

NA100

# Nurse Aide Course

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2017  
Professional Development

## Clarkson College Mission Statement

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Preparing students to professionally provide high quality, ethical and compassionate health care services.

### Notice of Non-Discrimination

Clarkson College complies with all applicable federal, state, and local laws relating to discrimination and does not discriminate on the basis race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status or marital status in the administration of its educational programs and policies, financial aid, activities, or other school administered programs.

The following position coordinates compliance with regulations in the implementation of Title IX, Section 504 and the Age Act.

Clarkson College  
101 South 42 St. Omaha, NE 68131-2739 PH 402 552 3100 TF 800 647 5500 [ClarksonCollege.edu](http://ClarksonCollege.edu)

## Department Contact Information

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**OFFICE LOCATION:** Clarkson College lower level, Professional Development Offices

**OFFICE HOURS:** Monday through Friday, 8:00 am – 4:30 pm

**MAILING ADDRESS:** 101 S. 42<sup>nd</sup> Street, Omaha, NE 68131

Professional Development Office is located at the intersection of 42<sup>nd</sup> & Douglas Streets. Customer entrance can be found under the blue “Clarkson College” canopy.

**VISITOR PARKING:**

Visitor parking is available Monday through Friday, 9:00 am – 3:30 pm, along the east side of the Family Place Day Care playground fence. At other times, please call for best available parking: (402) 552 6148.

## Instructor Contact Information

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## Course Description

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The Clarkson College Nurse Aide course offers training for the non-licensed individual to provide safe, effective and caring services to patients, residents, and clients in a variety of health care settings. This is a rigorous and challenging short-term course. It will provide classroom instruction, practice of clinical skills in the classroom lab setting and in an actual clinical facility. Students will learn about being a contributing member of a health care team, communication and interpersonal skills, infection control techniques, providing personal care, and assisting a client with restoration and/or rehabilitation.

Clinical opportunities will be provided within the course schedule at area medical facilities. Time of clinical sessions may differ from the classroom sessions. Students are provided a complete schedule of dates and times at registration.

This is a non-credit Professional Development course. College credit is not provided.

The Clarkson College Nurse Aide Course is approved by the Nebraska Department of Health and Human Services and meets all requirements set forth by the State of Nebraska for nurse aide training.

## Prerequisites

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- Individual must be 16 years of age
- Able to speak, read, write, and understand English
- Students need to be in good health and able to lift 50 pounds throughout the entire class and clinical sessions
- Anyone with an open court case should not register until that case is resolved (this includes misdemeanor traffic citations or anything requiring a court appearance)
- Persons with a criminal record, substance abuse problems or health problems that would interfere with safe practices may be ineligible for placement on the state registry and/or for employment
- At the first class session, applicants will need to provide proof of current (within 12 months of clinical) PPD (Mantoux TB skin test)

*Written proof of one of the following is required (a copy is acceptable – students should keep original test results for their personal records):*

- Non-reactive (negative) PPD skin test (current within one year of clinical session dates) OR
- Negative chest x-ray (to be used if PPD has ever been positive) OR
- Absence of symptoms of TB, if prior history of reactive (positive) PPD and negative chest x-ray or if individual has received the BCG vaccine in the past. Must be validated by health care provider written statement.

## Required Text

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*Basic Nursing Assistant Training, 5<sup>th</sup> edition, Nebraska Health Care Association, Inc.*

Textbook is provided at first class session and is included in course tuition. Text is subject to change.

## Required Equipment and Uniform

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Students are responsible for obtaining the following for classroom:

- Basic supplies such as paper, pen and pencils
- Watch with a second hand (not digital)
- Appropriate casual clothes may be worn to class sessions

As a student, you represent not only Clarkson College, but also the professional image of health care providers. To uphold this image in the clinical setting, nurse aide students are required to be well-groomed and dressed to reflect a professional.

Dress codes are established to meet the standards of the health care facilities. Appropriateness is at the discretion of the clinical faculty and the facility. The clinical faculty or an organization employee reserve the right to dismiss a student from a clinical site based on unprofessional or inappropriate dress/behavior.

Required: **NAVY BLUE**, solid colored, uniform/scrub slacks or skirt  
*Slacks must be hemmed so that they do not touch the floor*

**NAVY BLUE**, solid colored scrub top

Scrubs must be clean, in good condition and free of any smoke odor

Shirts worn under scrubs that are visible need to be navy blue also

Clean, comfortable, closed toe shoes (preferably white)

**NO "CROCS" or other shoes with open holes**

Neutral colored hose or socks

ID Badge (supplied) visible at all times in chest area

Watch with second hand (that counts seconds) – not digital

Jewelry: Should be minimal and not pose a safety risk

No more than one ring per hand. Promise/engagement/wedding rings are acceptable.

No piercings on the body are permitted except for one, post/stud earring in lower ear lobe

No lip piercings, tongue tags, or industrial bars

**NO OTHER JEWELRY OR VISIBLE PIERCING ALLOWED**

Body piercings (other than one ear stud) will be removed for all clinical experiences Covering up body piercings with Band-Aids or other types of concealing methods (i.e. clear spacers, retainers, or make up) is not permitted. This includes surgically implanted jewelry.

*If a student chooses to wear piercings that are not visible (i.e., under required clinical attire), Clarkson College is not liable for injuries that may occur.*

Hair: Hair must be a natural human color. No extreme bleaching, dyeing or tinting.

Hair must be clean, with no lingering odor of smoke

Hair must be worn short and off collar or tied back

Beards or moustaches will be neatly trimmed

Makeup: Conservative makeup application that does not distract from professional attire

No cologne, perfume or after shave

Body Art: All visible tattoos must be completely covered with clothing or tattoo makeup (no band-aids or coban permitted)

Nails: **ARTIFICIAL FINGERNAILS OR EXTENDERS ARE NOT ALLOWED**

Natural nails are to be maintained at a short (1/4 inch or less) length

If nail polish is worn, it must not be chipped or peeling

*These policies are in place to prevent the spread of infection*

**Personal Cleanliness/Underclothing:**

Daily attention to one's personal hygiene is extremely important

Students' breath and uniforms must not smell of smoke

Full coverage, flesh-toned conservative underclothing will be worn and not visible

**Unacceptable:**

Pant legs dragging on ground are not allowed

Ripped or torn uniforms, tight or ill-fitting uniforms

Short skirts (2 inches or more above the knees)

Halter or bare midriff tops

Sandals, open toed shoes, flip-flops, high heels

Colored or patterned hose or socks

Necklaces, bracelets, pins, multiple finger rings, multiple earrings, nose rings, Tongue rings, eyebrow rings or studs

Hair jewelry, beads in hair, hats, scarves

Shaved eyebrows or extreme colored hair

If a student does not meet clinical dress code requirements they will be asked to leave to change. It is the student's responsibility to make up any clinical time that is missed. Clinical hours are a requirement for successful completion.

## Course Objectives

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

1. Outline basic physical, emotional and psychosocial aspects of an elderly client.
2. Demonstrate caring, supportive and safe care of clients.
3. Define the scope of practice of a nurse aide and explain how they are an important part of the health care team.
4. Practice non-specialized tasks (basic nurse aide skills) related to the personal care and comfort of residents, including activities of daily living.
5. Demonstrate effective, professional communication with faculty, clients, and health care team members.

## Clinical Objectives

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Upon completion of the clinical sessions, the student will be able to:

1. Work cooperatively with other nursing and health care professionals.
2. Follow facility procedures related to student/nurse aide scope of practice.
3. Convey respect for staff, patients, fellow students, and instructor(s).
4. Preserve and protect clients' autonomy, dignity, and rights.
5. Maintain appropriate confidentiality.
6. Take the initiative to seek out learning experiences.
7. Be self-directed in utilizing time and setting priorities.

8. Proficiently perform basic nurse aide skills when working with residents in a health care environment.

## Teaching Strategies

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It is the faculty's responsibility to provide structure and a framework for learning and to give guidance and direction to all learning experiences. Using a variety of strategies in the classroom and during the clinical experience, the faculty aims to facilitate the student's learning activities that are directed to meet the course outcomes. However, learning is ultimately the responsibility of the student and active participation is expected.

Classroom/Lab Sessions will involve lecture, lecture-discussion, videos, demonstrations, handouts, small group discussion and activities, skill practice with equipment, mannequins and with other students, quizzes, and tests.

Clinical Sessions will involve demonstrations, skills practice, observation, hands-on client care experiences working with residents, facility staff, and clinical instructors.

## Student Responsibilities for Learning

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1. Complete assignments, testing, and skills demonstrations in a timely manner as directed by instructor.
2. Involvement in class exercises and participation in class discussions as well as skill practice is expected.
3. All cell phones and other electronic devices must be turned off during class. Electronics in any form are not allowed at clinical sessions.
4. Clarkson College students must adhere to all requirements set forth by the clinical facilities utilized for this course.
5. Clarkson College students are to maintain academic integrity as specified in the Student Code of Conduct.
6. Clarkson College students may be required, with or without notice, to submit to drug testing.
7. Clarkson College students may be asked at any time to leave the classroom or clinical area at the discretion of the instructor, administration, or upon the request of the clinical facility.

## Course Policies

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### **DISCIPLINARY ACTION POLICY**

In keeping with the philosophy of Clarkson College, a student is expected to exhibit professional behavior when performing activities or representing their program in any capacity. The student is expected to follow the "Clarkson College Student Code of Conduct" identified in the Clarkson College academic catalog. Failure to demonstrate professional behavior in the classroom, at the clinical facility, or while on campus will result in immediate dismissal from the course. The academic catalog is available on the Clarkson College website.

### **ATTENDANCE/PARTICIPATION POLICY**

Attendance for the entire first session of class is mandatory. Individuals who are not in attendance for the entire first class session are administratively withdrawn from the course and no refund is provided.

Attendance at every class and clinical session in this intensive course is required. The Nurse Aide course consists of lecture, skills lab, and clinical instruction. All the material covered is necessary to function as a Nurse Aide,



to meet state requirements and enable you to pass the state-approved competency examinations. Absences for any reason may result in failure of this course.

The State of Nebraska requires that an individual attend a specific number of class and clinical hours to pass and complete the Nurse Aide Course and receive a certificate of completion. In order to complete this course within regulations, attendance at all scheduled class and clinical sessions is required. You must also be on time for all class and clinical sessions.

Tardiness is not acceptable in the health care industry nor in this class. Students are expected to report to class and clinical 15 minutes prior to the stated time. Being able to find the classroom and clinical facility is a requirement of the student prior to the first class or clinical session.

Makeup is very difficult due to the amount of material covered in each class and/or clinical session, and the short time frame of the course. Course faculty must be notified of the reason(s) before an absence/tardy occurs. **Any absence (as determined by the course faculty or administration) will jeopardize successful completion; it may result in the student being administratively withdrawn (failing).**

If under emergency circumstances class or clinical time is missed, makeup time may be allowed, but is not guaranteed. Failure to notify the instructor negates the ability to make up the time and the student will be withdrawn from the class.

If makeup time is approved, it must be completed at a time arranged by the instructor in coordination with the Office of Professional Development. Time may be available during the current course, at the next scheduled class, or at some later date which will delay completion of the course.

A non-refundable makeup fee of \$50.00 will be required to complete makeup time, regardless of the amount of time to be made up. Makeup fee must be received in the Office of Professional Development prior to the scheduled makeup time. Fees may be paid over the phone with a credit or debit card, or in person with cash or credit card (no checks). If makeup fee is not paid, or if the student does not show for makeup time, they will be withdrawn from the course. Another makeup time will not be scheduled. Makeup and course fees will not be refunded.

The Professional Development staff must be notified of the desire to withdraw from the course prior to completion. If a student does not notify Professional Development Staff or their instructor regarding an absence, they will be administratively withdrawn from the course.

Students who are withdrawn from a nurse aide course will be unable to successfully complete the course they are registered in. They may re-register for another session and pay the new course fee in full. At that time, all course completion requirements will have to be met. Course fees and/or course hours do not transfer. Re-registration is at the discretion of the Director.

## **DAYCARE AND TRANSPORTATION POLICY**

It is the responsibility of the student to make daycare and transportation arrangements well before the start of the nurse aide course. If taking the bus to class, the student is required to be at class prior to start time, and to stay for the entire class session. Students are not excused early to meet an earlier bus arrival. Bus transportation is not available to all clinical facilities. Transportation to the clinical facility is the student's

responsibility. Daycare and/or transportation difficulties are not sufficient reason to miss class or clinical sessions. Clarkson College does not make daycare and/or transportation arrangements.

### **ELECTRONIC DEVICES POLICY**

The nurse aide classroom, lab area and clinical sites are learning environments. The use of personal electronic devices such as cell phones, tablets, etc., **are strictly prohibited**. Students are provided opportunities at break and/or lunch to respond to email, texts, etc. The instructor has the ability to confiscate electronic devices and lock them in the instructors' office if a student does not comply. Devices will be returned at the end of the class session. Clinical facilities do not allow any electronic devices. They must be left locked in the student's car or left at home.

### **NO SMOKING POLICY**

All of Clarkson College, Nebraska Medicine and the University of Nebraska Medical Center is a no-smoking campus. The use of tobacco products of any kind is not permitted anywhere on campus. This includes all parking lots, sidewalks, and outdoor areas. This policy is in effect 24 hours a day, seven days a week.

Nurse Aide students must also be aware that all clinical facilities are also smoke-free campuses. No one is allowed to smoke on site, even in their personal vehicle. If an instructor, facility staff or resident indicate that a student smells of smoke, they will be asked to leave and be administratively withdrawn from the course.

### **TRANSFER POLICY**

**With permission of the Director** and the Instructor, a student may be allowed to transfer their registration to another class up to five (5) business days before the start of the original class. Only one transfer is allowed. Transfer requests received 4 business days or less in advance of the original class cannot be accepted. No refund is provided.

If a student desires to transfer to another class, they must request a transfer form, complete the form, and submit it to the Director for approval. The Transfer Form provides detailed information about all transfer policies. Transfer to another class is not guaranteed.

### **DROP/CANCELLATION POLICY**

**Cancellation:** If you cannot attend the Nurse Aide course you registered for, you must fill out a Professional Development Official Drop/Cancellation Form. Form must be completed, signed, and returned to the Office of Professional Development before you can be officially dropped from the class. A telephone call or email request is not sufficient to cancel your registration. [Download a Drop/Cancellation Form](#) on the website listed or call 402.552.6148 and one can be emailed or postal mailed to you.

#### **Drop/Cancellation Policy**

- If the Drop/Cancellation Form is received prior to 4:00 pm five (5) business days before class start date, a refund minus 10% withdrawal fee will be provided
- If the Drop/Cancellation Form is received after that, no refund is provided. If the Drop/Cancellation Form is not received, no refund will be given. A phone call or email request alone does not drop/cancel a registration.
- If course fee was paid with a credit or debit card, the refund is issued to the same card
- For other types of payment, refund will be sent to the payee address on file within 60 days
- A refund is not provided, nor is a transfer allowed, for failure to attend or not meeting course completion requirements

### **INCLEMENT WEATHER POLICY**

It is the student's responsibility to monitor the television/radio announcements regarding school closures due to bad weather. **In Omaha, students need to call the Clarkson College Nurse Aide Information Line at 402.552.2431** to find out the status of the College's Omaha campus when the weather is bad. Canceled classes/clinicals will be made up at a later date. Students will be provided with makeup date information at their next scheduled class or clinical session.

**NURSE AIDE INFORMATION LINE** PH 402.552.2431      **COLLEGE WEATHER HOTLINE** PH 402.552.6110

The television and radio stations below are notified if the College should close due to inclement weather:

Television	Radio
KMTV Action 3 News	KFAB (1110 AM)
WOWT 6 News	KEFM (96.1 FM)
KETV NewsWatch 7	KQKQ (98.5 FM)
KPTM Fox 42	KXKT (103.7 FM)

## Campus Parking

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Both student and employee parking on the Clarkson College campus are overseen by UNMC Parking & Security Services. Students and employees are assigned specific lots. Visitor parking is very limited.

**Daytime** nurse aide students must park in designated commuter/student lots 54S, 52S, 33S, 48S, or 43S. Students may also park in overflow lots 49, 63, and 15S. At the first class session, a parking hang tag will be provided. The tag must be clearly visible, hanging from the rearview mirror. The parking hang tag is dated for a specific class. Parking in a non-student lot will result in the car being ticketed and/or towed. If a parking tag is lost, stolen or destroyed, a fee of \$10.00 will be charged to replace it. A parking map is provided at the time of registration.

If a daytime student is an employee of Nebraska Medicine or UNMC, the student must park in their designated lot indicated on their employee parking tag.

**Evening** nurse aide students may park in any designated employee or student lot, including Lot 9 which is directly across 42<sup>nd</sup> Street from the Professional Development office. **No one may park in the Family Place Daycare, Short Term Parking, or Nebraska Medicine Visitor Parking Garage.** Failure to follow parking instructions may result in your car being ticketed and/or towed. Tickets may cost up to \$100 for each occurrence. Clarkson College cannot negate tickets.

## Course Calendar

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Class sessions are not held every day of the week. Daytime class sessions meet on Monday, Wednesday, and Friday from 8:30 am to 4:00 pm. Evening class sessions meet Monday, Tuesday, and Thursday from 5:30 pm to 9:30 pm. Clinical sessions are held on consecutive days and times vary depending on the facility.

A course calendar specific to the course session a student is registered for will be provided.

## Evaluation Methods

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Students are responsible for contacting the course instructor if there is any difficulty in understanding the course materials or completing the course assignments.

### COURSE TESTING

Five (5) fifty (50) question multiple-choice and true/false tests will be given. A comprehensive final exam of 100 multiple-choice questions will also be given.

**Students need to maintain an overall average of 80% or better on class tests in order to pass the course.** If the final class average is below 80%, the student is not allowed to participate in clinical and therefore cannot complete the course.

### CLINICAL EVALUATION

In the lab and clinical area, students will need to demonstrate successful completion of clinical objectives.

### PROFESSIONAL BEHAVIORS EVALUATIONS

Nurse aide students are expected to act in a professional manner at all times. Classroom behavior, skills lab participation, and demeanor at the clinical site are all evaluated. This includes appropriate dress, being on time, and professional communication with instructors, staff and residents. A student may be administratively withdrawn from a class for not adhering to professional behavior expectations.

## REQUIREMENTS OF SUCCESSFUL COMPLETION

**1) Attendance at every class and clinical session, for all of the scheduled time, is mandatory.**

*The State of NE Department of Health and Human services requires a minimum number of classroom, lab and clinical hours for each participant. The course is an intensive study in theory and patient care skills. It is vital that the student be in attendance to be successful in meeting these competencies.*

**2) Average grade of 80% or better on all class tests and the final examination (score of five class tests and one final, combined and divided by 6, must equal 80% or greater).**

*At the discretion of the instructor, students may schedule an appointment to retake one class chapter test (not the final examination) to try to improve their overall grade. The test being retaken must be their lowest scored test. If the student cannot attend and does not call to cancel and/or does not show up for the scheduled retake appointment, they forfeit their opportunity for retesting.*

**3) Grade of “satisfactory” on all required clinical patient care skills demonstrated in class, lab and in the clinical settings.**

**4) Score of “pass” (30 or above) on the Student Clinical Evaluation.**

**5) Score of “pass” (8 or above) on the Professional Behaviors Evaluation.**

If all of the requirements for successful completion are met, the student will receive a certificate of completion. It is possible for a student to complete and pass all classroom requirements, but not pass the course if the lab/clinical objectives are not met or if professional behaviors are not maintained.

All classroom and clinical hours must also have been completed. All fees must be paid before a certificate of completion is provided.

### **STATE OF NEBRASKA COMPETENCY EXAMINATIONS**

Written/oral competency examination and skills competency examination, as required by the State of Nebraska, will be scheduled after completion of the Nurse Aide course and clinical. Exam times will be scheduled for each student who has successfully completed the course.

#### **State of Nebraska Written/Oral Competency Exam:**

The written/oral competency exam is a fifty (50) question multiple-choice examination. One hour of testing time is allowed. Seventy percent (70%) or better is passing. Students have 3 chances to pass the examination. (The written examination cannot be taken more than one time in a day.) A different examination will be offered each time. Students are responsible for paying applicable fees for any retake examinations.

#### **State of Nebraska Clinical Competency Examination:**

A minimum of 6 skills will be tested. Hand washing will always be one of the skills.

The student will receive 5 minutes to review the skills and ask questions before beginning. A 70% or better is needed to pass each skill. Some skills have critical steps which are required to be performed in order to pass the skill. Missing one critical step results in failing that skill. Failing one skill results in failing the Skills Competency Examination.

The student will be informed of the grade (pass/fail) upon completion of the skills competency examination. The student has 3 chances to take the skills examination. A different set of skills will be chosen each time. Retake sessions cannot be on the same day as the initial exam. Students are responsible for paying applicable fees for any retake examinations.

Within 10 business days of passing both the State of Nebraska written examination and the skills examination, the student's name will be sent to the Department of Health & Human Services for placement on the state registry of nurse aides. The NE Department of Health and Human Services has up to 30 days to place the student's name on the registry.

Individuals will not receive any card or certificate from the NE Department of Health and Human Services. To verify registry placement, access the DHHS website at [www.dhhs.ne.gov](http://www.dhhs.ne.gov) or call 402.471.0537.

It is the student's responsibility to understand the regulations regarding maintaining their status on the registry.

#### **Examination Fees**

Students are allowed to take each state examination a maximum of three (3) times. The first examination fee is covered in course fee. After that, additional examination fees apply.

If a student does not pass one of the state examination(s) the following fees are applied:

Fee for retaking written examination: \$30.00 each attempt

Fee for retaking clinical competency examination: \$30.00 each attempt

Payment is required at time of registration for retake examination(s). All fees must be paid before the Department of Health and Human Services is notified of examination results. Fees are subject to change without notice.

**Nebraska Department of Health and Human Services Rules and Regulations/Statutes can be found at [NE DHHS Rules and Regulations](#) or by contacting:**  
**Nebraska Department of Health and Human Services**  
**Regulation and Licensure, Credentialing Division**  
**P.O. Box 94986, Lincoln, NE 68509-4986**  
**402.471.0537**

## Clarkson College Policies

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### ACADEMIC INTEGRITY

Students at Clarkson College are expected to be honest and forthright in their academic endeavors. The Clarkson College Mission includes the expectation of high standards in ethical behavior as well as in scholarship. Academic integrity is an integral component of the Clarkson College Mission and Values. The College seeks to foster respect (for self and others), truth in honest achievement and positive relationships among stakeholders in our academic community.

Academic dishonesty includes any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Cheating, plagiarism, fabrication or other forms of academic dishonesty corrupt the learning process and demean the educational environment for all students.

Additional information regarding Academic Integrity definitions and policies may be found at <http://catalog.clarksoncollege.edu/academic-catalog/academic-information-policies/academic-integrity>

### ACCOMMODATIONS

Clarkson College is committed to equal access to all educational opportunities to otherwise qualified students with disabilities. Eligibility must be established before services can be provided and accommodations are not retroactive. Students are encouraged to register with the Accommodations office as early as possible. Students can obtain more information about disability services and requirements by referring to the [Accommodations webpage](#), by sending an inquiry to [accommodations@clarksoncollege.edu](mailto:accommodations@clarksoncollege.edu), or by calling 402.552.2693 or 800.647.5500, ext. 22693.

# Mission

Preparing students to professionally provide high quality, ethical and compassionate health care services.

# Values

## LEARNING

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The lifelong process of education through both structured and unstructured experiences.

## CARING

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An empowering relationship through an attitude of empathy, compassion and respect for those with whom we interact and serve.

## COMMITMENT

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Dedication to the shared mission of Clarkson College.

## INTEGRITY

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Adherence to moral and ethical standards in personal, professional and organizational actions.

## EXCELLENCE

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A level of performance in which all individuals strive for extraordinary quality.



