

COURSE DESCRIPTION

COURSE NO.: ALH 1120 **COURSE NAME:** Nurse Aide Training
CREDIT HOURS: 4 **LECTURE HOURS:** 3 **LAB HOURS:** 1 **CLINICAL HOURS:** 2

PREREQUISITES

DEV 065; 075 and 085

REQUIRED TEXT

Sorrentino, S. (2008), *Mosby's Textbook for Nursing Assistants* (7th Ed.). Mosby/Elsevier, St. Louis, Missouri. ISBN 978-0-323-0494-8

ALH 1120 – Nurse Aide Training Learning Resource Packet

COURSE DESCRIPTION

Provide education to individuals in the basic skills necessary to provide personal care services and activities under the delegation and supervision of a registered or licensed practical nurse to residents in a long term care facility. The program includes 76.5 clock hours of nurse aide training and competency evaluation required by the State of Ohio to be eligible to take the state certification test. Lecture, lab and clinical hours.

COURSE OBJECTIVES

1. Communication and Interpersonal Skills: Demonstrate basic verbal and nonverbal communication techniques, including the identification of factors which may impair communication and the methods to enhance interpersonal skills.
2. Infection Control: Identify signs and symptoms of infection, including behaviors that prevent the spread of infection.
3. Safety and Emergency Procedures: Demonstrate ability to act properly regarding safety and emergency procedures.
4. Residents' Rights: Exhibit behaviors in support and promotion of residents' rights.
5. Assessment of Residents' Well-being: Demonstrate observation skills needed in support of the assessment of long-term care residents' health, physical conditions and well-being, including appropriate documentation.

ADMISSION REQUIREMENTS

- Minimum age of 16 years
- Physical examination / Mantoux TB test
- Free of communicable disease
- Able to perform duties including lifting and stretching according to the mental and physical requirements of course
- Placement testing
- Completion of background check
- Life and Health Science Counselor signature

DRESS CODE

1. Male/Female students will wear standard plain Hunter green scrubs, top and pants, available in Sinclair Tartan Bookstore
2. The student's name badge (found in the supply kit) must appear on the left front of the uniform.
3. Each student must carry their supply pack with them to every class/lab session.
4. White professional shoes are to be worn with the uniform. White leather athletic shoes are acceptable. Shoes and laces must be clean at all times. Tennis-type shoes, sneakers, sandals, open-toed or open back shoes are not acceptable. White stockings or socks are to be worn by the women and white socks by the men. Low cut tennis socks are not acceptable. Socks are not permitted with dresses.
5. The hair should be neat and clean, off the collar and appropriately styled. Hair must not dangle in the field of operation. Hair accessories should be conservative also, black, white, silver, gold or tortoise. No scarves, hats, large ribbons, etc. may be worn with the uniform.
6. Fingernails should be short, clean and filed. You must not be able to see the nails if palms of hands are held toward face. Only clear or light pastel nail polish is acceptable.
7. No perfumes, colognes, or scented body powder while in uniform. Deodorants are a must. Conscientious personal and oral hygiene is an expected habit.
8. Good oral hygiene is a must. Mouth fresheners should be used before receiving a patient. Smoking or gum chewing are not permitted when in uniform, or in lab coat.
9. For females, makeup should be subtle and tactful.
10. Acceptable jewelry includes an engagement ring or plain wedding band, small gold or silver posts for pierced ears only. Only **one pair** of earrings may be worn on the lower portion of the earlobe. No other visible facial piercing allowed. Religious insignias or small neck chains may be worn out of sight. Necklaces, bracelets or dangling earrings are **not** acceptable. A watch with a second hand must be worn.
11. All tattoos **must be** covered by clothing according to the uniform policy for class/lab/clinical.

PLEASE NOTE: The ALH 1120 – Nurse Aide Training faculty reserve the right to determine suitability of the student's appearance in uniform in accordance with program and facility requirements and standards. Non-compliance with this policy may result in the student being dismissed from the externship area or class and counted as absent.

For students without uniforms or money for uniforms, you may inquire of possible assistance:

- Career Services, Room 10-315
- Clothes that work, Job Center, Edwin C. Moses Blvd, Dayton, Ohio

ALH 120 – NURSE AIDE TRAINING SUPPLIES

Bring all items to class every day. Items available in Sinclair Tartan Bookstore

- NA Lab Supply Pack
- 8 ½ x 11 size folder with inside pockets for clinical paperwork.
- Pen

Sinclair Community College Nurse Aide Training Program

- Yellow Highlighter
 - Notebook-3 ring
 - Small sticky notes for page labeling
 - Pen: blue or black
-
- For lab feeding experience: Bring a container of Jell-O prepared pudding or other non-refrigerated food item with plastic spoon and napkin.
 - For clinical use: 4 inch x 5 inch pocket size spiral notebook for clinical use

NOTE: Each student is to purchase a supply pack in the Tartan bookstore. Contents of packs may vary quarter to quarter according to availability of supplies. Price of supply packs is adjusted accordingly.

CARING FOR YOUR NA SUPPLY PACK

1. Keep your pack in a safe place with your name on it. Label each item with your name.
2. Remember to bring your supply pack to class and lab every day.
3. Do not open up supplies before the first day of class. You will be given time in class to practice with the items in your training pack.
4. Keep your supplies together! If you lose something, you may have to buy a replacement. Let your instructor know.
5. Upon the completion of each class, allow a few minutes to re-package the supplies, they will last longer. If you want to re-glue wrappers, use a thin line of rubber cement.
6. Keep your gloves powdered. Gloves will last longer and go on easier! Place the glove inside out in a zip lock bag with a small amount of baby powder. Shake a few times. Remove from bag and turn right side out.
7. Please do not throw away your supplies. No extras are available. If there is a problem, let the instructor know.
8. For special types or sizes of gloves, see your instructor.

This page intentionally left blank.

**SINCLAIR COMMUNITY COLLEGE
POLICIES, PROCEDURES AND SERVICES FOR STUDENTS**

The purpose of these policies, procedures, and services is to help you succeed as a student at Sinclair. Please carefully review and address any questions you might have to your instructor or the contacts provided below.

Educational Support Services

You may be eligible for free educational assistance if you are enrolled for credit. Contact Tutorial Services in Room 10444 or call 937-512-2792. Tutoring is usually not provided for 200 level courses that have a prerequisite or for developmental courses in which there are tutors. Assistance is available to eligible students through the Office of Disability Services, Room 10421, or call 937-512-5113. You are responsible for informing your instructor of any instructional accommodations and/or special learning needs at the beginning of the quarter. Tutoring information is available at <http://www.sinclair.edu/departments/tutorial>. English as a Second Language information and services are available in Room 10421 or call 937-512-5113.

Important College Dates

Please check the listing of important college dates contained in the **Quarterly Class Schedule** including withdrawal dates, application date for graduation, etc. You may also find these dates on the web portal at my.sinclair.edu, using the “**Campus Calendar**” tab.

Dropping a Course

If you drop a course during the fall, winter and spring quarters within the first eight calendar days (including Saturday and Sunday), you will receive a 100 percent refund and no record of a grade for that course. Deadlines for summer courses and short-term, nonstandard courses have different drop deadlines. Consult the **Quarterly Class Schedule** or *electronic Campus Calendar* for these deadlines. If you drop a course after the first eight calendar days but before the last day to withdraw, you will receive a “W.” You may not drop a course after the last day to withdraw. Consult the **Quarterly Class Schedule** or *electronic Campus Calendar* for specific deadline dates.

You may also drop courses by calling the Office of Registration and Student Records (937-512-3000 or 1-800-315-3000), online using “Web Advisor” at <http://my.sinclair.edu> or accessing the telephone registration system (937-512-5454). If you call the Office of Registration and Student Records, make sure you ask that a copy of the drop form be mailed to you.

Withdrawing from College

If you decide to withdraw from all of your courses during the fall, winter and spring quarters within the first eight calendar days (including Saturday and Sunday), you will receive a 100 percent refund and no record of grades for the courses. Summer terms have different withdrawal deadlines. Consult the **Quarterly Class Schedule** or *electronic Campus Calendar* for these deadlines. If you withdraw from your courses after the first eight calendar days but before the last day to withdraw, you will receive “W” grades. You may not withdraw after the last day to withdraw. Consult the **Quarterly Class Schedule** or *electronic Campus Calendar* for specific deadline dates.

You may also withdraw from all of your courses by calling the Office of Registration and Student Records (937-512-2736), online using “Web Advisor” at <http://my.sinclair.edu> or accessing the telephone registration system (937-512-5454). If you call the Office of Registration and Student Records, make sure you ask that a copy of the withdrawal form be mailed to you.

Late Registration and Change of Schedule

Effective spring 2003, late and audit registration will be the week before classes begin. During this period, you may register for, or add, any class that is open. A late fee of \$20 will be assessed if you register after the on-time registration ends. This late fee does not apply to audit courses. **After the beginning of the quarter, you will not be permitted to register for any course that has already met for the first time.** Distance Learning courses begin at 8 a.m. on the first day of the quarter. No Distance Learning course may be added once classes begin.

You may register to audit a course during the week before classes begin. **YOU MAY NOT CHANGE FROM AUDIT TO CREDIT, NOR CREDIT TO AUDIT STATUS ANY TIME IN THE REGISTRATION PROCESS.** You will not receive credit for classes you audit, nor can you qualify for veterans benefits for classes you audit.

Attendance

You are expected to be present at all class sessions. If you must be absent, it is your responsibility to contact your instructor and ask if missed assignments can be completed. Excessive absences and work not completed may affect your final grade, financial aid, and VA benefits.

Administrative Withdrawal

You may be **administratively withdrawn** from a class by your instructor for nonattendance. He or she must advise you in writing **at the first class meeting** what attendance record would constitute cause for administrative withdrawal. If you do not attend the first class, it is your responsibility to obtain a copy of all materials distributed at the first class meeting.

You may also be administratively withdrawn from classes as a result of a **student conduct hearing** with either a hearing officer or the student conduct committee. Administrative withdrawals may be made when it has been determined that your presence on campus is potentially detrimental to the college, faculty, staff, students or yourself.

Grades

Grades will be available the first Wednesday after the end of the quarter. Students should choose one of the following ways to access their grades:

1. E-mail — A grade report will be e-mailed to all students by way of their My.Sinclair e-mail address. Grades will be e-mailed as soon as all grades for the term are received. If an official grade report is needed, students should access their grades by way of their Web Advisor account.
2. Web Advisor — Students may get an official grade report through their Web Advisor account. Web Advisor is accessed through the My.Sinclair portal. Grades can be found by clicking on the "Grades by Term" link within Web Advisor. The "Grades by Term" screen will contain the student's name and should be considered an official grade report.
3. Telephone — Students may call 937-512-5454 or 1-866-512-5454 to access their grades. Students should follow voice prompts to get their grades. If an official grade report is needed, students should access their grades by way of their Web Advisor account.

Letter grades are issued at the end of each quarter:

A Excellent	I Incomplete (unusual circumstances by contract only)
B Good	W Withdrawal
C Average	P Pass
D Passing	N Progress
F Failure	Y Proficiency Credit
X Audit	Z Nonattendance

Student Behavior Guidelines

Treat your classes as you would a desirable job. The instructor is a team leader and your fellow students are coworkers. Everyone must work together to complete learning objectives. These behaviors are expected of you:

1. Attend all classes on time.
2. Respect the rights of others to contribute by listening attentively. Show consideration for students, instructors and other college employees.
3. Participate appropriately and actively on topics presented in class.
4. Complete your assignments on time.
5. Ask for feedback from your instructors and peers to insure progress toward learning objectives.
6. Resolve problems by immediately discussing issues with your instructors and/or peers.

Your student rights and responsibilities are detailed in the **Sinclair Community College Student Handbook** available in Student Activities, Room 8025 or online at <http://www.sinclair.edu/stservices/sact/StudentHandbook/index.cfm>.

Safety and Security

You may access the Campus Police website at <http://www.sinclair.edu/departments/campuspolice> for information on safety, crime reports/statistics, the department's annual report, and other services. For more information, contact the Campus Police Department in Building 7, Room 7112 or call 937-512-2534.

Academic Counseling

You are encouraged to meet with an academic counselor early in your studies at Sinclair. Academic counselors are available to assist you in understanding your degree requirements, selecting courses, transferring to other institutions, etc. In addition, prior to taking any action that will impact your schedule, (e.g., dropping or adding a course) it is **strongly** recommended that you see your academic counselor.

Academic Counseling services are located in room 11346 and by telephone at (937) 512-3700.

Other Counseling

Counseling Services Room 10324 937-512-2752	Career Planning & Placement Room 10315 937-512-2772	Sinclair Central Room 10242 937-512-2201
---	---	--

Testing Center

Exams are administered on a walk-in basis only at the Testing Center in Room 10445. You must present a Tartan ID Card, driver's license, or state issued photo ID at the time of testing. You may have to wait during peak periods (lunch time, after 4 p.m., midterms, and finals). You may call the Testing Center at 937-512-3076 to verify that your exam is on file and ready to be administered. Children are not permitted in the Center and may not be left unattended in the lobby.

This page intentionally left blank.

ALH 120 – NURSE AIDE TRAINING STUDENT POLICIES

I. Student Conduct Policy

The ALH 1120 – Nurse Aide Training faculty accepts the Rules and Regulations governing student conduct set forth in the Sinclair Community College Handbook. The philosophy of the ALH 120 – Nurse Aide Training course reflects a commitment to the belief that every human being has dignity and possesses intrinsic value. Further, it affirms that the purpose of the course is to prepare the student to be a caring person who assumes responsibility and accountability for his or her actions. Therefore, it is appropriate that, in addition to the prohibited actions and unacceptable behavior described in the Student Handbook, the faculty expects the following behaviors from the student enrolled in ALH 1120 – Nurse Aide Training:

- The student will interact with clients, peers, clinical personnel and teachers so that neither they nor the student will be diminished personally.
- The student will keep confidential all information concerning clients.
- The student will be prepared for every class and clinical experience, since the student is legally countable for the patient care the student provides.
- The student will promote an atmosphere in the classroom and clinical setting which facilitates learning by attending, being prompt, and actively participating.
- Sleeping or resting in class is a condition for course dismissal.

Behaviors inconsistent with those described will be brought to the attention of the administration in the form of written anecdotal reports. Misconduct will be handled in accordance with the procedures outlined in the Student Conduct Policy.

II. Illness and Injury Policy

A. Illness That Occurs During Clinical Setting

The student will be instructed to leave the clinical setting when an incapacitating illness occurs. The instructor will recommend a visit to the student's personal physician. This will count as an absence according to the Absence Policy. The ALH 1120 – Nurse Aide Training Office should be notified of the student's illness as soon as possible.

B. Injury in the Clinical Setting

In the event of an injury, the instructor should be notified immediately. The clinical facility policy may be followed regarding completion of an Incident Report. The injury may require treatment with consent of the student (as fees may be assessed). A Sinclair Community College Life and Health Sciences Division Incident Form must be completed and placed in the student's file and the ALH 1120 – Nurse Aide Training Office should be notified of the student's injury as soon as possible.

PLEASE NOTE: If the student received treatment at the clinical facility the student, or instructor, must procure insurance claim form in the Business Office (Room 7323) from the Hartford Accident and Indemnity Company. The student must complete this form and obtain the signature of the instructor, as well as the attending physician or ER personnel within 30 days of the incident. This insurance form must be returned through the interoffice mail to:

Director of Business Services
Room 7323
Sinclair Community College

so that the hospital may be reimbursed for its services.

C. Insurance and Liability

An additional course fee is used to pay for liability and accident insurance for each student during school activities. There is no need for students to carry individual liability insurance until after graduation.

D. Physician's Note

If the student experiences any illness, injury, or change in health status i.e. pregnancy, injury, new diagnosis at any time while participating in the training program, within the college classroom or clinical facility or outside of these settings, the student must provide to the classroom, clinical or lab instructor a physician's note stating the student is free of restrictions and able to meet the physical and mental qualifications policy of ALH 1120 – Nurse Aide Training to continue in the course. A student who has the diagnosis of pregnancy and is enrolling in ALH 1120 – Nurse Aide Training, or a student who is diagnosed in a state of pregnancy after their participation in the class begins must provide a written statement signed by their physician stating that the student is free of restrictions and meets the physical and mental qualifications to participate in ALH 1120 – Nurse Aide Training. To insure the health and safety of the student or those they are interacting with in lab or the clinical area, the student will not be permitted to progress in ALH 1120 – Nurse Aide Training without this written medical release from the student's physician. Refer to attendance policy regarding absence.

III. Early Failure Policy

A student may be removed from a course by the instructor, and assigned an "F" grade for the course, for engaging in unsafe or unethical practice(s) in college laboratory/workshop, clinical areas or internship settings. Such removal and grade may occur at any time during the term provided:

- A. The student was given written notice of required safety and ethical procedures at the beginning of the course.
- B. The student was given instruction in the required safety and ethical practices.
- C. The student was either found to be lacking in knowledgeable and incompetent in an assessment of understanding the required safety and ethical practices, or after having received appropriate support services (coaching, tutoring, and/or other education support services) repeatedly fails to demonstrate adequate knowledge and or competency in the required safety or ethical practices, and
- D. The unsafe or unethical conduct is sufficiently serious to warrant an "F" grade, even if the student were allowed to finish the course.

IV. Procedure for Early Failure

To remove a student from a course and assign an "F" grade for the course for engaging in unsafe or unethical practice(s), the instructor must:

- A. Document the unsafe or unethical practice(s) by the student,
- B. Document or otherwise show that each of the above four prerequisites have been met, and
- C. Submit the decision and supporting documentation for removal and an "F" grade to the Department Chairperson, the Division Dean, the Vice President for Student Services and the Vice President for Instruction *(or their designee) for review to assure policy adherence. (Pre-failure review will be completed within three (3) days, and approval must be by at least two of the three reviewers.)
- D. The instructor will submit the grade to the Registrar at the end of the quarter.

*The "F" grade will be submitted to the Primary Coordinator, the Program Director, and the Division Dean.

Approved by Academic Council, October 3, 1993, STUDBOOK/H-ADMIN./STUDENT

V. Attempts to Repeat ALH 1120 – Nurse Aide Training

Following the requirements of our ALH pre-requisite courses, and as described in the Nursing Admission Packet, any student must be successful after three (3) attempts, regardless of withdrawal or failure from ALH 1120 – Nurse Aide Training.

VI. Attendance Policy and Handling Absences

The general attendance policy for Sinclair Community College is stated in the current Student Handbook. It is expected that all students will read and become familiar with the provisions of this policy, particularly the section that states that: "You are expected to be present at all class sessions." In the Nurse Aide Training Program, attendance and punctuality are critically important factors. Due to the comprehensive nature and programmatic demands of the Nurse Aide curriculum, it is vital that the Attendance Policy be understood and adhered to in order that all objectives of the program can be satisfactorily completed.

The Ohio Department of Health developed standards for the Training and Competency Evaluation (TCE). For a trainee to complete an approved TCE program successfully, all of the following standards, at minimum, **shall be met**:

The trainee attended all classroom instructions and clinical experience or made up any missed portion of the classroom instruction or clinical experience in accordance with paragraph (D) of rule 3701-18-08 of the Administrative Code. "Any absence must be made up within 60 calendar days from the date of the absence." "Absences from the required 16 hours of preclinical classroom instruction must be made up before the trainee provides any nursing and nursing-related services involving direct contact with residents (clinical experience)."

An attendance of 100 percent is mandatory for the course as required by the State of Ohio. Students who miss any session for class, lab, or clinical will be required to make up assignments hour for hour or may be required to drop.

- The above stated information has been used as a basis for the development of attendance requirements relating specifically to the Nurse Aide Training program. Any absence MUST be made up. A limit for makeup (of an Incomplete) is established as 60 calendar days from the date of the absence. Failure to satisfactorily make up the course work on or before the 60th calendar day, will result in an F grade on the SCC grade sheet and ODH Report of Trainees. No exceptions will be made.
- If the student misses any of the first 16 hours of class content the makeup must be completed prior to the first clinical day, otherwise the course must be dropped. Make-ups are made by referral of the student by the classroom / college lab or clinical instructor.

The student must present a written memo of understanding to the make-up classroom instructor when presenting to the make-up class as proof of required make-up and of content missed.

- Each occurrence will be considered on an individual basis according to above stated Nurse Aide Training Program Rules.

The program must document the arrangements for makeup and that the missed material was satisfactorily made up.

- As a general guide, make-up work assigned must be specific to the course content or experience missed. Make-up material assigned will be appropriate content for an entry-level nurse aide trainee. For example, class time missed involves make-up work covering the specific lecture or theory content covered during the absence. Lab time missed involves make-up during a supervised lab session, with practice and competency skills check-off specific to skills missed, prior to clinical performance of these skills. Clinical time missed must be made up in the clinical setting. All make-up work in the lab or clinical setting must be under the supervision of a Sinclair College Nurse Aide Training Instructor. Absence from class may include time of sleeping during class or leaving classroom, lab or clinical setting.
- Course content, clinical experience, or instructor's discretion determine if makeup session is possible. Clinical make-up is not automatic. Clinical make-up is considered based on space available due to required clinical ratio of 1:8 (faculty: students). **Makeup sessions are very difficult to obtain.**

If the student is absent one class or clinical day, it is suggested the student drop the course

It is the student responsibility to initiate arrangements for an absence or make-up work with their instructor. Makeup sessions are not automatic.

VII. Absence / Tardy Policy:

Five (5) points will be deducted per occurrence for tardiness and absence from class / lab / clinical from the final professional evaluation point score regardless of the reason. 100% make-up will be required for all time missed.

Tardiness is defined as 5-15 minutes late arrival to class. Anything greater than 15 minutes is defined as an absence. A written memo of understanding will be placed in file with evidence of points deducted and a description of required make-up arrangements.

Points will be deducted from final score on Professional Evaluation Tool I – theory / college lab portion and Professional Evaluation Tool – II – clinical portion of course for each occurrence of absence or tardy.

Absence is defined as early departure from class, or tardiness greater than 15 minutes or absence from a 4 hour scheduled class / lab / clinical. A memo of understanding will show 5 points deducted from the professional evaluation score for each 4 hour absence with a description of required make-up arrangements.

Absences will be calculated as follows. A class day of 4 hours will count -5 points, an absence for a class day of 8 hours will count – 10 points.

REMEMBER, employers view a timely arrival and good attendance favorably!

VIII. Criminal Record Check

NO EXCEPTIONS!

All Sinclair ALH 1120- Nurse Aide Training students are required to have background checks completed in order to meet the requirements of the clinical sites.

NO LATER THAN 3:00p, FRIDAY OF THE SECOND WEEK OF THE COURSE.

If this is not completed by the due date, the student will not be allowed to attend clinical.

It is the policy of long-term care facilities and adult day care programs to conduct criminal records checks on all persons who are applying for employment in their facility. (Rule 3701-61-10, Ohio Department of Health). While a criminal conviction will not necessarily disqualify the applicant for employment, discovery that an applicant has been convicted of a crime involving abuse or neglect of a resident, violence or threatened violence towards another person, possession or use of controlled substances, theft or misappropriation of another person's property will (or may) result in a withdrawal of any offer of employment previously extended, or immediate termination of employment. A conviction record will not necessarily be a bar to your employment. Facts such as the age and type of offense, the seriousness and nature of the violation and your rehabilitation will be taken into account. The submission of any false information in connection with an employment application will (or may) be cause for immediate discharge at any time thereafter.

*Nursing homes used as our clinical sites will not allow students with these offenses to practice in their setting for the completion of the required clinical portion of the ALH 1120 – Nurse Aide Training. A student registered in the ALH 1120 – Nurse Aide Training course who has any of the criminal records listed **will be advised to drop the course and to investigate through the legal system the nature of the offense in regard to the ODH ORC Rule 3701-61-10. The recommendation is, if possible, to have the offense expunged. If a student has a record of an offense and the student is uncertain as to whether this offense is included on the list from the Ohio Department of Health, it is the responsibility of the student to check with the court system.***

NO EXCEPTIONS!

All Sinclair ALH 1120- Nurse Aide Training students are required to have background checks completed in order to meet the requirements of the clinical sites.

NO LATER THAN 3:00p, FRIDAY OF THE SECOND WEEK OF THE COURSE.

If this is not completed by the due date, the student will not be allowed to attend clinical.

NO EXCEPTIONS!

Sinclair Community College is a provider of National WebCheck. National WebCheck is an electronic fingerprint collection and transmittal system designed by the Ohio Attorney General's Office. It allows background checks to be done through the Ohio Bureau of Criminal Identification and Investigation (Ohio BCI&I) with results being mailed in less than one day. National WebCheck can interface with the FBI's Automated Fingerprint Identification System (AFIS) for the background checks that require the FBI search.

The tests are not open to the public. Only Sinclair Community College students who are required to have the state and federal background checks done will be scheduled. Fingerprinting sessions **must be scheduled in advance**. Unscheduled tests will not be conducted.

The cost for both State (BCI) AND Federal (FBI) (10-3445-44051-0507) will be **\$ 65.00** and is to be paid through the Sinclair Community College Bursar's office.

National WebCheck is conducted in room 9-315. Students will be required to arrange an appointment with **Janice Siler**, Administrative Assistant I, Criminal Justice Department for fingerprinting. Her phone number is **937-512-2876**. Students being fingerprinted **MUST** bring the following items to the test site:

- Valid Ohio Driver License or Ohio ID Card (damaged IDs will not be accepted)
- Social Security Card (if SSN number is not listed on the ID)
- Completed Background Check Request form **with paid receipt attached**.
- Your results will be sent directly to the RM 1012A. Confidentiality of your records will be maintained.

NO EXCEPTIONS!

All Sinclair ALH 1120- Nurse Aide Training students are required to have background checks completed in order to meet the requirements of the clinical sites.

NO LATER THAN 3:00p, FRIDAY OF THE SECOND WEEK OF THE COURSE.

If this is not completed by the due date, the student will not be allowed to attend clinical.

NO EXCEPTIONS!

Please also note, background checks may not be more than three months old prior to the start of class and they may be completed by county or local police departments.

See this link.

<http://www.sinclair.edu/academics/bps/departments/cjta/fingerprinting/>

LIST OF CRIMES IN S.B. 160 (BACKGROUND CHECKS)

Ohio Code Description

Homicide/Assault

2903.01	Aggravated murder	2903.13	Assault
2903.02	Murder	2903.16	Failing to provide for functionally impaired person
2903.03	Voluntary manslaughter		
2903.04	Involuntary manslaughter	2903.21	Aggravated menacing
2903.11	Felonious assault	2903.34	Offenses against residents or patients of care facilities
2903.12	Aggravated assault		

Kidnapping/Extortion

2905.01	Kidnapping	2905.11	Extortion
2905.02	Abduction	2905.12	Coercion

Sexual Crimes

2907.02	Rape	2907.31	Disseminating matter harmful to juvenile
2907.03	Sexual battery		
2907.05	Gross sexual imposition	2907.32	Pandering obscenity
2907.06	Sexual imposition	2907.321	Pandering obscenity involving a minor
2907.07	Importuning		
2907.08	Voyeurism	2907.322	Pandering sexually oriented material involving a minor
2907.09	Public indecency		
2907.12	Felonious sexual penetration	2907.323	Illegal use of a minor
2907.25	Prostitution		

Robbery/Burglary

2911.01	Aggravated robbery	2911.12	Burglary
2911.02	Robbery	2911.13	Breaking and entering
2911.11	Aggravated burglary		

Theft

2913.02	Theft: aggravated theft	2913.31	Forgery
2913.03	Unauthorized use of vehicle	2913.40	Medical fraud
2913.04	Unauthorized use of property	2913.43	Securing writings by deception
2913.11	Passing bad checks	2913.47	Insurance fraud
2913.21	Misuse of credit cards	2913.51	Receiving stolen property

Domestic Violence

2919.25	Domestic violence		
---------	-------------------	--	--

Public Administration

2921.36	Conveyance of certain items onto grounds of detention, MRDD, or MH facility		
---------	---	--	--

Weapons Offenses

2923.12	Carrying concealed weapons	2923.161	Improperly discharging a firearm at or into a school or house
2923.13	Having weapons while under a disability		

Food

2716.11	Adulterated food		
---------	------------------	--	--

Drug Offenses

2925.02	Corrupting another with drugs	2925.23	Illegal processing of drug documents
2925.03	Trafficking offenses		
2925.11	Drug abuse		
2925.13	Permitting drug abuse		
2925.22	Deception to obtain dangerous drug		

IX. Test and Physical Examination Guidelines

A. 2-STEP MANTOUX

Following the 2-step Mantoux, the annual TB test can be the 1-step Mantoux.

Students who can provide proof of current TB testing done for employment in a health care facility, showing negative results on a current TB test and consecutive previous years testing may do so to meet the requirement.

Positive reactors should have a baseline chest X-ray and thereafter evaluated if symptoms develop.

A PPD tine test is not acceptable.

A copy of the original 2-step Mantoux and subsequent annual 1-step can be used if dated within the two years for the original 2-step and the last year for the annual 1-step.

A doctor's signature and / or doctor office / clinic stamp must be visible on the form to be acceptable.

Should you choose to get your TB Mantoux testing at the Combined Health District TB Clinic of Montgomery County located in the Reibold Bldg, 117 S. Main St., Dayton, and the TB clinic staff will only document TB skin test results on official Combined Health District forms signed by the TB clinic staff reading the results. This form can be attached to our SCC form for proof of TB testing for use in our records.

Should a student have a health issue, *including pregnancy*, interfering with the administration of TB testing, the student must present a signed / stamped doctor statement stating exemption from TB testing and exemption from a chest x-ray, prior to first clinical day in order to enter clinical site.

As a part of your learning resource packet (LRP) you will find the TB test form, Immunization Guidelines for Students, and the Student Health Certificate form. Clinical rotation will not be permitted without a completed health certificate and immunizations. **NO EXCEPTIONS**

B. PHYSICAL EXAMINATION

A physical examination ensuring freedom from infectious diseases and the ability to complete the skills necessary to be a nurse aide is required. **A doctor's signature and / or doctor office / clinic stamp must be visible on the form to be acceptable. No restrictions are permitted in meeting or in the ability to perform the mental and physical qualifications of the course described in policy. No exceptions will be made.**

A Form for the 2-step Mantoux and the physical examination must be completed. As a requirement of the Ohio Department of Health, **both forms must be submitted to your instructor on or before the first day of class.** The Sinclair Community College Nurse Aide Student is responsible for: Cost of the 2-step Mantoux and Cost of the physical examination.

By the Ohio Department of Health requirements, **NO** student is permitted in the clinical facility for orientation or provision of care giving without the student providing proof of completion of the 2-step Mantoux showing a negative result or a negative chest X-ray within the past year.

This proof must be in the instructor's hands PRIOR to the student being admitted to clinical site for orientation or care giving. Failure to do so will result in a clinical absence. See attendance policy regarding absences.

NO EXCEPTIONS will be made to this requirement.

AIDS Policy

The faculty of the Sinclair Community College Nurse Aide Training Program, Allied Health Department, believe in the dignity and the individuality of mankind as they strive to meet their basic human needs and to achieve a high level of wellness. We believe that those individuals who have been diagnosed with any communicable disease, including those with AIDS, those who are HIV positive, and those with AIDS-related complex, should be given comprehensive, compassionate care and should be provided with privacy and confidentiality. Further, we believe that Acquired Immune Deficiency Syndrome is transmitted via intimate contact, blood transfusion, and by IV drug use not by casual contact. It is the responsibility of the nurse aide to deliver health care in a caring environment without prejudice against lifestyle or sexual preference. We believe that the nurse aide student is not required to care for AIDS patients. However, caring for patients with AIDS is a valuable learning opportunity that will be useful after certification as a nurse aide. We also believe that it is the responsibility of all faculty members to be knowledgeable and informed about current AIDS-related issues in order to guide the student in providing safe, effective patient care.

X. Hepatitis B Vaccine Policy

Due to the potential for clinical exposure to blood and other potentially infectious materials, the student may be at risk for acquiring Hepatitis B infection. On entering the Sinclair Community College Nurse Aide (NATP) Program, each student will be given information on Hepatitis B infection and the Hepatitis B vaccine. After receiving the above information, the student will be required to sign a Hepatitis B Vaccine Acceptance/Declination Form. The student is responsible for all fees related to taking the vaccine. Students declining the vaccine may change to acceptance at any time. At the beginning of each quarter, the NA faculty will check for the Acceptance/Declination Form and update any forms as needed. This policy releases Sinclair Community College Nurse Aide Program from liability in the event the student acquires Hepatitis B.

XI. Mental and Physical Qualifications Policy

Minimum acceptable mental and physical qualifications of an applicant for professional nursing include the following abilities. Applicants to the Nursing Aide Training Program are responsible for satisfactorily completing Sinclair Placement Tests, completing required Developmental Courses, and for determining their own eligibility in light of these qualifications. The trainee is responsible for informing the college of any potential problem areas and for identifying to the Nurse Aide Training Program any particular accommodations they may need. Students with disabilities are encouraged to register with the Office of Disability Services and may utilize these services to determine appropriate accommodation. Students with disabilities who enter the program do so with the understanding that they will be expected to meet all course requirements with any REASONABLE accommodation that may be provided by the college. Any student incurring an injury or change in their health or medical status during the training course will be required to be re-examined by their physician. Approval by the physician is required to continue in the course and to perform the mental and physical tasks without restriction.

- A. Frequently work in a standing position and do frequent walking.
- B. Lift and transfer patients, up to six inches from a stooped position, then push or pull the weight up to three feet.
- C. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
- D. Apply up to ten pounds (10#) of pressure to bleeding sites, or in performing CPR.
- E. Respond and react immediately to verbal instructions/requests from the supervising nurse.
- F. Physically perform up to an eight-hour shift in clinical laboratory experience.

- G. Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- H. Discriminate between sharp/dull and hot/cold when using hands.
- I. Perform basic math skills in addition, multiplication, division, percentages and fractions.
 - 1. Intake and output of fluids
 - Convert ounces (oz) to cc's and cc's to ounces.
 - Be able to add, subtract, multiply and divide ounces and cc's to get an accurate total amount.
 - Be able to complete an oral intake and output sheet.
 - 2. Height and weight
 - Be able to read $\frac{1}{4}$, $\frac{1}{2}$, and $\frac{3}{4}$ inches. Be able to convert inches to feet and inches.
 - Calculate inches to feet and inches; inches to centimeters.
 - Be able to record height and weight on NA activity sheet.
 - Be able to read scales in quarter, half and three quarter pounds.
 - Calculate pounds (lb) to kilograms (kg) and kg. to lbs.
 - 3. Food percentage intake
 - Calculate percentage (%) of food eaten from dietary tray; including adding and dividing percentages and fractions.
 - 4. Blood Pressure and Temperature
 - Count by twos (2s)
 - Count by 0.2s on Fahrenheit thermometer
- J. Communicate effectively in English language, understanding concepts appropriately, and both orally and in reading and writing (printed and cursive), and using appropriate grammar, vocabulary, and word usage.
- K. Able to respond appropriately to fire and disaster alarms.

SECTION II EVALUATION AND GRADING

METHOD OF EVALUATION

Upon successful completion of the ALH 1120 – Nurse Aide Training program the student will receive an original certificate and one copy of the NAT certificate. **A student must receive a grade of 80% or better for total course and pass clinical performance in order to receive a NAT certificate.

Any student must have a **79.5% or greater** grade average for the theory / college lab portion to participate in and progress on to the clinical portion of the course. Any student receiving a theory grade average **less than 79.5%** will not progress into clinical portion and the earned grade stands and will be recorded on the college record for the course (as a D or F grade) and no NA certificate will be awarded. If a student achieves a grade of 79.5% or greater at the end of theory and chooses not to continue with the clinical portion of the course (and fails to drop the course) a grade of F will be submitted to the registrar.

All students must perform each skill in the college lab setting with a minimum of 79.5% competency in order to pass the / college lab portion of the NA training class. After practice, **a maximum of 3 documented attempts** to pass any individual college lab skill with an 79.5% will be permitted. Any student receiving a college lab grade of less than 79.5% on any skill will not progress into the clinical portion. The student will receive a “drop” on the ODH Report of Trainees record and the grade of D will be assigned for the course. No NA training certificate will be awarded.

The theory / college lab portion grade consists of the accumulated point average of quizzes, final exam, assigned questions, and professional evaluation tool I. **Total possible points = 277.**

The clinical portion grades consist of pass / fail status based on the final clinical evaluation and the average of the professional evaluation tool II. The points earned on this tool II are added to the accumulated point average for the theory / college lab portion grade. Total possible points = 329. Any student unsuccessful in achieving a “pass” grade for clinical will receive an “F” grade on the SCC grade report , no NA certificate will be awarded, regardless of accumulated classroom and professional evaluation scores. The student will receive a “failure” on the ODH Report of Trainees.

GRADING SCALE

Because the objectives represent what the minimum amount of material the student should know in order to function competently on the job as an entry-level nurse aide, it is necessary to use a different grading scale than is traditionally used.

The grading scale for ALH 120 – Nurse Aide Training is:

A	=	92.5 – 100
B	=	85.5 – 92.4
C	=	79.5 – 85.4
D	=	70.0 – 79.4
F	=	below 70.0

The 79.5 percent is an estimate figure that the ALH 1120 – Nurse Aide Training program considers a minimum level of achievement. This is justified because:

1. Students are given multiple opportunities to pass each objective.
2. It is not likely that a student would pass the state examination if less were expected of them.

3. Most important of all, students are expected to do well on the job. Their performance can and does affect patient care.

Any student who receives a didactic/theory/college lab grade average below 79.5% or fails clinical or both will *not* receive the NAT certificate. The student will, however, receive a grade on SCC grade report based on grading scale above. This grade is based on the theory grade average and clinical score for students attending both sessions.

Note: Eligibility to enter the SCC Nursing Program requires a "C" or higher in the course.

POINTS DISTRIBUTION

There are a total of 329 possible points in this course.

PLEASE NOTE:

- No extra credit will be given in this course.
- No grades will be rounded until the final grade.
- **No quizzes or tests retaken.**
- **The final total grade points, received by the student, will be divided by the total points available for the course to obtain the final percentage grade.**
- **If the percentage is less than a whole number, the following rules are utilized to determine the score by a number.**
 - a. **When the number is 0.50 or greater, the score is rounded to the next higher number (i.e., 79.50% = 80%)**
 - b. **When the number is 0.49 or less, the score is rounded to the next lower number (i.e., 79.49% = 79%)**

Quizzes:

75 points

- Quizzes will be given covering any lecture /videos and classroom materials (text, assigned questions and LRP).
- Questions are selected from a variety of teaching sources.
- The AVERAGE grade will be factored with the final exam score.
- Quizzes may not be made up if a student is absent or late (more than 15 minutes) for the class.
- Quiz answers will be placed on an answer sheet.
- The quiz answer sheet will become a part of the student's permanent file.
- No retakes or make-up on tests or quizzes will be permitted.

Final Comprehensive Examination:

100 points

- The comprehensive Final Examination will consist of questions equaling 100 points.
- Examination answers will be placed on an answer sheet.
- The test answer sheet will become part of the student's permanent file.
- No retakes on the final comprehensive examination.
- Any make-up work for the theory portion of the course must be completed prior to taking the final exam.
- The final may then be made up per arrangement by the instructor in the testing center (see guidelines).

Assigned Questions:

50 points

- Assigned Questions will be checked for completeness.
- Completion of this assignment is mandatory and is equal to 50 total grade points.
- *Any late assigned questions will have 5 points per day (including weekends) deducted from the total assignment's grade due for that day.*
- *Students have until the end of the scheduled class time of due date to turn in assigned questions.*
- The instructor assigns deadline dates for the assigned questions.

Professional Evaluation:

52 points

- This professional evaluation tool is designed to monitor the student's employability (affective) behaviors throughout the Nurse Aide Training program.
- Professional Evaluation Tool I (Theory/Lab) begins on day 1 of the course and ends on the last day of the theory / didactic portion.
- Professional Evaluation Tool II (Clinical) begins upon entering the clinical setting.
- Each tool will be scored separately.
- Points entered onto the data sheet will be calculated into the final course grade.
- The evaluation of the student's behavior is based upon the criteria given on the evaluation sheet.

Each student will be evaluated for their employability beginning the first day of class, including college skills lab and again in the clinical setting through the last day of course. Each nurse aide instructor will evaluate the student according to the professional evaluation sheet. If more than one instructor is assigned for instruction in the class / college lab setting and in the clinical setting, both instructors will contribute to the same professional evaluation used in the particular setting. Any category rating of 3 or below must have comments and documentation from the instructor(s). A rating of 4 is evaluated as the expected minimum competency performance level of a nursing assistant.

FINAL GRADE AVERAGE

<i>THEORY GRADE prior to CLINICAL</i>	Total Points		Student Points
Assigned Questions	50 pts	←	_____
Final Exam	100 pts	←	_____
Quiz Score	75 pts	←	_____
Professional Eval I – Theory / College Lab	52 pts	←	_____
Final Average	277 pts	←	_____pts
Theory Grade Average			_____%
(must = 79.5% to progress to clinical)			

<i>THEORY GRADE after CLINICAL</i>			Student Points
Professional Eval II	52 pts	←	_____
Final Grade Average	329 pts	←	_____pts

THEORY Grade Earned (circle one) A B C D F

PLEASE NOTE:

- For the theory / college lab portion of the course, the professional evaluation I is worth 52 points.
- For the clinical portion of the course, the professional evaluation is worth 52 points.
- A total of 104 points is possible on the professional evaluation I and II toward the final course grade if the student progresses into through the entire course.
- The evaluation will become part of the student's permanent academic file.
- Should the student fail clinical portion due to poor clinical performance, student will be assigned a D grade regardless of final grade point accumulated.
- No certificate will be awarded.

- Evaluation of attendance and tardiness on the professional evaluation form.
- After the final points are calculated on the professional evaluation tool (52 points possible), **five (5) points will be deducted per occurrence** for each tardy and absent occurrence, regardless of the reason, from the final score.
- 100% make-up will be required for all time missed.
 - Tardiness is defined as 0-15 minute's late arrival to class.
 - Anything greater than 15 minutes is defined as an absence.
 - A written memo of understanding will be placed in file with evidence of points deducted and a description of required make-up arrangements.
 - Absence is defined as early departure from class, or tardiness greater than 15 minutes or absence from a scheduled class / lab / clinical.
 - A memo of understanding will show 5 points deducted from the professional evaluation score for each absence with a description of required make-up arrangements.

CLINICAL PERFORMANCE

Pass/Fail

Clinical grade is a "Pass" or "Fail" grade based on final clinical evaluation. Immediate dismissal will occur in the event of an unprepared or unsafe clinical performance. Any student unsuccessful in achieving a "pass" grade for clinical will receive an "F" grade on the SCC grade report and will not receive a NAT certificate, regardless of the classroom scores on all written testing, the workbook, or professional evaluation.

Clinical Professional Evaluation Tool II will be completed. After the final points are calculated on the professional assessment tool II (52 points possible), **five (5) points will be deducted per occurrence** for each tardy and absent occurrence, regardless of the reason, from the final score.