

Nurse Assistant

Program Policies and Procedures

Policies in Fletcher Technical Community College's student handbook must also be followed and can be found here: <https://www.fletcher.edu/wp-content/uploads/2020/09/final-student-handbook-20-21.pdf>

Name and Address:

L.E. Fletcher Technical Community College
1407 Hwy. 311
Schriever, LA 70395

CONTACT HOURS (Lecture/Lab/Clinical/Total) (48/24/44/116)

CLASS LOCATION: Schriever campus
1407 Highway 311
Schriever, LA 70360
Room: 112

CLINICAL FACILITIES:

- Chateau Terrebonne
- Heritage Manor of Houma
- The Oaks

COURSE SCHEDULE: (8-week Workforce course)

Classroom/lab will be held Monday, Wednesday, and Thursday from 8am-12:15pm for a 6-week period. Students will be allowed three 5-minute breaks on class/lab days.

Clinical days start at 6:00 AM and end at 11:15am and will take place on Monday-Thursday after all didactic work and checkoffs are completed for a 2-week period. Students will be allowed one 15-minute break on clinical days.

ADMISSION REQUIREMENTS

- Complete an admissions application to Fletcher Technical Community College (if not a current Fletcher student) online at www.fletcher.edu.
- Be fully or unconditionally accepted to Fletcher Technical Community College by completing all Admissions requirements. Admissions will notify you of your status via email.
- Applicant must be at least 16 years of age.

- Has not been convicted of or found guilty in a court of law of:
 - Abusing, neglecting, or mistreating the elderly or infirm
 - Misappropriating a resident's property
- Has not had a finding of abuse, neglect, mistreatment, or misappropriation of a resident's property placed on a Nurse Aid Registry or the Direct Service Worker Registry
- Has not been included on the National Sex Offender Public Registry
 - **If criminal background check reveals any conviction of a non-hirable offense, as described per the Louisiana Revised Statute 40:1203.3, student will be notified prior to admission of ineligibility to participate in clinical, and therefore will not be eligible to become certified to the LA Nurse Aide Registry.
 - *Program acceptance is limited based on clinical facility availability

The Following must be submitted to the Department of Enrollment: (Even if documents have been submitted to other departments.)

- Checklist signed and dated.
- Complete and submit the "Nurse Assistant Application" located on the Fletcher website.
- State Background Check from an "authorized agency" or LA State Police Right to Review.

Proof of the following will be required upon admission into the program.

- Required immunizations are 2 MMR shots (measles, mumps, and rubella), a current tetanus –diphtheria (TD) shot within the last 10 years.
- Hep B series must be started.
- Current TB test, flu vaccination, or waiver
- Physical Exam.

The following databases will be verified by the college representatives:

- National sex offender public registry check (any findings will prevent admittance into the program)
- CNA registry check (any findings will prevent admittance into the program)
- DSW registry check (any findings will prevent admittance into the program)

**Drug screens will be scheduled randomly and for just cause with approved designated test sites. Students will be responsible for the cost of random drug testing, which is approximately \$40. Drug screens will be direct visualization exams.

PROGRAM REQUIREMENTS

The Nurse Aide training program is a competency-based program that includes classroom, skills lab, and clinical training. Clinical training consists of supervised clinical instruction performed in a nursing home or hospital-based skilled nursing facility under the direct

supervision of Fletcher approved nursing faculty. Clinical training will be performed only at eligible NH/SNF facilities per 483.151(B)(2) arranged by NA instructor/coordinator.

In order to successfully complete the Nurse Aide program, the student must demonstrate competency in classroom, skills laboratory, and clinical components. Fletcher will follow Louisiana Administrative Code (LAC) and Louisiana Department of Health – Health Standards Section (LDH-HSS) rules and regulations regarding the program coordinators, instructors, and trainers. The program coordinator shall supervise not more than two nurse aide programs simultaneously and should be on the premises where the program is conducted for at least 50 percent of the duration of the program. All program changes shall be submitted to and approved by LDH-HSS prior to implementation.

The ratio of instructors to students (trainees) in clinical training shall not exceed 1:10 and the ratio of instructors to students (trainees) in the classroom shall not exceed 1:23.

COURSES OF STUDY

YHET 0200 (Theory/Skills labs) 72 clock hours

Theory (48hrs) and supervised skills lab (24hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of residents in long term care facilities. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of residents with health alterations. Theory instruction will be offered via traditional face-to-face. Skills lab demonstration and practice will include face-to-face experiences under the instruction and supervision of a Fletcher approved instructor.

YHET 0210 (Clinical) 44 clock hours

The student will perform, demonstrate, and practice a minimum of 40 hours of basic nursing assistant care in an approved long-term care facility, under the supervision of the faculty. The application of the nursing process will be used in meeting biological, psychosocial, cultural, and spiritual needs of geriatric residents in selected environments. Major components included are rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures.

CLINICAL ORIENTATION: The student will participate in 4 clock hours of orientation to each clinical site prior to clinical instruction. This is not included in the clinical instruction time.

STUDENT LEARNING OUTCOMES:

Upon completion of this course, the student will:

1. Demonstrate knowledge and skill in the following criteria identified by the Louisiana Department of Health (LDH), Louisiana Register and the Omnibus Budget Reconciliation Act (OBRA) as guidelines for Nurse Aide Training:
 - a. Appropriate communication and interpersonal skills.
 - b. Basic concepts of infection control.
 - c. Safety and emergency procedures, including identifying residents at risk for falls.
 - d. Basic nursing skills, including but not limited to bed-making, taking vital signs, measuring height and weight, caring for the resident environment, measuring fluid and nutrient intake and output, assisting in the provision of proper nutritional care, ambulating, using body mechanics, maintaining infection control and safety standards, attaining/maintaining proficiency in CPR, caring for residents when death is imminent, and recognizing abnormal sign and symptoms of common diseases and conditions.
 - e. Basic personal care skills including, but not limited to bathing, mouth care, grooming, toileting, assisting with eating and hydration, and skin care.
 - f. Basic skills by modifying his/her own behavior in response to residents' behavior, identifying developmental tasks associated with the aging process and use task analysis, segmenting of those tasks to increase independence, providing training in and the opportunity for self care according to the residents' capabilities, demonstrating principles of behavior modification by reinforcing appropriate behavior and causing inappropriate behavior to be reduced or eliminated, demonstrating skills supporting age-appropriate behaviors by allowing the resident to make personal choices, providing and reinforcing other behavior consistent with the residents' dignity, and utilizing the residents' family as a source of emotional support.
 - g. Skills which incorporate principles of restorative nursing, including the use of assistive devices in ambulation, eating, and dressing, maintenance of range of motion, proper turning and positioning both in bed and chair, transferring, bowel and bladder training, enema administration, and care and uses of prosthetic devices, such as hearing aides, artificial eyes, artificial limbs, etc.
 - h. Behavior which maintains residents' rights, including but not limited to: assisting a resident to vote, providing privacy and maintenance of confidentiality, allowing the resident to make personal choices to accommodate individual needs, giving assistance in resolving grievances, providing needed assistance in getting to and participating in resident and family groups and other activities, maintaining reasonable care of residents personal possessions, providing care which maintains the resident free from abuse, mistreatment or neglect, and reporting any instances of such poor care to appropriate facility staff, and maintaining the residents' environment and care, so as to minimize the need for physical or chemical restraints.
2. Discuss the responsibilities related to admission, transfer, and discharge of residents receiving care in various healthcare facilities.
3. Demonstrate the application of basic principles of Standard and Transmission Based Precautions in the lab and clinical settings.

4. Explain how the Health Insurance Portability and Accountability Act (HIPAA) compliance regulation impacts workers in long term care.
5. Demonstrate an understanding of the concepts of biological, psychosocial, socio-cultural, spiritual needs, and /or developmental factors that influence health attainment.

REQUIRED TEXT(s):

Nursing Assisting: A Foundation in Caregiving (2020) Diana L Dugan (5th ed.) Harman Publishing Company. ISBN# 978-1-60425-121-0

Nursing Assisting: A Foundation in Caregiving Workbook (2020) Diana L. Dugan (5th ed.) Hartman Publishing Company.

ATTENDANCE POLICY:

Nursing Assistant students will be offered a minimum of 116 clock hours of classroom, skills lab, and clinical instruction. Four (4) of the clinical hours consist of mandatory clinical orientation at each clinical site.

The attendance/absence policy will follow the attendance policy statement of the Fletcher Technical Community College. Students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to meet all course requirements and complete all class assignments. Students, who stop attending and/or do not officially withdraw, will receive grades of zero (0) for all work missed and may result in an "F" for the final grade.

Regular and prompt class attendance is required of all students enrolled in a Fletcher nursing assistant program. Consistent class attendance applies to all classes including theory, laboratory, or clinical sessions. Absences will be recorded in the class attendance record by the instructor(s) when they occur.

Theory/Classroom/Lab attendance: Students are required to attend a minimum of 60 hours of the scheduled 72 theory/classroom and lab hours. A student attending less than 60 hours will be allowed to make up a maximum of 8 hours of classroom/skills lab hours. Any student with less than 60 hours (after adding the 8 hours of makeup time) in classroom/lab will receive a grade of "F", will not be allowed to attend clinical, and will be required to repeat the course. All unit exams, assignments, skills lab practice, checkoffs, and make-up days must be completed prior to clinical orientation.

Clinical attendance: The student must attend and participate in four (4) hours of clinical orientation prior to the start of the clinical rotation. Students shall attend a minimum of required 40 clinical hours in order to meet course objectives, LDH - Nurse Aid Training Program requirements, and receive eligible credit in the course. Any absence from clinical training must be made up. A maximum of eight (8) hours clinical make-up will be scheduled at the end of the training program for make-up clinical. Clinical instruction absences greater than eight (8) hours will result in a grade of “F” and require repeating the course.

Students should be seated in the classroom at the scheduled time for class to begin. Attendance will be taken at the beginning of each class. If a student should be tardy for class, the student should be seated in class quietly without disturbing the instructor and/or fellow students.

Students are strongly encouraged to schedule all appointments for self or family members if possible after the completion of class hours scheduled for the day. Students should have a contact person arranged for possible family emergencies.

The instructor does understand that sometimes extenuating circumstances occur. Validation of absences is required. See the list provided below:

Personal illness/injury.....	Doctor’s statement
Dental appointment.....	Dentist’s statement
Family member illness.....	Doctor’s statement
Jury Duty.....	Copy of Summons/Subpoena
Military Duty.....	Copy of Orders
Death in Immediate Family**.....	Death notice

**Immediate family consists of parents, siblings, spouse, grandparents, and children.

Please note: Dismissal for class days is 12:15 PM and dismissal for clinical days is 11:15AM. However, students are not officially dismissed for the day until dismissed by the instructor of the last class period.

Notification of Absences:

*On classroom days, notification of absence by the student should be done by calling the instructor prior to 8:00 AM and on clinical days, notification of absence by the student should be done by calling the instructor prior to 6:00 AM.

Failure of the student to notify the instructor of an absence in classroom /clinical will result in a warning. Second offense can result in dismissal from the program.

EVALUATION AND GRADING:

GRADING SCALE:

100 – 90 = A

89-80 = B

79-70 = C

69-60 = D

59 – 0 = F

A grade of “F” for the COURSE will be assigned to any student who cheats on an examination or for an assignment that a student plagiarizes. This type of conduct will subject the student to possible dismissal from Fletcher Technical Community College.

Theory/Classroom

1. Students will be graded upon written, objective and subjective tests, special assignments and projects, clinical evaluations, and job-related skills.
2. Written tests are based upon performance objectives given to the student at the beginning of each course of study in the course syllabus.
3. Student must achieve a minimum of a “C” (70%) in the theory/classroom component to successfully complete the program. A grade of 70% or less at any time during the program constitutes academic counseling and probation.
4. Students are encouraged to maintain records of their grades for verification and continuous documentation of status.

Skills Lab Training

1. Check-off of skills in the lab area is to be completed on the originally scheduled checkoff date. Students must maintain an “S” in all checkoffs in order to be successful in the course. Failure to complete skills in a satisfactory manner warrants placing a student on probation.
2. The student must demonstrate skills competencies in the following areas:
 - a. Basic nursing skills
 - b. Personal care skills
 - c. Mental health and social service needs
 - d. Basic restorative services
 - e. Maintaining a resident’s rights
3. The student will be provided with a skills performance record of skills taught which will verify proficiency attained. Student skills proficiency checkoffs will be performed prior to clinical rotations. The student will not be allowed to perform any direct patient care or services until deemed proficient. The performance record will consist of, at a minimum, a listing of duties/skills expected to be learned in the program and documented satisfactory or unsatisfactory performance of each task including the date of performance and the name of the instructor supervising the performance.

4. At completion of the program, the student will receive a copy of the skills performance record. Additionally, a copy of the skills performance record will be provided to the student's employer upon request.

Clinical Training

1. Clinical grades will be determined objectively based on clinical evaluation grading criteria. Student must achieve a minimum of a "C" (70%) in the clinical component to successfully complete the program.
2. Clinical evaluation is based upon safe and competent performance of assigned tasks. Work ethic traits, attitudes, employability attributes, initiative, job efficiency, organization skills, and time management skills are considered in the evaluation process. Any willful disruptive behavior engaged in by a student in a clinical area, regardless of reason, is cause for dismissal.
3. Student shall attend a mandatory four (4) hour clinical orientation to each clinical site and attain a minimum of 40 clinical hours in order to meet course objectives, LDH - Nurse Aid training requirements, and receive eligible credit for the course.
4. Based on LDH guidelines, failure of any component of the program (classroom, skills lab or clinical) will require repeating the entire program – a student does not get credit for time served/hours completed.

**Clinical agencies reserve the right to deny student participation in clinical rotations as well as not hire an individual, based on positive drug screens, criminal back-ground history including, but not limited to, non-hirable offenses.

Clinical Uniform Requirement

1. The Nursing Assistant's scrub uniform with nametag is official identification of Fletcher Technical Community College and must be worn to and from clinical situations. The Nursing Assistant student uniform must be worn while on duty and when arriving and leaving the clinical situation area. It must be clean and neat in appearance at all times. Nametags must be worn in the clinical area only and must be removed when entering public facilities on the way to and from clinical. Students must wear official school nametag during clinical.
2. No clogs are to be worn during clinical rotation. It must be an enclosed shoe due to safety reasons. Shoes must be approved by instructor.
3. A simple, neat hairstyle with the hair off the uniform collar (ponytail or bun) is correct style of hair dress while in uniform. Dangling hair around the face as well as any unnatural hair color(s) is not acceptable.
4. Fingernails are to be rounded and not protrude beyond the flesh and must not be brightly colored. Artificial nails are not acceptable and will not be allowed in the clinical area.
5. Only warm-up jackets or lab coats may be worn over the uniform while in the clinical area.

6. No jewelry, other than plain band wedding ring and watch, can be worn while in uniform. Small hoops or small post-type earrings for students will be accepted at the discretion of the instructor. Only one (1) earring per ear.
7. Pants must be ankle-length and not have banded bottoms – must be the school approved uniform.
8. Both the female and male students must wear appropriate undergarments. Plain white t-shirts or turtlenecks may be worn under scrub top.
9. Watches with a second-hand, nametag, black pen, and small writing tablet are required uniform attire.
10. Students are required to remain in uniform and follow the uniform dress code pertaining to hair and other criteria when assigned to a partial day in clinicals and are to return to the school classroom.
11. Failure to comply with these guidelines may result in the student being denied the experience in the clinical area.

ACADEMIC HONESTY:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, your instructor will assign a zero for the exercise or examination that evidences academic misconduct for the first offense and assign an “F” for the course for repeated offenses.

STUDENTS WITH DISABILITIES:

A student requesting academic accommodations must self-identify and register with the Director of Student Retention at the beginning of each semester. The students must meet with the Director of Student Retention before being eligible for receiving educational accommodations. At this meeting, the student must provide proper and current documentation related to his/her disability.

TRANSFER CREDIT

Students may be awarded credit for HNUR 1211 Nursing Fundamentals I in the Practical Nursing Program. A minimum grade of 80% is required in both NRSA 1211 and NRSA 1222 courses and proof of CNA certification.

CERTIFICATION EXAM REQUIREMENT

The nurse aide training program at Fletcher Technical Community College is approved and monitored by the Louisiana Department of Health - Health Standards Section.

Students that successfully pass the training course including meeting the minimum classroom/lab (60), clinical orientation (4) and clinical (40) hour requirements and demonstrate skills proficiency and clinical competency are eligible to apply for the Louisiana Nurse Aide Competency Evaluation (examination) through Prometric (www.prometric.com/nurseaide/la). The school will provide the student a copy of the training verification form within 10 days of successful program completion.

Competency exams will be administered by Prometric.

Completion of training program does not certify student to the Registry. Successful completion of the training program will make student eligible to take the Nurse Aide Competency Evaluation.

1. Competency evaluation (written/oral and skills) will be performed by testing company Prometric.
2. The student will be responsible for the test fee (\$85 skills, \$40 written).
3. A student has 3 opportunities within 12 months to pass both portions of the exam at the expense of the student.
4. The **Training Verification Form** will be submitted to student **within 10 calendar days** of completion of training.
5. If retest is required, student is only required to retake the portion (written/oral or skills) that they failed. Student is responsible for fees for retesting.
6. If student does not pass the competency evaluation after 3 attempts, student must retrain (take complete course again)
7. Students who do not successfully complete the competency exam will be offered additional lab time with the instructor in order to prepare for retesting.
8. Fletcher Technical Community is approved as an in-facility testing (IFT) site with Prometric; therefore, students will be able to test in the facility on the approximate date requested with Prometric.

Louisiana Department of Health - Nurse Aide Registry
P.O. Box 3767 Baton Rouge, LA 70821
<http://www.dhh.la.gov/cnadsw>

Prometric - LA Nurse Aide
7941 Corporate Drive
Nottingham, MD 21236
www.prometric.com/nurseaide/la lacna@prometric.com

EQUIPMENT LIST

Clinical Skills Testing Room Equipment and Supplies:

- A. Room with closed door
- B. Room should be of sufficient size that is well lit.
- C. Sink with hot and cold running water and hand controls for turning on and off water.
- D. Privacy curtain
- E. Clock with second hand

F. Tables, carts, cabinets for supplies

Resident Room Environment:

- Working hospital style-bed:
- Paper towel dispenser at sink area
- Liquid soap dispenser at sink for handwashing
- Call light device
- Side chair
- Soiled linen hamper
- Overbed table
- Bedside cabinet
- Commode chair
- Working assembled wheelchair with footrests and brakes

Basic Supplies:

- Bath Basin-rectangular
- Emesis basin
- Bedpans (fracture and regular)
- Dentures
- Denture container/cup with lid
- Toothpaste
- Denture brush
- Lotion
- Soap for bathing

Single Use and Disposable Supplies

- Toothbrushes (individually wrapped)*
- Sponge-tip applicators (e.g., Toothettes) (individually wrapped)
- Straws (individually wrapped)
- Plastic spoons and forks (individually wrapped preferred)
- Snack-size containers of Jell-O-type gelatin, pudding, or applesauce- not expired
- Emery Boards
- Orangewood Sticks
- Alcohol pads/wipes (individual packs)
- Gloves (non-latex- all sizes)
- Toilet paper
- Napkins
- Drinking Cups
- Hand wipes
- Tissues

Linens:

- Flat sheets
- Fitted sheets
- Pillowcases
- Bath blanket

- Pillows
- Hospital-style gowns x-large size
- Hand towels
- Bath-size towels
- Washcloths
- Clothing protectors (bibs)
- Under pads

Clothing: to fit mannequin

- Long-sleeved button or snap front shirt **extra large** size
- Long-legged pants, elastic waist sweatpants style
- Socks

Additional items:

- Full-size Mannequin
- Gait belt
- Disinfectant spray or wipes
- Indwelling catheter
- Urinary drainage bag
- Clear graduate container marked with cc's/ml's for measuring urine
- Yellow food coloring
- Funnel
- Irrigation syringe
- 2 pencils
- crutches