



Nurse Aide I

160 Hours

Course Cost:

Registration Fees	231.30 (Includes insurance)
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Additional Costs:

Textbook	TBD (BRCC bookstore)
ID Badge	10.00 (BRCC Bookstore)
Ceil Blue Scrubs	30.00 (Approximate)
Criminal Background Check and Drug Screening	83.00 (Wait for 1 st day of class)
Watch with a second hand (non- digital)	10.00 (Approximate)

Immunization Requirements: All immunizations are due at time of registration.

Candidates must show proof of immunization for the following or completed titers showing immunity.

- MMR (2 doses)
- Varicella (2 doses)
- Hepatitis B (proof of 1st dose at registration, with correct dosing following)
- TDAP (within 10 years)
- 2 step TB Skin Test, or a Chest X-Ray (within the last 5 years), or a T-Spot blood test
 - 2 Step TB Skin Test: two separate TB skin tests (PPD) must be administered/placed and read within a 21 day period. We recommend having your second TB skin test placed 7-10 days after the first test is administered/placed. There cannot be more than 21 days between the first test being placed and the second test being read.
- Flu vaccine required if students are enrolled in courses that run between October 1st and April 1st.

Official immunization records/vaccines can be requested from your Primary Care Physician or the Health Department.

Prior to Registration for the Nurse Aide I Course:

- If interested in applying for financial assistance, please contact the following offices:
 - NC Works: Henderson County Campus: (828) 694-1755
 - NC Works: Transylvania Campus: (828) 883-2550
- If you require special learning accommodations, they must be addressed prior to the first day of class with The Disability Services Office in Student Services at (828) 694-1813.

To Register for the Nurse Aide I Course:

The following documentation is required at the time of registration:

1. Proof of required immunizations.
2. IDs required (names must match on both:
 - a. A Signed Social Security Card (paper card, non-laminated), or letter from Social Security Office stating that card has been requested.
 - b. Current Driver's License or government-issued picture ID.
 - c. Student must be 16 and a half years of age on or prior to the first day of class.
3. Completed registration form.
4. A statement will be signed at registration to confirm that the student received and had an opportunity to review Student Nurse Aide Handbook.
5. Registration fees of \$231.30. **All Payment is due at Registration.**
 - The registration fee is broken down as follows: \$180.00 registration fee, \$1.30 accident insurance, \$15.00 liability insurance, \$30.00 materials fee, IT fee \$5.00 (\$231.30 total)
 - If paying by check, please make it payable to **Blue Ridge Community College**.
 - Fees are non-transferable to another course.
 - Once registered, if a student officially withdraws before the 10% point, the student may be eligible for 75% refund of the **registration fee and not the total cost of the course**.
 - The accident and liability insurance fees and supply fee are non-refundable

Registration:

Nurse Aide Course registration is taken on **specific dates/times by appointment**.

Appointments can be made by contacting the following offices:

Henderson County Campus:

Sheila Merrill

Health Science Center- 3rd floor 805 6th. Ave, West, Hendersonville, NC. 828-694-1748.

Transylvania County Campus:

Student Welcome Center 45 Oak Park Drive, Brevard, NC. 828-883-2520

First Day of Class:

Please arrive on time and dressed in ceil blue scrubs. The following items are required the first day:

- Closed toe and closed heel shoes (can be any color, must be clean)
- Textbook (should be purchased from Blue Ridge Community College Bookstore)
- Student ID Badge
- Watch with a second hand (non-digital)

Important Resources:

Purchase the textbook and ID Badge from either of the following locations:

- Henderson County Campus:
William D. Killian Building
140 Alumni Way, Flat Rock, NC 28731
(828) 694-1720

- Transylvania County Campus:
Straus Building
45 Oak Park Drive, Brevard, NC 28712
(828) 883-4724

For additional questions or concerns, please contact the following:

- Sheila Merrill, Allied Health Program Specialist at (828) 694-1748
- Heather Stewart, RN, MSN, Allied Health Program Coordinator at (828) 694-1761

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Nurse Aide I

Student Handbook

Classroom Procedures

An Overview

The Nurse Aide I course involves a mixture of didactic and psychomotor classroom and lab meetings, therefore it is necessary that certain procedures be in place to allow every student ample opportunity for learning.

Grade Average

Three tests will be given during the course. A 78% average is required to be eligible to take the final exam. One make-up test will be offered to bring up any test grade below 78%. The make-up test cannot be the final exam. A 78% on the final exam is required to be eligible to begin clinical rotations. Failure to maintain a 78% average on the three tests, or scoring below 78% on the final exam results in immediate dismissal from the course.

Academic Honesty

Refer to the Academic Honesty policy found in the Blue Ridge Community College Catalog and Student Handbook.

Attendance

Students are expected to attend every class and clinical rotation. Students may miss (including tardies) a maximum of eight (8) hours of classroom time. Being tardy is anything past scheduled class time. A tardy greater than 15 minutes will be considered one hour of missed class time. Written make-up work from the material missed in class will be assigned by the instructor. The written assignment is due within seven days of the absence. Inclement weather cancellations and delays will be determined by Blue Ridge and posted on the school's website. All class missed due to inclement weather and college closings will be made up hour-for-hour during the semester.

Classroom Attire

Every class meeting has the potential for lab activity following the scheduled lecture. Therefore, beginning with the first day of class, ceil blue scrubs with closed-toe and closed-heel shoes must be worn to every class. Scrubs should be loose-fitting with no visible underwear or cleavage. Appropriate personal hygiene should be maintained at all times.

Lab and Equipment Use

Students may only utilize the lab and/or equipment under the direction of a BRCC faculty member, or designated lab monitor. Students are required to replace equipment into its proper place either in the linen closet or shelf from which it was taken. Students will be asked to help fold linen, straightening beds and preparing the lab for use by other classes. Instructors are responsible for ensuring proper care and use of the lab and equipment.

BLS/CPR

During the course, American Heart Association Basic Life Support (BLS)/CPR certification course will be completed during normal classroom hours. There will be a one-time fee of \$5, to be paid in cash to the instructor on the class date. If a student already possesses a current AHA BLS/CPR card, then they are required to attend class, but not to test or pay the \$5 fee. A current AHA BLS/CPR card is required to begin clinical rotations. It is the student's responsibility to claim the e-card and upload it into the ViewPoint tracking system.

First Day of Class

Students must be 16 and a half years of age by the first day of the course to be enrolled in Nurse Aide I. Please be dressed in ceil blue scrubs with closed toe and closed heel shoes for the first day of class.

Bring the following items with you:

1. Textbook (to be purchased from Blue Ridge Community College Bookstore)
2. Student ID Badge
3. Watch with a second hand (non-digital)
4. A credit or debit card to order a background check and drug test from ViewPoint Screening

A syllabus will be distributed with clinical rotation dates and times.

Clinical Guidelines

Objectives

Clinical rotations can include working shifts at long term care facilities or an acute care facility, ie. hospital. A Blue Ridge Community College instructor will be on –site at all times during the clinical however, students will shadow and work closely with facility staff. During clinical rotations, students will be required to perform a minimum of fifteen pre-selected skills with a Blue Ridge instructor. Once students have completed these skills with an instructor, they will be asked to perform the skills independently and with facility staff.

Students are required to maintain their documentation of completed skills and submit documentation at the end of the course. This paperwork will stay on file and is required by the state of North Carolina in order to complete the Nurse Aide I course.

Attendance

Students are expected to attend all scheduled clinical orientations and clinical rotations. If a student misses a rotation due to illness, a note from a medical provider (MD, DO, NP, PA) will be requested by the BRCC Instructor.

Students must notify their instructor directly no later than thirty minutes before the starting time of the day's rotation if unable to attend the assigned rotation. During clinical orientation, students will be provided with the phone number where they can reach the clinical instructor to report an absence. All missed clinical rotations must be made up, regardless of the reason for the absence.

Students are required to be at their assigned clinical location for the complete shift. Every effort must be made to report to the assigned clinical area, clinical orientations, and any other clinical related events on time. Students are reminded to allow adequate travel time for adverse weather conditions that are often present in the mountains. In addition, the clinical instructor reserves the right to dismiss the student from clinical for the day for tardiness, unacceptable behavior, or unacceptable appearance. In such instances, the student will be responsible for making up the missed clinical rotation.

Students are required to complete 79 hours of clinical time during the course. Students may miss (including tardies) a maximum of eight (8) hours of clinical time. Any missed clinical hours are to be made up hour-for-hour regardless of the circumstances. Make up hours will be scheduled outside of normal class time, possibly on weekends.

Transportation

Students are expected to provide their own transportation to and from their clinical assignments. Any traffic violations incurred while traveling to and from clinical assignments are the responsibility of the student.

Parking

During the orientation of each clinical site, students will be advised where to park their automobiles. Hospitals may restrict the number of student vehicles they will allow in their parking facilities. Any parking fees or fines are the responsibility of the student.

Required Dress and Hygiene

You will be required to wear proper attire for your clinical rotations. Each clinical site reserves the right to send you home if they feel you are not dressed in an appropriate manner. Each student must have the proper attire and equipment to successfully complete clinical assignments. Mandatory equipment/attire includes the following:

- Ceil blue scrubs. Students may wear a ceil blue scrub jacket.
- Watch with a second hand (non-digital). Digital watches are not allowed inside facilities.
- Closed-toe and closed-heel shoes
- No specific color is required, but shoes must be clean and dirt free
- Blue Ridge Community College Student ID Badge
- Appendix A: Skills Performance Checklist Summary
- Text book

Your uniform should be clean and wrinkle-free at all times. Your appearance is a reflection not only of Blue Ridge Community College but of the entire Nurse Aide profession. Please conduct yourself as a professional. Appropriate personal hygiene should be maintained at all times.

- Make-up and jewelry should be kept to a minimum.
- No perfume/cologne can be worn in a facility at any time.
- Fingernails should be neatly trimmed and clean. Only clear fingernail polish will be permitted.
- Hair must be combed, brushed, and neat. Hair should be worn so that it does not fall toward the patient's face.
- Facial hair should be neatly trimmed
- All visible body piercings, with the exception of a single set of stud earrings, must be removed during clinical rotations. Gauges must be removed and covered with Band-Aids, or a flesh colored gauge may be used depending on clinical site regulations.
- Tattoos must remain covered.

Some clinical sites have more stringent dress codes and guidelines than those of Blue Ridge Community College. Students will follow the more stringent dress code, which will be covered during each individual clinical site orientation.

Please remember that poor personal hygiene and inappropriate dress may result in dismissal from the clinical site. Instructors have the discretion to send a student home to change clothes or address hygiene issues, if the instructor deems it necessary. Being sent home does not count as an excused absence and clinical time missed must be made up hour –for-hour.

Student Behavior

Each student in clinical rotations shall:

- Clearly identify themselves as a student with the Blue Ridge Community College Nurse Aide I course by wearing a Blue Ridge Community College ID badge.
- Leave their cell phone and digital watch in their vehicle at all times.
- Refrain from smoking or vaping during the day, even during breaks
- Arrive and depart from the assigned site at the scheduled times.
- Be prepared with paperwork, watch, ink pen, in appropriate clinical attire
- Behave in a professional manner befitting their status as a Health Care student.
- Observe all clinical dress codes. (See above.)
- Initiate activities involving patient assessment and patient care under the direct supervision and/or authorization of the instructor or facility staff
- Refrain from ambulating or feeding residents/patients/clients without direct supervision by BRCC faculty or facility staff
- Perform all assigned tasks to the best of their abilities within their scope of practice.
- Under no circumstance, argue with or disrespect facility staff or the BRCC instructor. If there is an issue with a staff member, it should be reported immediately to the instructor.

Immediately inform the instructor of any situation where student performance produces unexpected and/or undesirable results; to include injury or adverse consequences to patients, family members, bystanders, or to the student.

Confidentiality

The patient's right to privacy and confidentiality is protected by the Health Information Portability and Accountability Act, and will be respected. Permission of the preceptor must be obtained before initiating any patient assessment or treatment or before reviewing patient medical records.

Students are reminded that information obtained from patients or patient records is confidential and may be discussed only with the patient's physician, the staff preceptor, or the clinical instructor.

Students are cautioned about discussing patients in public areas such as the hospital cafeteria or restaurants. Even in the clinical setting, students should be cautious of individuals near the area of conversation.

Individual clinical sites generally require students to sign confidentiality statements before beginning the clinical experience.

Meals

Students are responsible for their own meals during clinical assignments. You may bring food to the facility. Most areas have refrigerators where "brown bag" meals may be stored prior to the lunch hour. Some facilities have a cafeteria where lunch can be purchased however, this is not the case for every rotation. Students are not allowed, under any circumstance, to leave the facility property. Leaving the facility property will result in dismissal from the course.

Insurance

Students are not required to purchase malpractice insurance. Blue Ridge Community College will purchase a group plan and the cost is included in registration fees. Students will not be permitted to attend clinical without malpractice insurance and therefore, students are not allowed to opt out of this coverage or provide their own.

Immunizations

Prior to being permitted in the clinical setting, each student must provide proof of having the following immunizations, or completed titer(s) demonstrating immunity:

- MMR
- Varicella
- Hepatitis B (Proof of 1st dose at time of registration with correct doses following)
- 2 step TB Skin Test, or a Chest X-Ray (within the last 5 years), or a T-Spot blood test
 - 2 Step TB Skin Test: two separate TB skin tests (PPD) must be administered/placed and read within a 21 day period. We recommend having your second TB skin test placed 7-10 days after the first test is administered/placed. There cannot be more than 21 days between the first test being placed and the second test being read.
- Tdap
- Influenza if course runs anytime between October 1st – April 1st
- Any additional records as required by individual clinical sites

The student is responsible for uploading their immunization records into ViewPoint screening. The due date for having documents approved by ViewPoint will be determined by the instructor and announced the first day of class. The instructor will provide instructions on how to set up a ViewPoint account the first day of the course.

ViewPoint Screening Services

Student certifications, immunizations, background checks and drug testing are tracked through ViewPoint Screening <https://www.viewpointscreening.com/blueridge>

Students are responsible for the one-time cost and must follow the instructions provided by ViewPoint Screening to complete their documentation. All immunizations, certifications, background checks and drug tests must be completed by the due date announced by the instructor on the first day of class.

Students will have the option to complete their drug test in the following cities:

- Asheville \$73.00
- Hendersonville \$83.00
- Brevard \$89.00

Students are responsible for placing their order with ViewPoint Screening the first day of class online with a credit or debit card. Students cannot attend clinical orientation or rotations without having all documentation approved by ViewPoint, and therefore will be unable to complete the course.

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Acknowledgement Form

Blue Ridge Community College strives to provide a professional learning environment to all clinical students. In order to provide a quality learning environment, it is critical for all students to understand and abide by the policies of Blue Ridge Community College and its approved clinical sites. If there are any questions regarding classroom procedures, it is the individual student's responsibility to contact their Blue Ridge Community College Nurse Aide Instructor for clarification.

Failure to have immunization and AHA BLS credentialing uploaded and approved by ViewPoint by the due date announced on the first day of class will prohibit the student from attending clinical rotations and the student must drop the course.

By signing below, I understand and agree to abide by all Classroom Procedures and Clinical Guidelines of Blue Ridge Community College and its approved clinical sites.

Student

Date