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**EASTERN SHORE COMMUNITY COLLEGE  
NURSING ASSISTANT STUDENT HANDBOOK  
CREATED JULY 2014**

**FACULTY**

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**LONG TERM CARE PROGRAM PHILSOPHY**

The Long Term Care Program (LTCA) at Eastern Shore Community College (ESCC) is designed to provide the entry level LTCA student with the fundamental nursing skills essential for providing patient care services under the direction and supervision of a Registered Nurse or Licensed Practical Nurse.

The LTCA program is designed to prepare participants to successfully fulfill the minimum requirements for being eligible to sit for the National Nurse Aide Assessment Program examination to become certified as nurse aide and obtain listing on the Virginia Nurse Aide Registry.

**PROGRAM OBJECTIVES**

The ESCC LTCA Program will provide supervised classroom, lab and clinical experiences consistent with standards of practice upheld by the Virginia Board of Nursing and are inclusive of the knowledge and skills required under the Omnibus Budget Reconciliation Act, Federal Regulation 483.152(b).

**NURSE AIDE OCCUPATIONAL DESCRIPTION**

The term nurse aide and LTCA are used interchangeably in this handbook. The technical and functional knowledge statements listed below are based on general occupational qualifications for a nursing aide commonly recognized by most employers. Typically, you will not be required to have all of the skills listed to be a successful performer. Recruitment and selection standards for an individual job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

**Skills**

1. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

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2. Talking to others to convey information effectively.
  3. Teaching others how to do something.
  4. Adjusting actions in relation to others' actions.
  5. Managing one's own time and the time of others.
  6. Actively looking for ways to help people.
  7. Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
  8. Being aware of others' reactions and understanding why they react as they do.
  9. Understanding written sentences and paragraphs in work related documents.
  10. Communicating effectively verbally and in writing as appropriate for the needs of the audience.

**The Knowledge of:**

1. Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
2. Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Principles and methods of *Client Safety*, teaching and instruction for individuals and groups, and the measurement of training effects.
4. Principles and methods of *Infection Control* including aseptic technique, teaching and instruction for individuals and groups, and the measurement of training effects.
5. Principles and methods of upholding *Resident Rights*.
6. Information and techniques needed to recognize human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

**The Ability to:**

1. Read and comprehend information at 12<sup>th</sup> grade reading level.
2. Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
3. Listen to and understand information and ideas presented through spoken words and sentences.
4. Recognize communication as both verbal and non verbal.
5. Communicate information and ideas in speaking and writing so others will understand.
6. Apply general rules to specific problems to produce answers that make sense.
7. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
8. See details at close range (within a few feet of the observer).
9. Identify and understand the speech of another person.
10. Speak clearly so others can understand you.
11. Read and understand information and ideas presented in writing.
12. Exert maximum muscle force to lift, push, pull, or carry objects.
13. Lift and support 50 pounds from both a standing and squatting position without accommodation.
14. Position, lift and transport clients.
15. Stand, sit and walk for extended periods of time.
16. Bend at the waist, raise arms above head.

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## Tasks

1. Turn and re-position bedridden patients, alone or with assistance, to prevent bedsores.
2. Answer patients' call signals.
3. Feed patients who are unable to feed themselves.
4. Observe patients' conditions, measuring and recording food and liquid intake and output and vital signs, and report changes to professional staff.
5. Provide patient care by supplying and emptying bed pans, applying dressings and supervising exercise routines.
6. Provide patients with help walking, exercising, and moving in and out of bed.
7. Bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment, or examination.
8. Collect specimens such as urine, feces, or sputum.
9. Prepare, serve, and collect food trays.
10. Clean rooms and change linens.
11. Perform Cardio Pulmonary Resuscitation [CPR] and render first aid in emergencies.

## PROGRAM REQUIREMENTS ESCC LTCA PROGRAM

1. **HCT 101 Health Care Technician 4 credits**
2. **HCT 190 Coordinated Internship 2 credits**
3. **HCT 105 CPR 1 credit**

Upon completion of these courses the student is eligible to sit for the **VIRGINIA NATIONAL NURSE AIDE ASSESSMENT PROGRAM (NNAAP)** nurse aide certifying examination.

### 4. **HCT 115 Register Medication Aide 3 credits**

Upon completion of the HCT 115 Registered Medication Aide class the student is eligible to receive a Career Studies Certification from ESCC and can march at the following ESCC commencement program. Students may sit for the Virginia Board of Nursing certifying exam to become a certified medication aide.

## COURSE DESCRIPTIONS

**HCT 101 Health Care Technician I (4 cr)** teaches basic nurse aide skills with emphasis on physical, social, emotional, and spiritual needs of patients. The course covers basic nurse aide procedures, interpersonal relations, communications, observation, charting, reporting, care planning, safety, infection control, anatomy and physiology, nutrition, patient feeding, ethics, and death and dying. Multi-skilled health care workers are prepared to care for patients of various ages with special emphasis on geriatric nursing, home health, and employment in long term and short term care facilities. **You must have a C (70%) or better and successful completion of HCT 190 Coordinated Internship to be eligible for Virginia National Nurse Aide Assessment Program examination for nurse aide certification.**

## Required Texts and Materials:

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Text:

Alvare, Susan; Fuzy, Jetta, RN, MS; Rymer, Suzanne, MSTE, RN, C, LSW. *Hartman's Nursing Assistant Care, Long-Term Care and Home Health*. 2nd., 2013, Hartman.

Workbook;

Alvare, Susan; Fuzy, Jetta, RN, MS; Rymer, Suzanne, MSTE, RN, C, LSW. *Hartman's Nursing Assistant Care, Long-Term Care and Home Health*. 2nd., 2013, Hartman.

### Grading Scale

A	= 90-100
B	= 80-89
C	= 70-79
D	= 60-69
F	= 59 and below

**Students must have a grade of C or better to complete this class and to be eligible to sit for the NNAAP certifying exam.**

**HCT 190 Coordinated Internship (2 cr)** HCT 190 incorporates class theory into clinical and practical use. The student is prepared to function as a multi-skilled health care worker that cares for patients of various age groups with special emphasis on geriatric nursing, home health, long and short term care facilities. HCT 190 includes a 64 hour clinical experience in a long term care setting with the supervision of a clinical instructor. Clinical groups have a maximum of 10 students. **Completion of the total number of clinical hours is required for course completion with no exceptions (64 hours).**

### COURSE OBJECTIVES

HCT 190 prepares the student to provide quality patient care to residents under the supervision of a clinical instructor. Upon completion of HCT 190 the student will:

- Provide safe, competent nurse aide care to residents in a long term care facility
- Demonstrate basic nursing skills as listed on Skill Check List satisfactorily
- Manipulate and maintain equipment necessary for resident care
- Assist residents with activities of daily living
- Maintain resident rights and confidentiality
- Perform basic assessments of resident's health, physical condition and well-being including assessment of vital sign, intake and output, height and weight,
- Promote resident safety in all areas
- Document concisely and appropriately resident information
- Demonstrate compassion, enthusiasm and initiative in caring for residents
- Communicate effectively with peers, instructor, facility staff, and residents

Clinical hours will be completed at Heritage Hall Nursing Center. You will be given a clinical schedule at the beginning of class. Students are to arrive at least 10 minutes prior to beginning of work day appropriately dressed in uniform and with proper identification badge. Students may not leave the facility for ANY reason without the permission of the clinical instructor

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## **GRADING SCALE**

**A GRADE of C or ABOVE IS NECESSARY FOR SUCCESSFUL COMPLETION OF HCT 190.**

A – Consistently meets stated objectives. The student seeks guidance from the instructor, performs all skills and care in a safe, competent manner. The student uses time wisely and interacts with residents in a positive manner at all times. No absences or tardies. All paperwork and documentation is submitted on time and correct. By completion is able to function safely, independently, and with confidence.

B- Consistently meets the stated objectives. Occasionally needs guidance from the instructor and seeks assistance when needed. The student performs all skills and care in a safe, competent manner. All paperwork and documentation is submitted on time. No absences or tardies. By completion the student is able to function safely, with confidence with minimal guidance and supervision.

C- Usually meets the stated objectives with inconsistencies. Student requires frequent supervision by the instructor and verbal cueing. The student functions safely and shows improvement. The student meets the basic entry level skills of a nurse aide at this level.

D-Does not meet the stated objectives and requires consistent supervision. Does not use time wisely. Displays negative verbal or nonverbal body language. Does not meet basic entry level skills. Does not provide consistent safe, competent care.

**HCT 115 REGISTERED MEDICATION AIDE (3 cr)** HCT 115 teaches and re-enforces basic nurse aide skills taught in HCT 101 with emphasis on physical, social, emotional, and spiritual needs of patients. The course covers basic nurse aide procedures, interpersonal relations, communications, observation, charting, reporting, care planning, safety, infection control, anatomy and physiology, nutrition, patient feeding, ethics, and death and dying. Multi-skilled health care workers are prepared to care for patients of various ages with special emphasis on geriatric nursing, home health, hospice, and employment in long term and short term care facilities.

## **COURSE OBJECTIVES**

1. At the end of this course students should be equipped with the necessary skills to:
2. Administer medications safely in assisted living facilities
3. Maintain aseptic conditions while administering medications
4. Understand basic pharmacology
5. Facilitate clients self-administration or assist with medication administration
6. Understand procedures for preparing, administering, and maintaining medications
7. Understand procedures for documentation.

## **Grading Scale and Scoring**

A = 95-100

B = 88-94

C = 80-87

D = 75-79

F = 74 and below

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You must obtain a C or better to be eligible to take the Registered Medication Aide examination.

### **Attendance**

Absences seriously disrupt a student's orderly progress in a course, and often a close correlation exists between the number of absences and the final grade. Although an occasional absence might be unavoidable, the absence does not excuse a student from meeting the requirements of the missed class. The student is responsible for preparing all assignments for the next class and for completing work missed. Instructors are responsible for establishing course attendance requirements and for informing students of those requirements. Class attendance is mandatory. Students must be present, on time, and participate until class is dismissed. Absences will not be considered "excused" or "unexcused;" failure to be in class for any reason is considered an absence. Please read your course syllabi for specific attendance policies. If you have an unavoidable absence from class or clinical you MUST contact your instructor prior to class. See your course syllabus for contact numbers and email.

### **LTCA Behavioral Code of Conduct**

As a student in the LTCA program you are entering a professional career in which the student or employee is frequently judged by their verbal and nonverbal actions. Any verbal or nonverbal actions that are deemed to be inappropriate as a professional student or employee will not be tolerated and may be ground for dismissal from the program. All fellow classmates, instructors, and residents must be treated with the upmost respect and dignity at all times.

Giving or receiving information from other classmates is considered cheating unless approved by the instructor. Cheating is grounds from dismissal from the program. Please refer to the academic honesty policy in the ESCC catalog.

Appearance is very important and the LTCA program is judged by the actions and appearances of our students. You must exhibit a professional appearance at all times. This includes clean uniforms nicely pressed, appropriated hairstyle, clean and neat, shoes clean and neat. If your appearance is less than ideal your instructor will address the problem with you and you may be asked to leave the clinical site.

### **ALLIED HEALTH SIMULATION LAB**

#### **ALLIED HEALTH SIMULATION LAB GUIDELINES**

1. Students must wear their student identification badge to gain entrance into the lab.
2. Options for attire include the student nursing uniform or business casual with a labcoat.
3. Students should bring their stethoscopes to the lab for practice.
4. No children are allowed in the lab at any time.
5. **No eating, drinking, or smoking is permitted in the lab. This includes snacks and finger foods.**

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6. No cell phones, pagers, or cameras permitted in the lab.
  7. Lab equipment is to be respected and handled with care.
  8. Lab equipment, furniture, and supplies should be used only for its intended use.
  9. Patient simulator (Sim Man and Vital Sim) should be treated with dignity and respect.
  10. No ink products (crayons, pens, permanent markers, newspaper print) should be used around the models as ink can permanently damage the simulator.
  11. All equipment applied, inserted, or attached to simulators should be removed at the completion of the lab to prevent breakdown of the simulator.
  12. Practice with professionalism. Incivility toward instructors and peers will not be tolerated.
  13. Please leave the clinical setting as you found it.
  14. Use of the computers and printer is restricted to lab related activities.
  15. Report to faculty any malfunctioning equipment.

#### **SAFETY GUIDELINES TO BE OBSERVED**

1. Observe handwashing.
2. Observe proper body mechanics for safe lifting.
3. Closed-toed shoes must be worn when practicing skills.
4. Observe standard precautions as in the clinical setting.
5. Discard sharps in the designated sharps box. **DO NOT RECAP!**
6. Report any safety concerns to the lab coordinator or instructor.

#### **IN SUMMARY**

1. Open Lab hours are designated time slots for independent practice. You are to assume responsibility for self-directed learning. **NO** student is so proficient in their skills that he/she does not need to practice.
2. Open Lab hours are **NOT** for viewing videos, studying, or socialization.
3. Open Lab hours are **NOT** for texting or checking, reading and sending e-mails.

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4. Open Lab hours are NOT simulation hours. Skills are to be practiced on task trainers and/or patient simulators.

## **CLINICAL**

The clinical component of the course is actual (hands-on) patient care. All students must have completed the core content of the curriculum prior to entering the clinical area and present evidence of:

- Negative criminal background check
- Completion of HIPPA and Safety instruction
- Completed immunization requirements
- Completed medical physical
- Completed CPR – Health Care Provider Level
- PPD testing for Tuberculosis or negative chest xray

These completed forms must be on file with the program coordinator prior to the beginning of the clinical experience. A student must also have been given permission to access the clinical site by the clinical facility if there are minor violations on the background check. All LTCA students will be required to demonstrate proficiency of skills during the clinical time. These skills must be performed correctly, with proper communication, and manual ability.

## **Nurse Aide Competency Evaluation NNAAP**

This test is administered by Pearson Vue. An official application must be submitted to the Virginia Board of Nursing. Application can be obtained online at [www.pearsonvue.com](http://www.pearsonvue.com) or youR instructor. The cost of this exam is \$94.00. Successful completion of this exam is required by the Virginia Board of Nursing to be placed on the Virginia Nurse Aide Registry and be considered a Certified Nurse Aide. Any agency receiving Medicare funds cannot hire an aide that is not certified.

*The two parts of the evaluation are:*

- 1.) *Written test of consisting of multiple choice questions.*
- 2.) *Skills demonstration - individuals must demonstrate the ability to perform Handwashing, One measuring skill, and 3 other skills.*

*You will be given an NNAAP Candidate Handbook by your instructor.*

## **CLINICAL DRESS CODE**

### **UNIFORM: REQUIRED**

- Teal scrub top with ESCC LTCA patch on left shoulder
- White scrubs pants
- Scrub uniform must be pressed and clean.
- Pants must fit at the natural waist and be long enough to cover the ankle. .
- White leather "pour proof" shoes. Athletic shoes may be worn, must be primarily white and clean. No canvas shoes, no crocs.
- ***Name Tag must be worn at ALL time in the clinical area. Must state nurse aide student. If you arrive at the clinical site without your nametag you will not be allowed to stay at clinical that day.***

### **Prohibited**

- *Tight fitting tops or pants.*

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- *Hip hugger, low rise pants*

**JEWELRY:**

- Wrist watch with a second hand.
- One, small "stud" type earring per ear. Earrings must fit flat against the ear lobe.
- Rings are discouraged, may wear one ring, must be smooth and without a stone.

**Prohibited**

- *Bracelets*
- *Necklaces*
- *Visible tattoos and body piercing. (i.e. tattoo on neck or below the uniform sleeve must be covered, ANY facial piercing or tongue piercing must be removed)*

**Hair**

- Shorter than collar length. [Long hair must be pulled back and secured.
- Clean and neat.
- Facial hair is discouraged; beards must be short and well groomed.

**Nails**

- Clean and short. Nails must not extend beyond the ends of the fingertips.

**Prohibited**

- *Nail Polish, Artificial nails*

**STUDENT ACADEMIC INTEGRITY**

It is the expectation of ESCC that students maintain absolute integrity and high standards of individual honor in their academic work. Conduct that violates the standards of academic honesty and integrity and is subject to disciplinary action may include, but is not limited to, cheating, fabrication and falsification, plagiarism, abuse of academic materials, installation of a computer virus, and complicity in academic dishonesty. Students should read policy ESCC Academic Integrity Policy in the ESCC catalog and adhere to the college policies and procedures concerning academic integrity .

**STUDENT CONDUCT - SOCIAL MEDIA**

Do not under any circumstances post anything on facebook, twitter or other social media sites any information regarding the LTCA program, classes, instructors, clinical sites, or patients. This may be grounds for dismissal from the LTCA program.

**WITHDRAWAL POLICY**

When a LTCA student determines that he/she will be unable to complete course in which he/she is currently enrolled, it is the student's responsibility to initiate procedures leading to a formal withdrawal ("W") in order to avoid a failing ("F") grade. To receive a "W" grade, a student must withdraw before final withdrawal date.

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## **DISABILITY ACCOUNTABILITY STATEMENT**

Provision of disability services is an integral part of Student Services at ESCC. Our mission is to provide support services to students with disabilities that will allow equal access to college classes, services, and events. Services are free of charge and available to any student with a disability who provides appropriate documentation of their disability and makes a request for services through the Disability Services Coordinator, Jody Baggett. To schedule an appointment for an intake interview, please contact her at (757) 789-1730 or [jbaggett@es.vccs.edu](mailto:jbaggett@es.vccs.edu).

## **COLLEGE WIDE EMERGENCY PLAN**

If there is a college wide emergency, please contact the instructor at [lp Pruitt@es.vccs.edu](mailto:lp Pruitt@es.vccs.edu) for instructions on how to proceed. We urge that all students participate in the emergency text/phone messaging offered by the college.

## **INFORMATION LITERACY (QEP)**

You may do research and use resources other than our text or my notes for your projects. Use the ESCC LRC and/or the data bases to do research for this class. Internet resources that are reliable and credible may be used. Primo is a great resource available through our LRC, which will help you find credible research for your academic writing in this course.

## **SMARTHINKING**

Smarthinking is an online tutoring service that Eastern Shore Community College is making available for free to all its currently enrolled students. Smarthinking provides tutoring in a variety of subjects; some are available 24/7. The log in for Smarthinking can be found on the ESCC website.

## **LOGGING IN TO THE SMARTHINING SYSTEM**

For your username enter "ESCC" + the first part (up to the @ symbol) of your VCCS student email address (example "ESCCkg981")

For your password enter "ESCC". The first time you log in with this password, click the "About me" tab on your SMARTHINKING homepage and change your password to something that you will remember.

## **CRIMINAL BACKGROUND CHECK POLICY**

A criminal background check done by the Virginia State Police is a requirement for the LTCA program. All positive findings on the student background check will be given to the clinical facility. The decision of acceptance or denial of student access to the clinical facility is made by the clinical facility. The clinical facility decision is final. If the clinical facility grants permission for a student with convictions on their record this does not guarantee the Virginia Board of Nursing will allow that student to sit for the NNAAP certifying exam. This cannot be determined until the application is submitted at the completion of the program. Certain facilities will not hire individuals with convictions on their record.

**Eastern Shore Community College**

**LTCA Clinical Evaluation Form**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

	Excellent	Satisfactory	Improvement	Unsatisfactory	Improvement plan developed
<b>Professionalism</b>					
<ul style="list-style-type: none"> <li>Follows dress code</li> <li>No absences/ tardy</li> <li>Maintains confidentiality</li> <li>Shows respect to instructor/staff/classmates</li> </ul>					
<b>Preparation</b>					
<ul style="list-style-type: none"> <li>Arrives ready to work</li> <li>Provides good customer service</li> </ul>					
<b>Patient Care</b>					
<ul style="list-style-type: none"> <li>No safety breaches with client</li> <li>Completes care during clinical experience</li> </ul>					
<b>Documentation</b>					
<ul style="list-style-type: none"> <li>Documentation complete</li> <li>Care plan completed</li> </ul>					
<b>Team work</b>					
<ul style="list-style-type: none"> <li>Communicates with instructor / staff about client data</li> <li>Assists fellow students</li> </ul>					
<b>Critical Thinking</b>					
<ul style="list-style-type: none"> <li>Alerts instructor/staff of unexpected findings</li> <li>Organizes care as student assignments grow</li> </ul>					

Revised 10/13

**Student signature:** \_\_\_\_\_

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## LTCA Program

Student Name: \_\_\_\_\_

ESCC Student ID Number: \_\_\_\_\_

Semester and Year: \_\_\_\_\_

I have been given a copy of:  
***(Please put your initials on each line)***

Clinical Dress Code

Course Objectives

Course Requirements

Criminal Background Check

Barrier Crimes that prevent employment as a nurse aide

Grading Policy

Immunization Requirements

Instructional Objectives

Performance Checklists

Student Contract

My Instructor has gone over these documents with me. I understand and agree to follow all rules included in these documents.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **BARRIOR CRIMES TO EMPLOYMENT AS A NURSE AIDE**

I have been given a copy of the Virginia law regarding criminal history record checks for employment in certain health care facilities and a list of crimes which pose a barrier to such employment. This was explained to me and I was given the opportunity to ask questions.

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Print Student Name

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Student Signature Date

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## STUDENT CONTRACT

1. I have been given a copy of the *Objectives* of this course and the instructor has gone over them with me.
2. I understand that in order to pass this course I must be able to meet these objectives.
3. I have been given a copy of the *Instructor Expectations* and my instructor has gone over them with me.
4. I understand that in order to pass this course I must be able to meet these *Objectives* and *Expectations*.
5. I understand that absences and tardiness seriously interfere with my progress in this course and with the progress of the entire group. I understand that although an occasional absence or tardiness may be unavoidable, it does not excuse me from meeting the objectives covered in my absence and that I cannot expect the instructor to give me individual attention to catch up.
6. I understand that If I must be absent from class or clinical I must call and notify my instructor prior to the time I am to be present. Failure to do so may be cause for dismissal from the course.
7. I will not engage in disruptive behavior in either the classroom or the clinical area, and I understand that such behavior will be grounds for dismissal from the course.
8. I understand that I must demonstrate proficiency in performing all skills. I understand that I will not be able to progress to the clinical component unless I have satisfactorily completed all written assignments and skills.
9. I understand that a failure to pass any part of the class results in a grade of unsatisfactory, and I must leave the class upon notification of an unsatisfactory grade.
10. I understand that dishonest actions such as lying, cheating or stealing will be grounds for dismissal from this course.
11. I understand that I am forbidden to use or possess alcohol and/or illegal drugs at any time during the class/clinical day or anywhere on the premises of ESCC campus or any healthcare facility being used for LTCA instruction. I also understand that I am not to be present if there are drugs and/or alcohol in my system. (Violators will be subject to immediate dismissal from the course/college)

I understand that I am a guest in this facility and all other facilities used for LTCA instruction and that I will follow facility policies and procedures. I understand that should the facility decide my behavior is unacceptable, I will not be eligible to complete this course.

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Print Student Name

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Student Signature Date

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ESCC Faculty Signature Date