aspects of a professional that are not related to discipline-specific skills or knowledge but are no less important for successful clinical practice.

The following information describes the professional behaviors for students in the Nurse Aide program:

<u>GENERIC ABILITY</u>	<u>DEFINITION</u>
1. <u>Commitment to Learning</u>	The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning.
2. <u>Interpersonal Skills</u>	The ability to interact effectively with patients, families, colleagues, other health care professionals, instructors and the community, and interact effectively with diverse populations, peers, colleagues, clients, etc.
3. <u>Communication Skills</u>	The ability to communicate effectively (i.e. speaking, body language, reading, writing, listening) for varied audiences and purposes.
4. <u>Use of Constructive Feedback</u>	The ability to identify sources of feedback and seek out feedback, and to effectively use and provide feedback for improving personal interaction and skills.
5. <u>Problem Solving</u>	The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
6. <u>Responsibility</u>	The ability to fulfill commitments and to be personally, accountable for actions and outcomes.
7. <u>Respect Opinions of Instructors, and Other Learner's</u>	Students shall not insult, slur or degrade instructors, other health professionals, or students. (This ethics statement does not infringe upon a student's right to raise questions and request clarification but does modify the manner in which the question or clarification is brought forth).

Some Examples of Unprofessional Behaviors

Students who demonstrate unprofessional behaviors risk immediate termination from the Program.

- Performance of skills for which they have not been trained and found proficient by the instructor
- Performance of skills outside the Nurse Aide Scope of Practice
- Failure to meet required professional behavior standards
- Failure to maintain patient or facility confidentiality, privacy and safety (this includes social networking sites)
- Behavior that creates a threat to the welfare of the patient/client
- Behavior that is discourteous or disrespectful
- Failure to adhere to lab and facility policy and/or procedures
- Repeated failure to follow instructions
- Arguing with peers, instructors, health care providers, patients, families, faculty and college staff
- Use of offensive language
- Refusal to carry out assigned duties
- Failure to follow attendance procedures
- Misrepresentation of personal competency level in any aspect of the Program
- Failure to alter behavior after constructive feedback
- Failure to meet uniform requirements
- No call/ No show to a lab or clinical assignment
- Two (2) tardy arrivals to clinical assignment.
- Not providing documentation for absences or early departure from a clinical assignment
- Failure to communicate pertinent patient information to staff/ instructor
- Leaving early from a clinical assignment or leaving the unit without notifying staff or instructor
- Scheduling 2 clinical assignments on the same day, this includes a personal work schedule that does not allow for adequate rest prior to a clinical situation
- Request by faculty or staff to leave from and/or not return to a facility
- Making any schedule change (including trade with another student) without permission of the Program Chair
- Failure to complete facility specific requirements by the posted due date (e.g. mCE-My Clinical Exchange)
- Any behavior that may adversely affect future use of clinical site
- Any demonstration of confrontational, unprofessional, aggressive, or non-productive communication - Student will be notified once of behavior.
- Any form of unprofessional behavior at clinical sites

Drugs/Alcohol:

The use of drugs classified as “controlled, dangerous substances” unless prescribed by a healthcare provider for an identified therapeutic effect, is prohibited. Although possession and use of marijuana is legal in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus, or involved in college activities at an off-campus location (Additional information can be found in the Student Handbook). Any student suspected of such use will be removed from classroom/clinical area and will be required to undergo urine and blood tests.

The use of alcohol and/or other drugs will not be condoned in the classroom or clinical facility. If at any time a question of inebriation or impairment becomes an issue, the student will be removed from any classroom/clinical area and will be required to undergo appropriate testing. Faculty will follow college/ facility procedure.

If the student refuses to submit to testing or if such tests are positive, the student is subject to immediate dismissal from the program. Any charges incurred are the responsibility of the student. Student may be referred to an assistance program as condition for readmission to the program.

Classroom/ On Campus Labs

Classroom Attendance:

Regular class attendance and participation is required by the Board of Nursing. Online attendance will be determined by online activity in D2L, and based upon the number of credits assigned to that specific class.

Arriving late, leaving early or being disruptive is unprofessional and unacceptable. Students may not miss ANY CLASS TIME. Students with a documented illness or emergency situation will be permitted to miss ONE class period, if approved by primary instructor. Time missed MUST be made up. Failure to meet the attendance expectations will jeopardize successful completion of the Nurse Aide Program.

Students who use electronic devices/laptops for non-class use will be sanctioned from class. Cell phones must be kept on silent and are not allowed to be used in class unless instructed to do so in class. **Cell phone use in a clinical setting is forbidden.** Students are responsible for class material missed due to absence or tardiness. Online students are expected to access their class platform regularly throughout the full semester.

Students should self-monitor the time spent online in the hybrid classes. All students are required to activate their college e-mail. Children are not allowed in classroom or lab.

Class Preparation:

Students derive the greatest benefit from class when they prepare by completing the activities identified by faculty prior to attending class. Assigned reading, learning exercises, computer programs, videos, etc. enhance learning and are expected to be completed prior to class. Exams and Quizzes will be given as part of the curriculum and may be in class or online according to the instructor’s instructions.

Campus Lab Attendance/Responsibilities:

Attendance is **mandatory**. Students are responsible for preparing for lab skills by completing assignments online and in lab. In the event of absence, the student must notify the instructor prior to the assigned lab time. Any change in the health status (i.e. pregnancy, fractures) will require submission of documentation from a health care provider with the specific physical restrictions/limitations identified. Students must meet the *Minimal Functional Abilities* listed on page 8 in order to retain a clinical spot. Lab absences may necessitate withdrawal from the program. Lab activities will consist of viewing media, discussion and demonstration of skills. Students are expected to practice skills during lab class as well as on their own in order to gain proficiency in each skill. All students must demonstrate skills at a satisfactorily level before skills are performed in the healthcare arena.

Students will have Nurse Aide ID swipe access to the lab and are encouraged to utilize this privilege when the lab is not in use. Students are expected to return the lab and the equipment to the designated space when they are finished practicing. Manikins will be treated with respect at all times. All students using the lab must “swipe” into the lab even if other students are present.

Lab Attire:

Lab attire will consist of the required uniform, including ID badge. Lab is considered a simulated clinical experience so students are expected to dress accordingly.

Lab Interaction:

Fellow students may be “clients” during lab. Students should be respectful of their peers in these activities and request permission from peers to interact in a client/candidate role. All students are expected to treat peers respectfully at all times.

Professional Appearance for Lab/ Clinical Courses:

- The nurse aide uniform consists of a plain grape scrub top and black scrub pants. The pants should be hemmed so that the pant legs do not touch the floor.
- Students considering attendance in the ACC Nursing Program should purchase the Cherokee® grape plain scrub top.
- Uniforms must be clean, wrinkle-free and fit properly. The uniform fit must allow freedom of movement. Students must wear appropriate undergarments.
- ACC nurse aide student ID badge will be worn at all times during lab and at the clinical facilities. The ID should be worn at eye level.
- Students must carry skills list check off sheet to every lab and clinical shift. This must be returned at the end of the Program.
- A grape or black scrub jacket (NOT lab coat/jacket) can be worn over the scrub top. **Only** a clean black or white tee-shirt may be worn under the uniform scrub top.
- Shoes must be all white or black leather or vinyl and cannot be canvas or be open to expose socks (e.g. Crocs®). Shoes and laces must be clean.
- All hair should be clean and groomed and within the spectrum of natural hair color. Hair will be worn up or pulled back and away from face. Hair will not obstruct student’s vision. This applies to both male and female students. Mustaches and beards will be clean and neatly trimmed.
- A watch with a second hand. (no digital watches) a stethoscope and pens with black ink are required. A gait belt is required at all clinical assignments.

- Nails will be short and neatly manicured and not interfere with provision of patient care. **Acrylic nails and nail polish are not allowed in the lab or clinical setting.**
- One small stud earring in each ear lobe is allowed. Plain band rings may be worn. **No other jewelry may be worn.** Visible body piercing must be removed or replaced with a clear stud and should not be seen at an 18" distance. Tattoos larger than 1" should be covered.
- Maternity uniforms must be made out of the same fabric and similar style as the current student uniform.
- Good personal hygiene is imperative. Personal hygiene habits that are offensive to patients/clients, such as breath and body odors, must be controlled while in the clinical areas.
- Perfumes or colognes may be offensive or harmful to some patients. Students should avoid using perfumes or colognes in lab and in the clinical setting. Instructors will notify students if the problem exists.
- Tobacco odors are unacceptable in the lab or clinical area. Secondhand smoke is offensive and physiologically dangerous to some patients.
- The use of e-cigarettes or vapor pens anywhere in the clinical settings is **forbidden**.
- No gum chewing is permitted when working with clients, or during campus labs.

Manual Skills Practice Exam (MSPE):

This skills practice exam will be administered during finals week and simulates the NNAAP certification exam; therefore, a failure of one skill will result in failure and zero points for the practice exam. Students **MUST** pass the MSPE in order to successfully complete the program. Students will be given two attempts to pass this exam. A failure on the second attempt may result in a failure in the course and the student will not be eligible to continue in the program.

Clinical Experience

Clinical Courses:

The clinical site is an extension of the classroom all college policies and clinical site policies will apply. In order to reach a high level of competency for patient care, students are expected to practice skills in the lab outside of scheduled lab time.

The Program Chair will assign students to clinical rotations. Student assignments may include day, evening and/or weekend shifts. Clinical placements are limited and special requests cannot be accommodated. Students who are unable to accept the clinical assignment will be asked to drop/withdraw from the clinical courses/program.

Clinical assignments may change at any time for reasons that may include student learning needs, administrative reasons, or clinical facility availability. Patient care assignments are the responsibility of the clinical instructor. Students are responsible for providing their own transportation to clinical facilities. Change in the health status (i.e. pregnancy – fractures) will require documentation from a health care provider with specific restrictions identified.

A facility, instructor or preceptor has the right to terminate a student's presence at any point in time that it is determined that the student's behavior is unsafe and/or unsatisfactory. The student will receive a failing grade for the clinical course AND NUA 101 and may be dismissed

from the program. ALL assignments must be completed in order to be recommended to the Board of Nursing for state examination.

Clinical Attendance:

Clinical attendance is a mandatory requirement to achieve the objectives of the program. The full 60 hours of clinical attendance is required for completion of the program and recommendation to the Board of Nursing. Students who do not pass NUA 170 or 171 will receive an "F" in NUA 101 or will be asked to withdraw from the program.

Students who arrive late or do not meet uniform requirements will be issued a mandatory absence. Documentation for a missed clinical assignment is required. Under no circumstances may a student change a clinical assignment without prior faculty permission. Students may not schedule 2 clinical assignments on the same day. This includes personal work schedules.

Students must maintain a 75% average in each portion of NUA 101 (Lab and Theory) and a satisfactory level of competency in identified skills during college lab hours in order to secure and retain a clinical placement. A grade of less than 75%, in the theory **or** lab portion of NUA 101 will necessitate withdrawal from the clinical courses. A grade of Incomplete may be given if a student is unable to complete all clinical hours, has met guidelines of the program, and meets the criteria outlined in college policy.

Clinical Placement

The following items are necessary to secure a clinical placement.

- A Criminal Background Check and a Random Drug Screen free of disqualifying factors.*
- Documentation of 3 Hepatitis B vaccinations or immunity (titer) *
- Documentation of 2 MMR (Measles, Mumps, Rubella) vaccines or immunity (titer) *
- Documentation of 2 Varicella (chicken pox) vaccines or immunity (titer) *
- Documentation of Tdap vaccine within 10 years
- Documentation of negative TB by one of the following methods (Must be done within 12 months of the Program completion date) *
 - Negative results from a Tuberculin Skin Test (TB) **OR**
 - Negative chest x-ray for a previous positive TB test or history of vaccination **OR**
 - Negative TB blood test, QuantiFERON® or T-SPOT®
- CPR Certification Card from an **American Heart Association** Basic Life Support for Health Care Providers * HeartCode®BLS
- Fall and Spring students must have the current seasonal flu vaccine (Generally available September 1)
- Registration in mCE, My Clinical Exchange (Details on page 16)
- Completion of the in class Regulatory (OSHA/HIPAA) exam with documentation of a score of 100%
- 75% average in each portion of NUA 101 (Lab and Theory) by the first identified program start for NUA 170, and throughout the clinical assignment.

Failure to complete any clinical requirements by the posted deadlines will result in the need for a student to drop ALL NUA COURSES. Students will be allowed to register for subsequent SEMESTER on a space available basis.

Directions for Background Check and Drug Screen

Student should retain electronic copies of the completed Background Check and Drug Screen results. A link will be sent to you from CastleBranch with the electronic results.

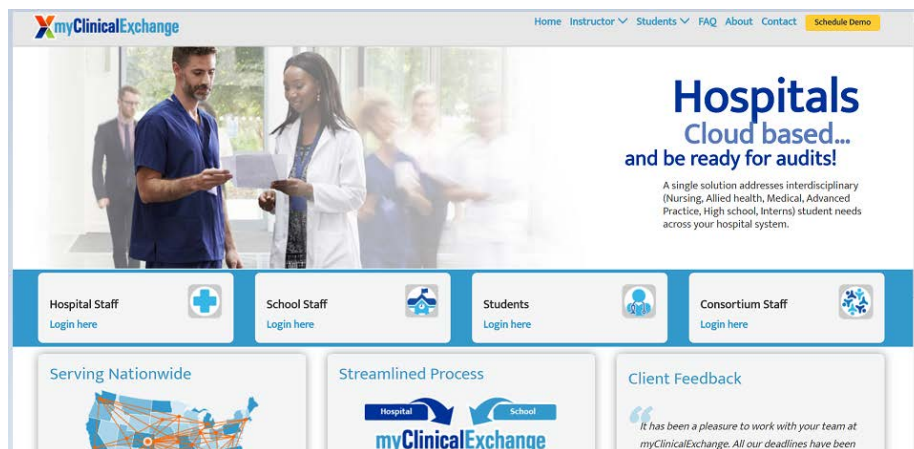
- Students may be asked to provide a copy of the Background Check and Drug screen results for attendance at a clinical site-the document should NOT be given to the Program Chair or Instructor

Should the background check reveal any disqualifying factors or a positive drug screen, the student will be required to drop the program. Questions regarding your background check should be directed to *CastleBranch* (formerly Certified Backgrounds) at the contact information provided with the receipt. Questions regarding possible disqualifying information should be directed to ACC Human Resource Department 303.797.5917

Directions for registering in My Clinical Exchange

All nurse aide students must register on the *My Clinical Exchange* platform in order to be placed in a healthcare facility. Each student must register for the My Clinical Exchange platform (mCE) **at least two weeks PRIOR to the start of NUA 101**. Failure to complete this step may result in dismissal from the program. Check ACC student email for updates on you mCE account. **Do not upload any documentation until instructed by the program chair.**

The cost is \$36.50, if the promotion code “**COACE**” is used. *My Clinical Exchange* is a metro wide requirement for all healthcare programs. The database provides facilities with the necessary documents to achieve Regulatory Compliance. www.myclinicalexchange.com



Clinical Responsibilities

- Perform only those services for which the student has been trained and found proficient by the instructor. Student is responsible for contacting an instructor for any skill not performed in lab.

- The skills checklist is the student's scope of practice
- Respect patient confidentiality at all times. Any violation of HIPAA regulations may result in clinical failure. Removal of any documents (this includes copies, written client information, or any other form of duplication) from the facility is expressly **FORBIDDEN**.
- Use of Social Media to share any part of your clinical experience is **FORBIDDEN** and a HIPAA violation.
- Access the D2L shell for NUA 170 and NUA 171 for details on the clinical assignment including location, facility specific requirements, required paperwork or assignments.
- The required uniform must be worn to all clinical assignments (except Craig Hospital and Rowan Community). ID badge must be worn at eye level (no lanyards) unless otherwise noted.
- Take skills list to all clinical assignments.
- Remain on facility grounds during assigned shift.
- Tobacco, vapor, and e-cigarettes use, at clinical facilities, is forbidden.
- Schedule only one clinical assignment per 24hr period. This includes personal work schedule.
- Arrive at the facility 15 minutes prior to the beginning of the shift. Clinical hours are generally 6:00a-2:30p or 2:00p-10:30p with a half-hour lunch unless otherwise specified.
- Students will meet the clinical instructor in the lobby of the facility, unless otherwise noted. Arriving after clinical assignments are made may result in a mandatory absence.
- **In the event that an instructor does not arrive after 30 minutes, students must leave the facility and notify the Program Chair.**
- Students may not use cell phones in patient care areas during clinical. If a student is caught with their cell phone in a clinical area – the student will be excused from the clinical setting by the clinical instructor and receive “0” points for the day.
- If there is an emergency that prevents the student from attending a scheduled clinical, the student **MUST** notify the CLINICAL instructor (Hospitals and Long-Term Care Facilities) or the contact person at the Hospice facility & the Program Chair Provide safe patient care at all times.
- Communicate client/patient information to staff/instructor.
- Do NOT leave the facility without discussing your experience with the clinical instructor. If there was any activity at the facility that was not experienced in lab – the clinical instructor should be notified immediately (injury, act of aggression or violence, etc)
- As an adult learner, students are responsible for discussing individual learning needs with the clinical instructor in order to secure an appropriate clinical assignment.
- Students are responsible for arriving at post-conference on time and participating fully.
- For a “trade of assignment” both students must Email the Program Chair with dates and times of the assignments to be traded. **ONLY** the Program Chair can make changes to assignment dates, including trading with another student. The Clinical instructors do not have the authority to change Clinical dates/times for any reason.
- In the event a student is contacted by a clinical facility and/or staff from a facility, the student should immediately re-direct contact to the Program Chair, Cassandra Racine.
- Follow all the professional behaviors as listed in the Program Guide

- Attendance at the on campus day.

***Students will be required to attend The Care Equity**

Project. The Care Equity Project Workshop will be held at the Littleton Campus (5900 S. Santa Fe Drive Littleton CO) in the Summit Room (M1900) from 9am-4pm. Students **MUST** attend the entire workshop. This workshop is a mandatory part of the program and counts towards the students 60 hours of required clinical time. Students will use a self-sign up delivery system to choose the day they attend. Link for sign up will be given out on the first day of NUA 101.

Safe Practice Responsibilities:

Students must function within the Nurse Aide scope of practice at all times. Patient care will be performed with appropriate knowledge, skills and ability. The student has the responsibility to consult with the clinical instructor if there is any uncertainty regarding safe practice.

All policies and procedures established by the clinical site must be followed. Each student is required to obtain, read, and demonstrate knowledge of the **Colorado Nurse Aide Practice Act** prior to the clinical course.

Students may not perform any invasive procedures/tasks (i.e. Blood Glucose Monitoring, suctioning)

Unsafe Practice (Function outside the Nurse Aide Scope of Practice):

Unsafe practice includes noncompliance with the guidelines for safe practice as described above. It also includes, but is not limited to, the failure to implement safe care as evidenced by lack of knowledge, use of poor judgment, omissions of procedures/treatments and commission of errors. Further delineation would include the following unsafe behaviors:

“At Risk” behavior:

- Increase risk where risk is not recognized, or is mistakenly believed to be justified.
 - This is an error made that requires additional education. The student will be guided toward available resources and possibly will need to complete a return demonstration of the skill.
- If unprofessional behavior is the issue, the Student will be provided guidance toward available resources and will be required to submit a written reflection, utilizing the resources, to the Program Chair.

“Reckless” behavior:

- Behavioral choices to consciously disregard a substantial and unjustifiable risk.
 - This is a behavior that jeopardizes patient safety.
 - This is deemed to be present if prior remediation has occurred and the behavior continues. The student has failed to apply the correct knowledge/behavior and is now performing recklessly.
 - This results in being removed from the clinical course or program.

If the faculty has reasonable cause to believe that a student is unable to practice with reasonable skill and safety to patients because of a condition such as dependence on alcohol or habit-forming drugs or is a habitual user of controlled substances, or a physical or mental disability, or a medical restriction, the faculty may remove the student from the clinical area.

The faculty may require the student to submit to mental or physical examination by an appropriate care provider. The results of this examination can be utilized in determining the appropriate action to be taken by the faculty regarding the students' continuation in the program.

To protect the health and safety of patients as well as students, a return to work permit without restrictions from the student's care provider may be required prior to returning to the classroom or clinical area as deemed necessary by the faculty. The student will assume responsibility for any costs associated with intervention and continuation in the program.

CLINICAL FACILITIES

Students should refer to the NUA 170 and NUA 171 D2L shell for information on the specific clinical sites. D2L is the online learning platform available through the student portal.

CLINICAL EXPECTATIONS

(DO NOT REMOVE FROM BOOKLET – Students should complete the electronic document in the NUA 170 D2L shell)

Attendance:

- Arrive at the clinical facility 15 minutes prior to the start of the shift. Students are required to stay on facility grounds throughout the shift.
- Students arriving after assignments are considered tardy and may be issued a mandatory absence.
- 60 hours of clinical time required for completion of program, absences may not be made up in the same semester.
- State Board of Nursing recommendation will not be issued until program requirements are met.
- Inform Clinical Instructor, or charge nurse at hospice, if an emergency requires you to leave an assignment early.
- Provide documentation for clinical absence

Professional Attire and Appearance:

- School issued Student ID must be worn at all times at all clinical sites. Students are expected to maintain a professional appearance in all clinical settings. Failure to conform to uniform requirements will result in a (zero) (unsatisfactory) on the clinical evaluation and the student may be asked to leave the facility.
- Cell Phones are not allowed at clinical facilities.
- The use of tobacco, e-cigarettes, and vapor pens is forbidden.

Students are not allowed in acute and LTC facilities without an instructor. The use of social media related to the clinical experience is not allowed. This includes references to or postings about clinical sites on social media (Facebook, Twitter, etc.). In the event that staff from a facility contacts a student, related to a clinical question, the student should immediately inform the facility staff that all communication must be carried out with the Program Chair.

Grounds for an Unsatisfactory Grade and Dismissal from the Program

Students are expected to demonstrate professional behaviors at all times. Grounds for an unsatisfactory clinical grade and dismissal from the program will be based on unprofessional behaviors, but not limited to those in the program guidelines, and failure to achieve the terminal competencies required by the Board of Nursing.

► I have read the above expectations, reviewed the site details in NUA 170/171, and reviewed the program guide for my performance and appearance as a student of the ACC Nurse Aide Program. I indicate my willingness to adhere to these expectations and statements by my signature. I recognize that the original signed document is electronically stored in D2L.

Student Printed Name (DO NOT REMOVE THIS COPY)

Date

Student Signature (DO NOT REMOVE THIS COPY)

Date

ARAPAHOE COMMUNITY COLLEGE
ALL NON-PAID COOPERATIVE EDUCATION STUDENTS
WORKER'S COMPENSATION*

501 Clinical Experiences are considered non-paid, cooperative education for Worker's compensation purpose.

PURPOSE:

This is to notify you of a Worker's Compensation Work-Comp Program that Arapahoe Community College has implemented for non-paid Cooperative Education students.

Arapahoe Community College's designated providers are Concentra Medical Center and Swedish Medical Center in Englewood for all medical care associated work-related injuries and illnesses.

The purpose is two-fold: To assure the employees/students access to quality medical care and, at the same time, to assure that the employees/students receive necessary and appropriate medical care. Arapahoe Community College feels that this goal can be met by Concentra Medical Center and Swedish Medical Center in Englewood.

This program requires all non-paid cooperative education students incurring work-related injuries and illnesses to receive their medical care from Concentra Medical Center and Swedish Medical Center in Englewood. Medical care received from providers other than Concentra Medical Center and Swedish Medical Center will be "UNAUTHORIZED" and may not be reimbursed by the insurance company. Life-threatening emergencies are, of course, an exception to the rule. In those instances, the closest medical facility should be accessed.

For information concerning Worker's compensation claims, please call:

Arapahoe Community College
Human Resources
303-797-5715

Injury – Workers Compensation

Students are covered by Workers' Comp while in the clinical setting. In the event of an injury the student must do the following:

At Clinical Site:

- 1) Report the incident to the clinical instructor.
- 2) Follow through with agency requirements for on-site treatment and documentation. Provide a copy of documentation to ACC Human Resources. **Follow-up care needs to be provided by ACC Workers' Compensation providers as listed below.**
- 3) Check with RN for patient history of Hepatitis B or any other communicable disease (if applicable).

In addition, you must:

- Report to the Office of Human Resources, Church Street Building 303-797-5715 **within 48 business hours** of incident.
- Bring copies of agency report and any billings related to treatment.
- Complete Workers' Compensation claim form, available from the Office of Human Resources.
- Arrange follow-up care through the ACC Office of Human Resources:
 - Human Resources will contact Concentra Medical Center to let hospital personnel know that you are on your way or to make an appointment for you.
 - Upon treatment from Concentra, submit the necessary paperwork back to the Human Resources Office for further processing no later than 72 hours after the accident.

All work-related injuries are to be treated by:

Concentra Medical Center
1212 South Broadway, Suite 150
Denver, CO 80210
(Located on Broadway North of Evans)
Hours: 7:00a.m.-6:00p.m. (Monday-Friday)

For emergencies that may occur after hours, please seek treatment at:

Swedish Medical Center
501 East Hampden Avenue
Englewood, CO 80110

ARAPAHOE COMMUNITY COLLEGE

NON-PAID COOPERATIVE EDUCATION STUDENT

WORKER'S COMPENSATION VERIFICATION FORM

**Clinical Experiences are considered non-paid cooperative education for worker's Compensation purposes.*

I have been notified by the Cooperative Education office of the procedure to follow in the event I incur a work-related injury or illness while working in a non-paid cooperative education or internship position connected with the college. I understand that Arapahoe Community College has designated Concentra Medical Center and Swedish Medical Center in Englewood as the primary provider for all work-related injuries and illnesses. I understand that if I do not receive my medical care for work-related injuries or illness from Concentra Medical center or Swedish Medical Center in Englewood, I will be financially responsible for that care.

I have received my student identification card and I have been informed that phone or written authorization is required from Arapahoe Community College 303-797-5715 (Public Safety after hours 303-797-5800) before I access care for non-emergency, work-related injuries and illnesses.

Please Print Name

Signature of Student (DO NOT REMOVE THIS COPY)

Date

Signature of Cooperative Education Coordinator

Date

APPENDICES

Healthcare Personnel Vaccination Recommendations¹

Vaccine	Recommendations in brief
Hepatitis B	Give 3-dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). Give IM. Obtain antiHBs serologic testing 1–2 months after dose #3.
Influenza	Give 1 dose of influenza vaccine annually. Give inactivated injectable vaccine intramuscularly or live attenuated influenza vaccine (LAIV) intranasally.
MMR	For healthcare personnel (HCP) born in 1957 or later without serologic evidence of immunity or prior vaccination, give 2 doses of MMR, 4 weeks apart. For HCP born prior to 1957, see below. Give SC.
Varicella (chickenpox)	For HCP who have no serologic proof of immunity, prior vaccination, or history of varicella disease, give 2 doses of varicella vaccine, 4 weeks apart. Give SC.
Tetanus, diphtheria, pertussis	Give a dose of Tdap as soon as feasible to all HCP who have not received Tdap previously and to pregnant HCP with each pregnancy (see below). Give Td boosters every 10 years thereafter. Give IM.
Meningococcal	Give 1 dose to microbiologists who are routinely exposed to isolates of <i>N. meningitides</i> and boost every 5 years if risk continues. Give MCV4 IM; if necessary to use MPSV4, give SC.

Hepatitis A, typhoid, and polio vaccines are not routinely recommended for HCP who may have on-the-job exposure to fecal material.

Hepatitis B

Healthcare personnel (HCP) who perform tasks that may involve exposure to blood or body fluids should receive a 3-dose series of hepatitis B vaccine at 0-, 1-, and 6-month intervals. Test for hepatitis B surface antibody (anti-HBs) to document immunity 1–2 months after dose #3.

- If anti-HBs is at least 10 mIU/mL (positive), the patient is immune. No further serologic testing or vaccination is recommended.
- If anti-HBs is less than 10 mIU/mL (negative), the patient is unprotected from hepatitis B virus (HBV) infection; revaccinate with a 3-dose series. Retest anti-HBs 1–2 months after dose #3.
- If anti-HBs is positive, the patient is immune. No further testing or vaccination is recommended.
- If anti-HBs is negative after 6 doses of vaccine, patient is a non-responder.

For non-responders: HCP who are non-responders should be considered susceptible to HBV and should be counseled regarding precautions to prevent HBV infection and the need to obtain HBIG prophylaxis for any known or probable parenteral exposure to hepatitis B surface antigen (HBsAg)-positive blood.¹ It is also possible that non-responders are people who are HBsAg positive. Testing should be considered. HCP

found to be HBsAg positive should be counseled and medically evaluated.

Note: Anti-HBs testing is not recommended routinely for previously vaccinated HCP who were not tested 1–2 months after their original vaccine series. These HCP should be tested for anti-HBs when they have an exposure to blood or body fluids. If found to be anti-HBs negative, the HCP should be treated as if susceptible.²

Influenza

All HCP, including physicians, nurses, paramedics, emergency medical technicians, employees of nursing homes and chronic care facilities, students in these professions, and volunteers, should receive annual vaccination against influenza. Live attenuated influenza vaccine (LAIV) may be given only to non-pregnant healthy HCP age 49 years and younger. Inactivated injectable influenza vaccine (IIV) is preferred over LAIV for HCP who are in close contact with severely immunosuppressed people (e.g., stem cell transplant patients) when patients require protective isolation.

Measles, Mumps, Rubella (MMR)

HCP who work in medical facilities should be immune to measles, mumps, and rubella.

- HCP born in 1957 or later can be considered immune to measles, mumps, or rubella only if they have

documentation of (a) laboratory confirmation of disease or immunity or (b) appropriate vaccination against measles, mumps, and rubella (i.e., 2 doses of live measles and mumps vaccines given on or after the first birthday and separated by 28 days or more, and at least 1 dose of live rubella vaccine).

- Immunization Action Coalition 1573 Selby Avenue • St. Paul, MN 55104 • 651-647-9009 • www.immunize.org • www.vaccineinformation.org
www.immunize.org/catg.d/p2017.pdf • Item #P2017 (6/13)
- HCP with 2 documented doses of MMR are not recommended to be serologically tested for immunity; but if they are tested and results are negative or equivocal for measles, mumps, and/or rubella, these HCP should be considered to have presumptive evidence of immunity to measles, mumps, and/or rubella and are not in need of additional MMR doses.
- Although birth before 1957 is considered acceptable evidence of measles, mumps, and rubella immunity health care facilities should be recommending 2 doses of MMR vaccine routinely to unvaccinated HCP born before 1957 who do not have laboratory evidence of disease or immunity to measles and/or mumps, and should consider 1 dose of MMR for HCP with no laboratory evidence of disease or immunity to rubella. For these same HCP who do not have evidence of immunity, healthcare facilities should recommend 2 doses of MMR vaccine during an outbreak of measles or mumps and 1 dose during an outbreak of rubella.

Varicella

It is recommended that all HCP be immune to varicella. Evidence of immunity in HCP includes documentation of 2 doses of varicella vaccine given at least 28 days apart, history of varicella or herpes zoster based on physician diagnosis, laboratory evidence of immunity, or laboratory confirmation of disease.

Tetanus/Diphtheria/Pertussis (Td/Tdap)

All HCPs who have not or are unsure if they have previously received a dose of Tdap should receive a dose of Tdap as soon as feasible, without regard to the interval since the previous dose of Td. Pregnant HCP needs to get repeat doses during each pregnancy. All HCPs should then receive Td boosters every 10 years thereafter.

Meningococcal

Vaccination with MCV4 is recommended for microbiologists who are routinely exposed to isolates of *N. meningitides*. Use MPSV4 only if there is a permanent contraindication or precaution to MCV4.

References

1. CDC. Immunization of Health-Care Personnel: Recommendations of the Advisory Committee on Immunization Practices (ACIP). *MMWR*, 2011; 60(RR-7).
2. See Table 3 in Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post-exposure Prophylaxis, *MMWR*, 2001; 50(RR-11).

For additional specific ACIP recommendations, refer to the official ACIP statements published in *MMWR*. To obtain copies, visit CDC's website at www.cdc.gov/vaccines/pubs/ACIP-list.htm; or visit the Immunization Action Coalition (IAC) website at www.immunize.org/acip

Technical content reviewed by the Centers for Disease Control and Prevention

Sample reimbursement Request/Notification Form

In Colorado, a certified nurse aide who paid for his/her own training and becomes employed or has had an offer of employment from a Medicare/Medicaid certified nursing home is eligible for pro-rated reimbursement of the training expenses within twelve months of having completed an approved nurse aide training and competency evaluation program. The pro-rated reimbursement of an eligible certified nurse aide is required by the Code of Federal Regulations CFR).

42 CFR 483 Subpart D—Requirements That Must Be Met by States and State Agencies §483.152 (c)

Section: (c) *Prohibition of charges. (1) No nurse aide who is employed by, or who has received an offer of employment from, a facility on the date which the aide begins a nurse aide training and competency evaluation program may be charged for any portion of the program (including any fees for text-books or other required course materials.)*

(2) if an individual who is not employed, or does not have an offer to be employed, as a nurse aide becomes employed by, or receives an offer of employment from, a facility not later than 12 months after completing a nurse aide training and competency evaluation program, the State must provide for the reimbursement of costs incurred in completing the program on a pro rata basis during the period in which the individual is employed as a nurse aide.

In Colorado, the State provides for the reimbursement of eligible certified nurse aides through the Medicaid per diem that is paid to Medicare/Medicaid certified nursing homes. When a facility reimburses an eligible certified nurse aide, the facility should record the pro rata reimbursement costs on their annual MED-13 report, so that these costs are included in the computation of the facility's per diem rate.

_____, began nurse aide program training at the _____

Nurse Aide Training Program on _____ and completed the program on _____.

Tuition	
Fees	
Books	
Required Supplies	
Certification Exam	\$135.00
*Total	

*The nurse aide must attach all training and testing receipts to this form to verify the total expenditures listed above. Employers should retain a copy of all receipts and this form.

Program Coordinator
Nurse Aide Training Program

Date

Revised from a form developed and provided to the State Board of Nursing