

Mid-Carolina AHEC
"Excellence in Health Care Through Education"



**Nurse Aide Training Program
Course Catalog**

**Volume 2
Fall 2018**

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Facility Director, Program Coordinator and Instructor Information

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Cheri Plyler, MBA – Facility Director

Please contact the program coordinator to schedule an appointment, when necessary.

Rebecca Jackson, BSN, RN

Nurse Aide Training Program Coordinator/Instructor

Mid-Carolina AHEC

803-286-4121

rljackson@comporium.net

Office hours Monday – Thursday 7am to 5pm.

Instructor	Degrees	Email
Jana Hough, RN	ADN, York Technical College, 2003	hgh_jn@yahoo.com
Rebecca Jackson, BSN, RN	BSN, USC Upstate, 2014	rljackson@comporium.net

Course Identification:

Classroom Hours	40
Lab Hours	20
Clinical Hours	40

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Mid-Carolina AHEC, Inc.

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Mid-Carolina AHEC, Inc. is a 501(c)(3) non-profit organization serving 11 counties in central South Carolina: Aiken, Cherokee, Chester, Fairfield, Kershaw, Lancaster, Lexington, Newberry, Richland, Union and York. As a member of South Carolina AHEC, Mid-Carolina AHEC, Inc. provides three core services:

- Continuing Education
- Health Professions Student
- Health Careers Exploration

Mid-Carolina AHEC, Inc. works in partnership with academic institutions, local preceptors and healthcare providers to facilitate the education, recruitment and retention of physicians and providers working toward improving health care within the region today and into the future.

Mid-Carolina AHEC Mission Statement

To improve the quality and accessibility of healthcare for the communities of South Carolina through a system of community-academic partnerships whose central purpose is the recruitment, education and retention of primary healthcare providers.

Nurse Aide Program Mission

To prepare competent, nursing assistants, that are knowledgeable and safe, with a caring attitude, who are able to provide nursing care and/or coordinate care for clients in the long-term care, home health, hospice and hospital settings. Graduate nursing assistants should be prepared to use their skills, knowledge and understanding for giving safe, quality health care to their clients.

Facilities & Equipment

Mid-Carolina AHEC is located at 1824 Hwy 9 Bypass West, Lancaster, SC 29720. The facility includes a classroom equipped with tables, whiteboard, overhead projector, video conferencing equipment and laptops for student use. There is also a clinical demonstration room located at Springs Memorial Hospital at 800 West Meeting Street, Lancaster, SC 29720. This room is equipped with two beds, equipment to practice skills and sink with running water. Both locations have student break areas, telephones for student uses and restrooms.

Course Description

The course is designed to provide the student with the knowledge and skills necessary to perform basic care services for a patient (acute care setting) or resident (long-term care setting). It prepares the student to function in the role of nursing assistant under the supervision of a registered nurse (RN) or licensed practical nurse (LPN). This course is designed to meet the curriculum requirements of the South Carolina Department of Health and Human Services (SCDHHS). The basic nursing assistant proficiency examination is the State-approved competency evaluation, with both written and manual skills components. The course requires the student to complete 40 hours of classroom lecture, 20 hours of skills lab, and perform 40 hours in a clinical setting.

Satisfactory completion of the course provides eligibility to take the National Nurse Aide Assessment Program Examination for South Carolina certification as a certified nursing assistant. **See South Carolina Nurse Aide Candidate Handbook for more information.*

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State Department of Health and Human Services (SCDHHS) (www.scdhhs.gov) approved schools must include at least 100 hours of training in limited and specific nurse aide skills. Completion of a nurse aide training program does not guarantee a passing grade on the National Nurse Aide Assessment Program (NNAAP) Examination. Graduates of DHHS-approved programs are eligible to sit for the exam which leads to CNA certification and must sit for this examination within two years of completion of training. Students who do not sit for the NNAAP exam within two years of program completion will be required to retake a 100-hour course before he/she may sit for the exam. DHHS has contracted with Pearson VUE (<http://www.pearsonvue.com/sc/nurseaides/>), to develop, score, and report the results of the NNAAP exam for the South Carolina Nurse Aide Registry. To register for the exam, call NACES at 1 (800) 273-3517 and follow the prompts or visit their website at www.nacesplus.org.

Nature of Work

Nursing assistants **are unlicensed nursing personnel who** perform routine duties in caring for patients or residents. Care tasks delegated by the nurse to the assistant include:

- transferring a patient/resident from the bed to a chair or wheelchair
- walking or performing range of motion exercises
- bathing, showering, shaving or providing oral hygiene for a patient/resident
- feeding
- changing bed linens
- maintaining cleanliness of the patient/resident's general surroundings
- proficient in taking a temperature, respiratory rate, blood pressure and other patient/resident vital measurements and reporting the results back to the nurse
- should always practice good hand hygiene
- patient/resident safety is expected at all times in the clinical setting

Graduate nursing assistants may expect to be employed at entry-level wage which varies with employers.

Admission Requirements

The training program shall require for admission into its program the following:

- Successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential;
- Be at least 18 years of age;
- Be able to read, write, and speak English;
- Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease; and
- Not be listed on the Nurse Aide Registry in revoked status

The Training Program can accept a maximum of 16 students. There will have to be a minimum of 5 students for the program to be offered. Should the minimum number of students not be met, the training program will reschedule the start date. The students that are registered will be notified by email and telephone of the new start date. They will also be given the opportunity to request a full refund if the new date conflicts with their schedule.

Credit for Previous Education, Training or Experience

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The training program does not accept credit for previous education, training, or work experience.

Equal Opportunity

This school provides equal employment, admission and education opportunities without regard to race, color, religion, handicap, sex, age or national origin.

Tuition & Fees

Nurse Aide Training Tuition: \$900.00

Payment Methods: Check, Cashier's Check, PayPal

Course textbook is included.

Hartman's Nursing Assistant Care – The Basics, 4th Edition. Author: Fuzy, Jetta, ISBN: 9781604250503

Basic Life Support Certification Class will be offered at Mid-Carolina AHEC included with tuition. Please note if you cannot attend this class, you will be responsible for your BLS certification at your own cost prior to starting clinicals.

The following supplies, testing and insurance are not included in tuition and will be the responsibility of the student. These will be **approximately \$250.00 but are subject to change**. For questions, please contact program coordinator.

- South Carolina Certification Exam Fee
- Green scrub top, green scrub pants, and plain white shoes
- Black non-erasable pen
- Small notebook
- Watch with second hand or digital display
- Cost of mandatory clinical requirements* listed below:
 - Criminal Background Check (within 30 days of class start date)
 - 10 Panel urine drug screen
 - Two-step tuberculosis (TB) skin test (if positive result for TB, chest x-ray report is required)
 - Documentation of verified immunity to varicella, measles, mumps rubella, Hepatitis B through blood titers. (If titers do not prove immunity, student must receive appropriate vaccine)
 - Influenza (flu) vaccine (required October through May) – Recommended yearly
 - Tetanus-Diphtheria-Pertussis Vaccine (Tdap) – recommended every 10 years
 - Valid Social Security number
 - Professional Liability Coverage

**Springs Memorial Hospital can perform titers, urine drug screen, background check and PPD for an additional fee. If you are interested in having this done at the hospital, please contact Rebecca Jackson at 803-286-4121 to set up an appointment.*

Note: All health requirements must be completed and presented to the program coordinator by the end of the second week of class. ***Failure to comply may result in withdrawal from program. NO EXCEPTIONS***

Course Description

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Upon successful completion of this course, the student will be able to:

- Describe the organization of healthcare facilities and the roles of the interdisciplinary healthcare team.
- Identify the responsibilities of the registered nurse, licensed practical nurse and nursing assistant in a variety of settings.
- Apply nursing assistant theoretical knowledge in providing basic healthcare services.
- Perform essential nursing assistant clinical skills.
- Use accurate and appropriate communication with members of the healthcare team.
- Employ ethical and moral behaviors, and the characteristics of honesty, responsibility and caring in the provision of patient/resident care.
- Carry out and follow up on patient/resident care tasks as delegated by the nurse.

Nurse aide programs prepare graduates for employment and the school does not guarantee that credit for this training will transfer to another institution.

Method of Instruction

- Lecture/Discussion
- PowerPoint presentation
- Video/DVD
- Hands-on use of manikins and anatomical models
- Written handouts
- Return demonstration
- Clinical experience

Method of Evaluation

The student must pass theory with a minimum grade of: **C (78 %) or better.**

(A=93-100, B=86-92, C=78-85)

The course grade is determined by:

- 3 exams = 60% of grade
- 1 final exam = 30% of grade
- Homework assignments = 10% of grade
- Clinical evaluation: ***You must receive an S (satisfactory) in clinical and laboratory skills.***
- Students will be given a progress report prior to the start of clinical and then again at the end of the program.

Graduation Requirements

The student must have satisfactorily completed a minimum of 100 clock hours of training (grade “C” or better, including:

1. 60 clock hours of classroom training that doesn't involve direct resident care

2. 40 clock hours of hands-on resident care in a nursing facility or alternative clinical training under the direct supervision of one of the instructors.
3. The student must have satisfactorily completed the SC DHHS established curriculum.

Certificate of Completion

Students meeting the requirements outlined in the graduation requirements section of this catalog will receive a Certificate in Nursing Assisting which qualifies them to sit for the Certified Nurse Aid Evaluation exam to become a Certified Nurse Aide in the State of South Carolina.

Job Placement

Students are encouraged to research the local job market for placement opportunities. The school will also provide the students with potential job placement opportunities when that information is available. The school does not guarantee employment.

Cancellation and Refund Policy

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the cancellation fee of \$100.00.

Refund after the commencement of classes:

Procedure for withdrawal/withdrawal date:

- A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- A student will be determined to be withdrawn from the institution if the student has not attended any class for 1 week.
- All refunds will be issued within 30 days of the determination of the withdrawal date.

Tuition charges/refunds:

- Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the cancellation fee of \$100.00

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- After the commencement of classes, the tuition refund (minus the cancellation fee of \$100.00) amount shall be determined as follows:

# weeks attempted:	Tuition refund amount:
1 week	90%
2 weeks	80%
3 weeks	70%
4 weeks	60%
5 weeks	No Refund
6 weeks	No Refund

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Attendance Policy

The student is expected to arrive on time to class each day. Class attendance is considered from the beginning to the end of the class period. Student expectations include active class participation and a positive attitude. Repeated absences or any other practices that indicate lack of commitment to quality work or classroom/clinical interaction will impact a student's grade (e.g., leaving the class during discussions, having loud outbursts during discussion, use of profanity). Each student should notify the instructor regarding all absences. The student should notify the instructor—1 hour prior to class—of emergency absences or tardiness via e-mail, voicemail, or text. In order to prevent a negative impact on the course grade, one (1) excused absence is allowed, with mandatory make-up work required. The make-up assignment will consist of any missed classroom, lab, or clinical assignments.

A student who experiences a medical condition which prevents attendance at any class or clinical experience must immediately provide appropriate medical documentation to the Program Coordinator. NOTE: Due to healthcare facility requirements, a student may not be eligible to return to the clinical site without verified medical documentation that indicates a return to patient/resident care **without restrictions**.

This school does not offer an attendance probation policy. It is the policy of this school that any student missing more than 8 hours of scheduled class days will withdraw from the program if they cannot arrange to make up the course work.

*Excused absences include (but are not limited to): death/impending death of an immediate family member, documented hospitalization or severe illness of student/family member, or similar grave situations. The instructor **must** be consulted for an absence to be considered excused. It is the **sole** responsibility of the student to contact the instructor regarding the possibility of make-up work.*

Note: Opportunities to make-up clinical may not be available due to affiliation agreements.

Readmission after termination for unsatisfactory attendance

It is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance if the following criterion is/are met:

- The student has rectified the issue causing the attendance problem to begin with (i.e. not having transportation, illness, etc.)
- The student commits to arriving on time to class
- The student may not reenter before the start of the next grading period if terminated for violation of the attendance policy.

School Computer Policy

Misuse of information systems is prohibited. Misuse includes the following:

- Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.
- Accessing, without proper authorization, computers, software, information or networks, regardless of whether the resource accessed is owned by the school.
- Taking actions, without authorization, which interfere with the access of others to information systems.
- Circumventing logon or other security measures.
- Using information systems for any illegal or unauthorized purpose.
- Violating any software license or copyright, including copying or redistributing copyrighted software.
- Using electronic communications to violate the property rights of authors and copyright owners.
- Using electronic communications to harass or threaten users in such a way as to create an atmosphere which unreasonably interferes with the education or the employment experience. Similarly, electronic communications shall not be used to harass or threaten other information recipients.
- Using electronic communications to disclose proprietary information without the explicit permission of the owner.
- Reading other users' information or files without permission.
- Using electronic communications to hoard, damage, or otherwise interfere with academic resources available electronically.
- Launching a computer worm, computer virus, or other rogue program.
- Downloading or posting illegal, proprietary, or damaging material to a computer or any portion of a network that belongs to the school.
- Transporting illegal, proprietary, or damaging material.
- Violating any state or federal law or regulation in connection with use of any information system.

Make-up Policy

This program does not offer an attendance probation policy. It is the policy of this training program that any student missing more than 8 hours of scheduled days will withdraw or must arrange (for an additional fee) to continue classes either through a make-up session with the instructor or during the next scheduled course session. If you are dismissed from class or clinical due to not following school policies then it is your responsibility to arrange make-up time. Students may be charged \$50.00 per hour for makeup course work at the discretion of the Training Program Coordinator. No more than 5% of the total clock hours for a program may be made up.

Emergency Closings

In the event severe weather conditions, such as hurricanes, ice storms or other acts of nature create hazardous conditions and/or extended power outages, the faculty may find it necessary to cancel classes. In this case, students are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or school holiday an emergency contact number will be posted on the website.

Student Responsibilities

The student is expected to:

- Utilize critical thought and effort during theory, laboratory and clinical experiences.
- Provide a neat and readable paper using standard English.
- Arrive to class prepared to participate in open discussion and any small group activities.
- Be supportive and non-judgmental of peers.
- Demonstrate an open mind and willingness to learn.

All assignments are due on the dates designated in the syllabus, or as set by the instructor. Work turned in late will not be accepted until the next class meeting. Points will be deducted for late papers.

Personal Conduct Policy

Each student is expected to conduct his/her self in a manner expected of all members of the healthcare team in respect to standards of ethics, morals and integrity. Student expectations include active class participation and a positive attitude. Practices that indicate a lack of commitment to quality work or classroom/clinical interaction will impact a student's grade (e.g., leaving the class during discussions, having loud outbursts during discussions, use of profanity). The use of cell phones or smart watches is prohibited in the clinical area. You will be dismissed from the clinical site if you are caught using your cell phone in the patient care areas. It is the **sole** responsibility of the student to arrange make-up work for an additional cost. (See Make-Up Policy for more information)

Personal Appearance and Behavior

The following requirements are to ensure a safe patient/resident environment, and to meet the standard of appearance and behaviors of a member of the healthcare team. A student who does not follow or is unable to meet these requirements will be asked to leave the clinical setting and will incur a clinical absence.

Uniform

A clean, pressed uniform is worn for each clinical experience and for activities as specified by the faculty. The uniform consists of the green scrub top and green scrub pants. No designs or striping of any kind is permitted.

Personal hygiene is expected at all times, including no offensive body and/or breath odors.

Gum chewing or eating is not allowed in the clinical areas.

Shoes and Hosiery

White nursing shoes or all white athletic shoes, as approved by the clinical site, are required. Backless shoes or shoes with cutouts or mesh are not acceptable. Shoes worn in the clinical area should be used only in the clinical setting and not for outside use. Only all white or neutral socks or hosiery are permitted.

Hair

Hair must be clean, neatly arranged and away from the face and neck. Hair below shoulder length must be pinned or tied back securely and off the collar. Males must be clean shaven or have neatly trimmed mustaches or beards.

Nails and Nail Polish

The Centers for Disease Control (CDC) sets strict requirements regarding healthcare workers and the spread of disease. Nails should be kept no longer than tips of fingers. No nail polish is allowed. Sculptured, artificial and/or tipped nails are not permitted.

Jewelry and Uniform Accessories

A wedding and/or engagement ring may be worn when in uniform. Any other jewelry is inappropriate with the uniform except one pair of post earrings, which are to be worn only in the earlobe. Any other visible facial or body piercings are not permitted. Tattoos or body art not covered by the uniform are to be covered with make-up or tattoo sleeve. Perfumes and colognes are not to be used when in the clinical setting. A watch with second hand, name tag, pen with black ink, and small notebook are considered essential accessories to the uniform when in the clinical site.

Personal Behavior

It is the expectation that all students enrolled in the program will act in a respectful manner towards other people and patients/residents at all clinical sites and the training program.

A student, who behaves or engages in undesirable behaviors, as outlined in this handbook will be administratively withdrawn from the program and no refund will be given.

Situations that warrant immediate withdrawal from the program include (but are not limited to):

- Theft of supplies or possessions from clinical sites, patients/residents, the training program, other students or employees of the training program or clinical agencies.

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- Destruction of property or possessions of patients/residents, other students or employees of the training program or clinical agencies.
- Falsifying documentation at clinical sites or at the training program.
- Engaging in disorderly conduct or creating a disturbance at the training program or clinical sites.
- Jeopardizing the safety of patients/residents, students, faculty or employees of clinical agencies or the training program through neglect of duty or through disregard for others.
- The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs at the training program or at clinical.
- Any refusal or intentional failure to follow direct instructions from faculty or a person in authority at a clinical site or the training program.
- Any challenge to obstruct, abuse or interfere with patient/resident care.
- Use of or possession of guns, knives, explosives or other weapons at the training program or at clinical site.
- Harassment of an individual based on race, gender, age, national origin, religion, physical or mental disability at a clinical site or the training program.
- Violation of Health Insurance Portability Accountability Act (HIPAA) policies and procedures in all clinical agencies related to copying and/or disclosure of patient/resident information.
- Physical and or verbal abuse of an individual at the training program or at clinical site.
- Inappropriate use of social media for posting content that exhibits disruptive behaviors or conduct.

If a student is terminated due to personal behavior and conduct, that student will not be able to reenter the program.

PROCEDURES FOR HANDLING COMPLAINTS

If students have complaints about a classroom situation, they should first attempt to resolve the situation with the instructor. If resolution cannot be made with the instructor, or if the complaint is about a general school policy over which the instructor has no jurisdiction, then the students may contact the school director for mediation. If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the South Carolina Commission on Higher Education. The form is available on the Commission's web site at http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf.

Student Records

The school is required to maintain, for a minimum of six years from graduation or termination the following student records:

- A copy of the enrollment agreement
- Student information including student name, permanent or other address, records relating to financial payments and refunds, records relating to credit granted for prior education or experience and record of attendance.
- Date of completion or termination and the reason(s) therefor.
- Record of any student grievance and subsequent resolution.

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- Copies of correspondence and other records relating to the recruitment, enrollment and placement of the student.

These records will be kept on Mid-Carolina AHEC's server which is locked and password protected. The server is backed-up weekly and kept in a locked fire proof safe.

How to enroll in the Nurse Aide Training Program?

If you are interested in enrolling in the training program, you will need to obtain an enrollment packet one of the following ways:

1. Obtain a program packet one of the following ways:
 - a. Visit www.midcarolinaahec.org to request your packet online.
 - b. Email rjackson@comporium.net to request your packet.
 - c. Visit Mid-Carolina AHEC's office to pick up a packet.
2. Gather required documents to apply which are outlined on pages 5 – 6 of this catalog.
3. Complete application to the school either by mail or online.
4. Pay for the course online or mail check to PO Box 2049, Lancaster, SC 29721
5. Submit all documents together at one time.

The school will notify you that you have been accepted in writing and verbally. If you need assistance with the paperwork or requirements please make an appointment with Rebecca Jackson by calling 803-286-4121.

6 Week Course Schedule

WEEKLY AGENDA	
Week 1	Week 4
Discussion - Chapters: 1, 2, 3: <ul style="list-style-type: none"> • The Nursing Assistant in Long-Term Care • Foundations of Resident Care • Understanding Residents 	Discussion - Chapters: 9, 10: <ul style="list-style-type: none"> • Rehabilitation and Restorative Care • Caring for Yourself *Exam 3 that covers Chapters 6-8
Week 2	Week 5
Discussion - Chapters: 4, 5: <ul style="list-style-type: none"> • Body Systems and Related Conditions • Confusion, Dementia, and Alzheimer's Disease *Exam 1 that covers Chapters 1-3	Final Exam and Skills Lab Review all information and skills check off. *Final Exam (all chapters and skills)
Week 3	Week 6
Discussion - Chapters 6, 7, 8: <ul style="list-style-type: none"> • Personal Care Skills • Basic Nursing Skills • Nutrition and Hydration *Exam 2 that covers Chapters 4-5	Clinical 40 hours

Class Schedule will be given when you register. The classroom/Skills portion of the program (the first 5 weeks) will be Tuesday, Wednesday and Thursday from 8:30am to 12:30pm. The Clinical portion of the program (week 6) will be Monday – Friday from 7:00am to 3:30pm.

All Exams will be on Tuesday. See above for exam schedule.