

## **Nurse Assistant/Home Health Aide (NAT/HHA) Training Program Standards**

This 114 hour state approved program will prepare you for employment opportunities with nursing homes, home care agencies, and hospitals. While in training, you will learn necessary nursing skills through classroom lecture and skills practice in a fully equipped nursing lab. To compliment what you have learned in class, a mandatory clinical placement provides you with real life experience in a long-term care facility.

Courses are offered in many different formats to fit your schedule. Please use the noncredit Course Search- Health Care Training option to view upcoming schedules.

### **Training includes:**

- Lecture and skills practice
- Home Health Aide Training Certification
- 8 hours of Dementia Training
- 24 hours of clinical experience

### **Program Prerequisites:**

Prerequisite forms must be completed and submitted prior to start of class. You may scan and email to [christen.antonio@bristolcc.edu](mailto:christen.antonio@bristolcc.edu)

### **Prerequisite Forms:**

- **Certificate of Physical Examination and Immunization (Physical Forms)**
  - Must have received a physical exam within the last year
  - Must provide documentation of: Tetanus, Varicella, MMR, Hepatitis B or declination form for Hepatitis B
  - Students without a current influenza vaccine will be required to wear a mask during time spent at any clinical facility.
- **Criminal Offender Record Information (CORI) Report/ Sex Offender Record Information (SORI)**
  - Must submit the CORI & SORI Application. A positive CORI/ SORI may prevent students from completing the program. (You will be emailed the CORI/SORI forms once your registration is complete.
- **Completed Tuberculosis Skin Test Form** - TB test must have been done within the past year
- **Hepatitis B Declination Test Form**
  - You are required to fill out this form if you request not to receive the Hepatitis B Immunization series.
- **Consent for Drug/Alcohol Testing Form** – Must be signed and dated
- **Nursing Assistant Training Program Standards Form** - Must be signed and dated
- **High School Diploma/ GED or Nurse Assistant Training Reading and Math Placement test**
  - Must be able to pass the Nurse Assistant Training and Math Placement test or if you cannot provide documentation of a High School Diploma or GED
  - Contact program coordinator at 508-678-2811 ext. 2663 to set up time to take the placement test.
- **COVID-19 TESTING**

# BRISTOL

## COMMUNITY COLLEGE

- Testing may need to be done prior to clinical placement, Program coordinator will advise when testing needs to be done, this does not need to be done for program entry.

### TEXTBOOKS

The Textbook & Workbook that will be used for this program is Lippincott's Essentials for Nursing Assistants: A Humanistic Approach to Caregiving, Fourth Edition. Pamela J. Carter ISBN: 978-1-4963-3956-0 (Textbook) and ISBN: 978-1496344250 (Workbook). Textbooks can be purchased from the College Book Store. You must have a textbook for the first class.

### CLASS ATTENDANCE

- Face to Face classes: Report to all classes and clinical assignments on time.
- Remote/ Online Lectures: You must report to all online live classes and skill labs as scheduled.
- Successful completion of this program is dependent upon full participation in all scheduled activities. Hours for the program are required by the State in order to sit for the Red Cross exam.
- All absences, tardiness, or early dismissals must be reported to program coordinator.
  - Be prepared to provide documentation if asked to do so.
  - Tardiness is cause for dismissal from the program.
  - One excused absence.
  - Contact Program coordinator when you are absent from class. Program is not responsible to provide make up classes
- You are responsible for completing all assignments on time.
- Breaks: 15 minute break during 3-4 hour class session. Two 15 minute breaks and a ½ hour lunch break during full day classes. During clinical assignments, you will be scheduled a ½ hour break.

### CLASSROOM & CLINICAL CONDUCT

Any student who fails to comply with program guidelines or who demonstrates inappropriate or unsatisfactory behavior may be dismissed from the program.

- No Cell Phone/Texting usage during class, cell phones must be off the desk and silenced during class. No Cell Phones allowed at Clinical.
- Disrespectful, interruptive, disruptive, impatient behavior toward the instructors, fellow students, and staff at clinical will not be tolerated at any time.
- You will be dismissed during any portion of this class should your conduct be inappropriate.
- You may be dismissed if you are caught cheating, suspected of alcohol or drugs use on campus or before class.
- You may be dismissed if the instructors suspect you are a safety risk in clinical due to a questionable behavioral or physical issues.
- **ONLINE ZOOM LECTURE CONDUCT**
  - • All Students must have Video option on device (computer, iPad, phone) • Video option must remain ON during all lectures. • Zoom Lectures will be scheduled between 2-3 hours each class day, the remaining class time will be to participate in online course work.

## LABORATORY/SKILL PRACTICE

During lab/skill practice you are only to practice the skills assigned by the instructor and use only the assigned equipment. Seek assistance from an instructor for any procedure with which you are not familiar or comfortable with. 100% competency is required on skills check list.

- Skills are first demonstrated by an instructor, followed by practice time and then return demonstration by each student. Skills are practiced on mannequins. Class participation is required by all students.
- Lab participation is required by all students
- Students will be required to wear proper PPE while in labs as required.

## GRADING

All students enrolled in the nurse assistant training must maintain a passing grade of 75%, complete 114 hours of classroom lecture, skills lab, and pass a supervised clinical practice in a long-term care facility.

- You must pass the course final exam in order to receive a certificate of completion.
- **You must complete all classroom, lab and clinical hours in order to receive your certificate of completion, and to be eligible to sit for the state certification exam.**
- Information regarding quizzes and exams will be provided on the course syllabus per the instructor.
- A Final Exam will be given at the completion of the class.
- Any quiz or exam grade below 70% must be retaken in order to pass the course.

## CLINICAL

- The clinical experience is conducted at an area Long Term Care Facility and consists of hands on training.
- Each student will be responsible for the care of assigned patients.
  - The student **must** demonstrate safe and accurate care of patients under the supervision of the clinical instructor.
- All students must pass clinical and complete all skills required on the assigned training skills list form in order to and take the state exam.
- **No unexcused absences are allowed during clinical rotation.**
  - There is no option for clinical make-ups. If an excused absence occurs during clinical with approved documentation and you have given 24 hours' notice of your absence you may be allowed to make up a maximum of 1 clinical day with the next clinical rotation if space allows.
  - You must complete the required hours of clinical training to receive your certificate.
- Clinical times and locations will be provided to you by the program coordinator when available.
- Students are required to attend a clinical orientation at the designated clinical facility.
- Students may be required to have COVID-19 testing done prior to clinical placement. Coordinator will notify students of timeframe to be tested, COVID-19 Testing does not need to be done prior the program start.
- All students must follow the PPE Guidelines and Policies required for the clinical site.
- No Cell Phones allowed during Clinical.

## PHYSICAL APPEARANCE

While in training, at clinical and when representing Bristol Community College, you must maintain a neat and clean appearance at all times.

- Fingernails must be clean and neat.
- Clothing must be clean and neat.
- Clothing must be appropriate for a classroom learning environment, including while lifting and moving during skills instruction.
- Tattoos must be covered for clinical.
- Facial/body piercings jewelry must be replaced with clear spacers for clinical.
- Proper PPE must be used, will be supplied for your use.

## **Frequently Asked Questions/Important Information**

What will I need to have/prepare for the first day of class?

- You will need the required textbook and workbook. The textbook and workbook that will be used for this program is Lippincott's Essentials for Nursing Assistants: A Humanistic Approach to Caregiving, Fourth Edition Pamela J. Carter ISBN: 978-1-4963-7546-9 and ISBN: 978-1496344250. All textbooks can be purchased from BCC's bookstores, check BCC website for locations and hours.
- You will not need your uniforms the first weeks of class
- You need to have your Prerequisite forms completed
- Sign onto your Access BCC Account
- Complete CORI/ SORI Online

What kind of uniforms can we wear?

- Ceil blue (light blue) scrubs-basic v neck

What type of shoes are acceptable?

- White nursing shoes/sneakers, no open backed shoes, no clogs

When are the clinics held?

- Clinical times and locations will be provided to you by the program coordinator when available. Clinical assignments are often held during the last weeks of the program, mostly on weekends, also during the week if available, subject to change.
- The Program Coordinator will inform you of the clinical dates as soon as they are available.
- You will be required to attend a clinical orientation at the facility approximately one week before clinical begins; date is based on class schedule and facility availability

Are there any other items I am required to purchase?

- Items that are required to purchase are: The textbooks, hospital blue scrubs and white shoes. Book can be purchased at the BCC bookstore
- It is recommended to have a watch with a second hand, notebook for class, a small pocket notebook for clinical

## CONTACT INFO

If you have any questions or concerns during the program please contact the Program coordinator by email [wendy.sandford@bristolcc.edu](mailto:wendy.sandford@bristolcc.edu) or 508-678-2811 ext. 2663

*Bristol Community College - Nurse Assistant Program*