



**NURSE AIDE TRAINING
PROGRAM
STUDENT HANDBOOK
2022**

ABOUT THIS HANDBOOK

This handbook is for high school students enrolled in the Nurse Aide Training Program offered by the Montrose campus of Colorado Mesa University. The program is affiliated with Western Colorado Community College, the community college branch of CMU. This handbook supplements the handbook for high school students enrolled in career and technical education programs offered by CMU Montrose. That handbook is located on the high school programs page on the CMU Montrose website.

COURSE DESCRIPTION

This course is the spring component of Medical Preparation program. Students entering this semester will have completed the fall semester Introduction to Health Care Profession course and Medical Terminology course and have chosen to study in the Nurse Aide program.

Successful completion of the spring semester Nurse Aide course will prepare and qualify students to take the Colorado State Board of Nursing examination to become a Certified Nurse Aide. In addition to training and clinical experience as a Nurse Aide, students will receive training and certification in First Aid/CPR as well as training in workforce readiness skills including but not limited to customer service, teamwork, job application skills, professionalism, communication and HIPAA.

Clinical Experience Saturdays in April & May

The state of Colorado requires students in a Nurse Aide training program to complete a minimum of 24 hours of clinical instruction in a long-term care setting, such as a nursing home, and to complete 2 to 4 hours of orientation at the clinical site. To meet this requirement, students must complete three supervised 8-hour shifts at a long-term care facility on three consecutive Saturdays in April. Your instructor will assign the location, start and end time, and date of your clinical experience in April. Students cannot request alternative dates to complete their clinical hours. Plan in advance and make sure your Saturdays are open in April and the first two weeks in May.

The first two Saturdays in May will be used if as additional clinical dates and make-up dates if a student missed a clinical date in April. Students who miss a clinical training session will have to pay a fee for a make-up date in order for the university to hire a clinical supervisor. If one student requires a make-up date, the fee is \$200. If more than one student participates in the same make-up date the fee of \$200 is divided by the number of students.

INSTRUCTOR CONTACT INFORMATION

Rochelle Spencer, rspencer3@coloradomesa.edu

TEXTBOOK

Students are responsible for purchasing the textbook for the course: Hartman's Nursing Assistant Care: Long-Term Care and Home Care 5th Edition. New and used copies are available from Amazon.Com and other on-line book retailers. Students who are participate in the free or reduced-price meal program at their high school are eligible to borrow textbooks from the

university. For more information about borrowing a textbook, contact Tamra Miller Brown at tmillerbrown@coloradomesa.edu or 249-7009.

CHECKLIST FOR STUDENTS ENTERING IN THE NURSE AIDE PROGRAM

Because students in this program will be engaged in clinical exercises in a health care setting, students will need to complete several steps by the last day of January to ensure the safety of the residents in the health care facility. These steps include the following:

Criminal Background Check

A criminal background check is a state requirement and must be completed before students participate in their clinical experience in April. Contact administrative staff member Tamra Miller Brown in the Branscome Center (249-7009 or tmillerbrown@coloradomesa.edu) to arrange for your background check. The expense for the background check is covered by the course fee paid by students' families.

Vaccinations: To participate in clinical exercises at long-term care centers, students must be current in vaccinations including hepatitis B and provide documentation from their high school that they are current. State regulations require students show written proof of a current influenza immunization. The expense for vaccinations is the responsibility of the student.

2-Step Tuberculosis Skin Test: Another requirement to participate in clinical exercises is the two-step TB test used to detect individuals with past tuberculosis (TB) infection, who have diminished reactivity to skin tests. The two-step procedure reduces the likelihood that a boosted reaction is interpreted mistakenly as a new infection. The student is responsible for the expense of the test. In January, your instructor will identify the medical clinics where students can take the test. Please notify your instructor if you have received the BCG vaccine as a child.

Clinical Uniform and Equipment Requirements: In order to participate in the clinical portion of the program, students will need to purchase a nursing uniform, commonly called scrubs. Your instructor will provide you information on where to purchase your scrubs. Students will also need to have a watch with a rotating second hand and a stethoscope. In the first week of your class, your instructor will provide you additional information on where to purchase these items.

ACADEMIC EVALUATION OF STUDENTS

Evaluation Method: A grade is assigned based on student performance in each of the following areas: examinations, quizzes, and class participation. A lab grade is assigned based on a pass/fail basis.

Examinations: Examinations are given at the end of each unit. Examinations may include multiple choice, matching or essay format.

Quizzes: Eight to nine quizzes are given in order to cover medical terminology.

Grading: The final course grade will be determined by the following grading scale:

A= 90-100%

B= 80-89%

C=70-79%

D= 60-69%

F=69% and below

COMPLETION POLICY

Students will graduate, receive a certificate of completion from the university, and have the opportunity to test for certification by the Colorado Board of Nursing and receive a Nurse Aide license from Colorado based on completion of all of the following:

- Pass all chapter exams with a cumulative score of 70% or greater and receive an overall grade of 70% or higher.
- Successfully complete a minimum of 18 hours of laboratory practice.
 - Students must make arrangements with instructor for missed lab time
- Successfully complete a minimum of 24 hours of clinical experience in a long-term care setting with a positive evaluation. Students will participate in three shifts of 8-10 hours on consecutive Saturdays in April and possibly May.
- Successfully complete the program skills checklist defined by the Colorado Board of Nursing. The checklist requires the verification of successful performance of skills be initialed and dated by the students on the date the skill is taught, practiced and performed and verified with the initials of the instructor.
- Satisfactorily attain the terminal competencies standards as defined by the Colorado Board of Nursing.
- Full payment of all monetary obligations to the university.

SECURING CERTIFICATION FROM THE COLORADO STATE BOARD OF NURSING

- Each student must fulfill the requirements of the completion policy as described in this handbook.
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- Graduation from the program does not guarantee you will receive a license by the State Board of Nursing. You need to pass a written examination and a practical skills exam in the lab as per Colorado State Board of Nursing (Nurse Aide Practice Act). The written and skills exams MUST be passed with a maximum allowed three attempts. If unsuccessful after three attempts, a student would need to repeat the Nurse Aide class to take the exam again.
- Credentia is responsible for administering the state CNA exam. The fee to take the exam is not covered by the course fee paid by students' families. For more information you may contact Credentia at 1-877-333-5707. Students can take their written and practical skills exam at the CMU Montrose campus. Contact your instructor for information about the date and time of the exam.
- For more information about the exam, read the Colorado Nurse Aide Certification Program Candidate Handbook available from your instructor or:
<https://credentia.com/test-takers/co>
- ADA accommodations are available if you notify Credentia prior to testing. For more information, please refer to Credentia
<https://credentia.com/accommodations-co>

DISMISSAL POLICY

A student may be dismissed from the CNA program for the following reasons:

- Violating CMU Montrose attendance policy for high school students in career and technical education programs (see attendance policy in this handbook).
 - Suspension from high school.
 - Failure to achieve a 70% overall score or greater in the Nurse Aide course.
 - Failure to maintain a cumulative exam score 70% or greater on exams.
 - Failure to complete 24 hours of Clinical Training + 2 to 4 hours of Clinical Facility Orientation.
 - Violation of patient rights or any abusive behavior as deemed by the clinical instructor or clinical facility staff.
 - Failure to use proper nurse aide procedure at a clinical facility (per instructor's discretion).
 - Failure to follow Montrose School District and Colorado Mesa University student conduct policy including, but not limited to cheating, substance abuse, stealing, and abuse of a classmate, client or instructor.
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- Performing a skill or task during at a clinical facility that the student has not received training on by the instructor and found to be proficient by the instructor.
- Failure to demonstrate the Lab Skills Critical Criteria during the course.
- Failure to maintain patient confidentiality.

ATTENDANCE POLICY

Students **must** be enrolled in a Montrose School District high school, or other affiliated school system approved by the school district, in order to attend classes at CMU Montrose. Students who have dropped out or who have been expelled from their high school may no longer attend CMU Montrose classes.

Class Schedules

Classes follow the academic calendar of **Colorado Mesa University**. Unless revised in the future, during the academic year, the CNA classes for high school students meet Monday through Friday and begin at 7:30 a.m. and conclude at 9:15 a.m.

Student/Parent Responsibility

Attendance is the responsibility of the student and parent. Notify **both** CMU Montrose **and** your high school about any anticipated absence. Email the instructor as far in advance as reasonably possible and at least 30 minutes prior to class. Notify your high school following its attendance notification procedures.

Inform instructors about upcoming school assemblies, class meetings, sports events, field trips, or any other programs that result in daily schedule changes, before the day of the activity. Notify instructors of any required suspension and/or expulsion information as soon as possible.

Thresholds for missing class and policies for responding to absences are the following:

8 “EXCUSED” ABSENCES ARE ALLOWED PER SEMESTER. At **5** “excused” absences, the student’s parent or guardian will be notified. At **10** “excused” absences, an attendance contract will be developed with the student, instructor, school administrator, and parent or guardian outlining required attendance and conditions to continue in the program. At **8** absences, the student may be withdrawn. The student, parent or guardian, and high school will be notified and the student will lose credit for the course. Parents/guardians will be contacted by the instructor, if necessary, for verification of an “excused” absence and/or class status.

THREE (3) TARDIES WILL EQUAL ONE (1) ABSENCE and will count toward the total absences allowed. Tardies are recorded daily. Arriving to class more than 15 minutes late is recorded as an absence. Exceptions may be made during inclement weather.

“UNEXCUSED” ABSENCES MAY NOT EXCEED 2 during any semester or students may be withdrawn from the course. An “unexcused” absence is one or both of the following:

- Student and/or parent/guardian failed to contact the school on the day of the absence.
- Justification for an “excused” absence is insufficient as determined by the instructor and/or administrator.

STUDENT CONDUCT POLICY

As a learning community, CMU has developed a student code of conduct intended to foster academic integrity, responsible citizenship and a healthy and safe learning environment. The conduct code pertains to both academic misconduct, such as cheating and plagiarism, and nonacademic misconduct such as physical abuse, harassment, assault, theft, and the use of illegal drugs and alcohol. Violations of the conduct code will result in sanctions ranging from warning notices and educational sanctions in minor cases to suspension or dismissal in more serious cases. Students are encouraged to familiarize themselves with the conduct code. To read the conduct code, visit this website: <http://www.coloradomesa.edu/student-services/maverick-guide.html>

EARNING COLLEGE CREDIT

Students have the option to earn college credits for the classes they take. Most students pursue this option. To earn college credit, students need to complete the Application for Technical Scholars Admission and Registration. The form is available in the Branscome Center and the form section of the high school page on the CMU Montrose website: <http://www.coloradomesa.edu/montrose/high-school/index.html>

TUITION AND FEE POLICY

The tuition for the college credit is paid by the Montrose School District if a student receives a grade of C or higher. **Students are financially responsible for the tuition if they earn grades of D or F** at the rate \$50/credit.

College credit is earned and recorded on the student’s Colorado Mesa University college transcript at the time of course completion, provided the student has met the required course requirement. College credits can be transferred to other colleges to meet degree or elective credit requirements and is not dependent on future enrollment at Colorado Mesa University.

Student Course Fee

The course fee paid by students’ families covers the expense of state-required criminal background check, participation in the American Heart Association one-week basic life saver workshop, and clinical site name badge. This one-time fee is listed below and should be paid

by the students' families at the beginning of the term by check made out to **Grand Valley BOCES** or cash.

<u>Program</u>	<u>Course Fee</u>
Medical Preparation (CNA)	\$50

REIMBURSEMENT POLICY

“Pursuant to section 483.152© of the Federal Rules and Regulations related to Nurse Aide Training and Competency Evaluation Programs (NATCEP), a long-term care facility (“facility”) that receives Medicare or Medicaid funds must reimburse a nurse aide who pays for a NATCEP and becomes employed by the facility within 12 months of date of certification, prorated for the portion of the 12-month period that the individual was employed by the facility.”

Reimbursement would not cover tuition when paid by the Montrose School District but would cover expenses for the textbook and program fee if the student is able to provide receipts.
