

NURSE AIDE PROGRAM CHECKLIST - 2021

ALL ITEMS ON THIS CHECKLIST ARE DUE BY THE SPECIFIC DATE LISTED BELOW.
STUDENTS WHO DO NOT SUBMIT ALL PROGRAM REQUIREMENTS OUTLINED IN THIS CHECKLIST BY THE DUE DATE WILL BE AUTOMATICALLY DROPPED FROM THE PROGRAM.

Semester you are completing the program:	Date checklist is due by:
Spring 2021	January 5 th , 2021
Summer 2021	May 3 rd , 2021
Fall 2021	August 9 th , 2021

COMPLETE TWO WEEKS PRIOR TO THE START OF CLASSES:

- Complete compliance documentation checklist and attach all **supporting documentation (details on pg. 2)**: Click [HERE](#) or copy and paste this link into your web browser to submit your checklist: https://arapahoecommunitycollege.formstack.com/forms/nurse_aide_program_required_documents
- Purchase package from Castle Branch and complete criminal background check and drug screen: Details on pg.3
- Purchase My Clinical Exchange and create account. **UPLOAD BACKGROUND CHECK AND DURG SCREEN RESULTS**: Instructions on pg.4
- Complete a Basic Life Support for Health Care Providers course through the **AMERICAN HEART ASSOCIATION**. (BLS/CPR Certification) Instructions on pg.3

TO COMPLETE BEFORE THE START OF CLASS

- Purchase required uniform and lab supplies: More information on pg.6
- Have photo taken at Record and Enrollment Services at the Littleton campus or at the Welcome Desk at the Castle Rock campus. This is for your clinical ID badge. If you already have a picture on your student ID you may skip this step.

I _____ (printed student name) understand that it is my responsibility to complete and submit all items on this checklist **AT LEAST two weeks before the start date of my class. I understand that failure to complete and submit all documentation ON TIME jeopardizes my eligibility to participate in the Nurse Aide Program this semester.**

Student Signature: _____ Date: _____

NURSE AIDE PROGRAM - ARAPAHOE COMMUNITY COLLEGE COMPLIANCE DOCUMENT CHECKLIST FOR CLINICAL COURSES

Submission of the following documents is required AT LEAST TWO WEEKS BEFORE the semester begins. **Failure to submit the completed checklist by due date specified on first page will result in you being dropped from the program.**

All documentation should be submitted online through this link:

https://arapahoecommunitycollege.formstack.com/forms/nurse_aide_program_required_documents

WAIT UNTIL YOU HAVE ALL ITEMS ON THE CHECKLIST BEFORE SUBMITTING IT. YOU ARE ENCOURAGED TO SUBMIT YOUR CHECKLIST AS SOON AS IT IS COMPLETE AND NOT WAIT UNTIL THE LAST MINUTE.

1. Documentation of 3 Hepatitis B vaccinations or immunity by titer; if you cannot show 3 vaccines or immunity, please sign and submit this Hepatitis B declination form
2. Documentation of 2 MMR (Measles, Mumps, and Rubella) vaccines or immunity by titer
3. Documentation of 2 Varicella (chicken pox) vaccines or immunity by titer
****History of disease is NOT acceptable**
4. Documentation of Tdap vaccine **within 10 years**
5. Documentation of ***current season flu vaccine*** (spring semester due 2 weeks before start of class; fall semester due October 1st; **NO FLU VACCINE IS REQUIRED FOR SUMMER SEMESTER STUDENTS**)
6. Documentation of negative TB test (PPD) (most common), Negative QuantiFERON Blood test, or negative chest x-ray (if you have had a previous positive TB test). TB tests must be dated **within the last 12 months and not expired before end of semester**
7. Documentation of CPR Certification Card from **an American Heart Association Basic Life Support for Health Care Providers**. Take the course through the ACC Nurse Aide Program! Details on pg. 3
Certifications from the American Red Cross are NOT ACCEPTED!!!
8. Receipt confirming purchase of Background Check and Drug Screen through Castle Branch

NURSE AIDE COMPLIANCE DOCUMENTS: FAQs

Compliance documents are **REQUIRED** by our clinical sites. If your compliance documentation is not complete and submitted at least two weeks before classes start you may be dropped from the program. If you require an extension on **ONE** item on the checklist, please email nurseaide@arapahoe.edu. Extensions are given at the discretion of the program and are not a guarantee.

BACKGROUND CHECK AND DRUG SCREEN:

Purchase the drug screen and background check through Castle Branch and attach the **email receipt** to the checklist. Please do not submit your results with this packet, you will need to upload them to My Clinical Exchange. Use the following link to purchase: <http://cccs.castlebranch.com/> Make sure you choose NURSE AIDE. After you have purchased the drug screen follow the instruction to complete the drug screen. You may access the instructions for this step *on the nurse aide website*, click on this link: <https://www.arapahoe.edu/sites/default/files/programs/nurse-aide/background-check-drug-screen-castlebranch-help.pdf>

Important Drug Test Information:

You will receive your drug test registration form within 24 business hours of your order placement as a download form. Your Drug Test requirement in your To-Do List that can be viewed by clicking the blue plus signs OR you may receive your registration form by email. Email registrations will appear in your inbox with the sender as Support and the subject Form Fox Authorization OR with the sender as OTSWebApp and the subject Drug-screen registration. Ensure you check your SPAM filter, as messages may be redirected based on your security settings. Contact our Service Desk if it has been more than 24 business hours and you have not received your registration form.

VACCINATIONS:

- If you cannot obtain a copy of your childhood vaccines you may be able to demonstrate immunity to Hepatitis B, MMR, and varicella with a titer. If you have documentation of the required vaccines DO NOT have a titer drawn.
- A titer is a blood test that will show the level of immunity you have. Your medical provider is your best resource for this test. There are some local testing agencies that may be able to assist. **The titer must show “immunity”** through lab values and/or health provider confirmation. Students are encouraged to start gathering vaccine information early. If your titer level shows that you are **NOT IMMUNE**, you will need to: receive two vaccines OR one vaccine and have another titer drawn that shows immunity. Both options take a lot of time (usually between 4-8 weeks), do not wait until the last minute.
- History of chicken pox is **not acceptable**. A demonstrated immunity is needed to enter hospital facilities. Immunity is either confirmed by a titer (blood test) or having the 2 vaccines.
- For vaccinations offered at a very reasonable cost please visit the Tri-County Health Department’s website: <http://www.tchd.org/356/Immunizations>. You can also complete you TB test trough this source.

CPR CERTIFICATION:

- You must obtain your Basic Life Support (BLS) for Health Care Providers through AMERICAN HEART ASSOCIATION. **American Red Cross is NOT ACCEPTED!!!**
- Take your BLS Provider Initial course through ACC’s Nurse Aide Program at a discounted rate! **Email NurseAide@arapahoe.edu for more information!**

MY CLINICAL EXCHANGE:

Create a My Clinical Exchange Account. The cost is \$39.50. My Clinical Exchange is a metro wide requirement for all healthcare programs. The database provides facilities with the necessary documents to achieve Regulatory Compliance. You may access the instructions for this step [on the nurse aide website.](#)

Please use your ACC Student email when creating the account. Make sure you select “Nurse Aide” as your program.

After you have received your results for your background check and drug screen from CASTLE BRANCH (you can find them by logging back into your Castle Branch account) please upload your results into your My Clinical Exchange account. You may access the instructions for this step [on the nurse aide website.](#)

NURSE AIDE PROGRAM: COST ESTIMATION

REQUIRED ITEM:	ESTIMATED COST:
Tuition	\$992 + student fees (COF eligible price)
Background check and drug screen	\$61.50
BLS (CPR) Certificate	\$35-\$100
My Clinical Exchange (MCE)	\$39.50
Required supplies: Scrubs, watch, & shoes	\$50-\$150 (cost varies with preference and brand of supplies)
Textbook	FREE (your textbook will be provided to you by the program)
TB test/vaccinations	\$0-\$250+
ESTIMATED TOTAL:	\$1,220- \$1,600+

Cost of required program supplies will vary significantly due to preference of required supplies and need for vaccinations/titer levels. I encourage you to shop around!

ARAPAHOE COMMUNITY COLLEGE NURSE AIDE: CLINICAL PLACEMENT INFORMATION (NUA 170 & 171)

You will be notified of your clinical rotation schedule by the third week of classes, so you have plenty of time to prepare. You must have reliable transportation to and from the clinical sites.

ALL lecture, lab and clinical dates are MANDATORY. Do not schedule any vacations during this course.

Your clinical rotations will be assigned for you based on a variety of factors that will be discussed with you during your first NUA 101 class. ACC's Nurse Aide program is proud to offer clinical rotations during the week and on the weekends at a variety of cities to try to best meet the needs of our students. You will need to also be flexible with your schedules as clinical dates cannot always be changed. Clinical rotations are subject to change or be canceled if needed.

NUA 170

During this course you will complete 30 hours of clinical work. 24 hours will be completed in a long-term care facility, or nursing home. The dates and location of these hours will be provided to you by your third week of classes and will be discussed in detail with you during your first-class period of NUA 101. The remaining 6 hours will be completed through online assignments.

NUA 171

During this course you will complete 30 hours of clinical work. 24 hours will be completed in an Acute Care, or Hospital, setting. The dates and location of these hours will be provided to you by your third week of classes and will be discussed in detail with you during your first-class period of NUA 101. The remaining 6 hours will be completed through online assignments.

NURSE AIDE PROGRAM: REQUIRED UNIFORM

1. Uniform- The nurse aide uniform consists of a plain **grape (purple) 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.
2. Shoes must be **CLOSED TOE & have a back**. Tennis shoes are a good choice. Purchase shoes that you are comfortable wearing for long periods of time. Shoes that can be whipped clean, for example leather or vinyl, are strongly encouraged. Shoes and laces must be clean. You **may not** wear shoes that are open toe, backless, or have holes (Crocs).
3. A **watch with a second hand**. (no digital watches)
4. Pens with black ink are required
5. 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.
6. 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.
7. 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.

The following supplies **will be provided to you** to use during the program and must be returned in good condition following the end of the program. These supplies are provided to you, courtesy of the Carol Perkins Grant and are therefore federal property. Student who fail to return these supplies will be charged the cost of replacement. These supplies will be handed out on your first day of class.

1. Manual blood pressure cuff
2. Stethoscope
3. Gait Belt
4. TEXTBOOK!!

****ALL uniform requirements are needed by the first day of lab.**

If you need financial support/ resources in order to purchase the required uniform and supplies, contact Cassandra.racine@arapahoe.edu***