



LONG TERM CARE NURSE AIDE

STUDENT HANDBOOK

Welcome to Green Country Technology Center's Long Term Care (Nurse Aide) program. Your instructor and GCTC staff are here to provide the assistance and training needed for you to successfully become a CNA. Your first point of contact is your instructor. If you need additional assistance, however, feel free to contact Lana Rose, Adult and Career Development Secretary, or Delina Bible, Director of Adult and Career Development.

I. GENERAL COURSE DESCRIPTION

A. Course Length

1. A total of 120 hours.
2. Day classes meet 8:00 a.m. to 3:00 p.m. Monday-Wednesday. Evening classes meet 4:30 p.m. to 8:30 p.m. Monday-Wednesday.
3. Three clinical days will be scheduled by your instructor for a total of 24 hours. 100% attendance is required for all clinical training sessions! Because we have contracted with health care facilities for this training, clinical days cannot be made up if you are absent. **If you are unable to complete your clinical hours, you will not receive a certificate of completion for the class.**

B. Major Areas of Study

1. Introduction to Health Care Assisting
2. Scientific Principles
3. Basic Human Needs and Communications
4. Infection Control and Safety Measures
5. Body Mechanics
6. Measuring and Recording Vital Signs, Height, and Weight
7. Patient Care and Comfort Measures
8. Principles of Nutrition and Fluid Balance
9. Special Care Procedures
10. Body Systems and Related Care Procedures
11. Expanded Role of the Health Aide

C. Course Cost

1. Tuition is \$475 and includes the textbook and workbook.
2. Tuition is due the first day of class.

II. ATTENDANCE

School policy states that a student is not allowed to miss more than 10%. Once a student has reached 10%, the next absence or tardy will result in dismissal from the class. Three tardies count as one class period's absence (4 hours). Absences are calculated in hours. Therefore, a student's absences and tardies cannot total more than 12 hours in a 120-hour course (10%).

III. REFUND POLICY

All \$10.00 deposits are non-refundable unless the class is cancelled by GCTC. If a student drops the class during the first week, tuition will be refunded to the student minus the \$10.00 deposit. No refund will be given after the second week of class.

The student must contact the Director of Adult and Career Development by phone, in person, or by email (dbible@gctcok.edu) to drop the class. At that time, a withdrawal date will be entered in the student's records.

IV. STUDENT DRESS

Street clothing is acceptable for class. However, scrubs are required to be worn at all clinical sites.

V. CLINICALS

Student responsibilities in the clinical area:

1. Students must have a Tuberculosis test **before** they are allowed to participate in clinical training.
2. Supervised experience is planned to enable the student to receive experience in basic nursing care of the medical or surgical patient.
3. Assignments for patient care will be made by the instructor.
4. Students are expected to abide by the personnel policies of the clinical facility when at the clinical site.
5. The primary responsibility of the student is to become a dependable nurse aide and to give safe, effective care. To do this, you should:
 - a. Carry out only those nursing duties which you have been trained to do.
 - b. Carry out only those nursing duties which have been assigned by the instructor or nurse in charge.
 - c. Be alert at all times to the needs and safety of the patient.
 - d. Follow all directions and procedures exactly as instructed.
 - e. Ask for help when you feel you have insufficient information, knowledge, or skills.
 - f. Use initiative and taking every opportunity to learn.

VI. GRADING SCALE

Students completing the program with 90% attendance and passing grade will be issued a competency certificate and be eligible to take the state competency exam. This exam will certify the student as a Certified Nurse Aide if he or she passes the exam with a 70% or higher.

A = 100 – 90%

B = 89 – 80%

C = 79 – 70%

D = 69 – 60%

F = <60%

GENERAL CLASSROOM RULES

- 1. BE ON TIME.**
- 2. BE HERE EVERY DAY.**
- 3. NOTIFY THE INSTRUCTOR IF YOU WILL BE LATE OR ABSENT.**
- 4. YOU ARE RESPONSIBLE FOR ALL MATERIAL COVERED IN CLASS AND ASSIGNED READING.**
- 5. MAKE-UP WORK IS YOUR RESPONSIBILITY.**
- 6. NO TOBACCO USE ANYWHERE ON CAMPUS. THIS INCLUDES VEHICLES.**
- 7. NO FOOD OR DRINKS IN THE CLASSROOM.**
- 8. USE APPROPRIATE LANGUAGE AT ALL TIMES – PROFANITY IS NOT TOLERATED.**
- 9. USE OF INTOXICATING BEVERAGES OR DRUGS IS PROHIBITED.**
- 10. BE HONEST.**
- 11. RESPECT THE RIGHTS OF OTHERS.**
- 12. USE EQUIPMENT AND SUPPLIES WITH CARE.**
- 13. RETURN ALL EQUIPMENT TO ITS APPROPRIATE STORAGE AREA.**
- 14. ALWAYS LEAVE THINGS IN ORDER.**
- 15. PLEASE DO NOT ASK TO TAKE SUPPLIES OR EQUIPMENT HOME.**
- 16. LOOK NEAT AT ALL TIMES.**
- 17. BEHAVE PROFESSIONALLY.**
- 18. ALWAYS FEEL FREE TO ASK QUESTIONS.**
- 19. ALWAYS ASK FOR HELP IF YOU NEED HELP.**

GENERAL INFORMATION SHEET

1. Successful completion of this OSDH approved nurse aide training program and competency evaluation program will result in the trainee being listed on the State Nurse Aide Registry.
2. Federal law requires that all nurse aide trainees must complete at least 16 hours of training, he/she may carry out those tasks for which they have been trained and found proficient by the instructor.
3. Students completing the program with a 90% attendance record and a passing grade will be issued a competency certificate and be eligible to take the state competency examination.
4. The objective of this program is to train nurse aides for long-term care facilities who are able to:
 - a. Provide basic care to residents
 - b. Form a relationship, communicate, and interact competently on a one-to-one basis with residents.
 - c. Demonstrate sensitivity to residents' emotional, social and mental health needs through skillful, directed interactions.
 - d. Assist the residents in attaining and maintaining independence.
 - e. Support and promote residents' rights.
 - f. Demonstrate observational and reporting skills needed in the assessment of resident's health, physical condition, and well-being.
5. State law requires all nursing facilities to secure an Oklahoma State Bureau of Investigation criminal arrest report prior to permanently employing a nurse aide. If the results of the criminal arrest check reveal that an applicant for employment at a facility or home has been convicted of certain offenses, the facility or home shall not hire the person.
6. According to federal law, a nurse aide must renew listing with the nurse aide registry every two years. The nurse aide must show evidence that they have been employed, as a nurse aide, for a minimum of eight hours in the previous two years. The OSDH will send the renewal application form to the nurse aide's address 60 days before the two-year deadline. The form must be signed by the administrator or the director of nursing of the facility from where the nurse aide is currently employed. If the nurse aide is not currently employed, they must get the required signature from the facility where they worked the 8 hour minimum. Nurse aides are responsible for notifying the nurse aide registry, in writing, of any name and or address changes.

7. The required competency evaluation examination has two parts: The written/oral examination of knowledge gained in the classroom and an evaluation of clinical skills by a qualified observer. A student may take both the written and clinical evaluation exams free of charge. If, however, the student fails either the written or clinical evaluations, he or she will be charged \$25.00 to retake the exam.
8. Testing will be conducted by Green Country Technology Center. A testing schedule will be provided the last week of class.
9. A facility or home shall inform each applicant for employment that the facility or home is required to obtain a criminal arrest record before such facility or home makes an offer of employment to a nurse's aide or other person.
10. If the result of a criminal arrest reveals that an applicant for employment at a facility or home has been convicted of any of the following offenses, the facility or home shall not hire the person.
 - a. assault, battery, or assault and battery with a dangerous weapon;
 - b. aggravated assault and battery;
 - c. murder or attempted murder;
 - d. manslaughter, except involuntary manslaughter;
 - e. rape, incest or sodomy
 - f. indecent exposure and indecent exhibition;
 - g. pandering;
 - h. child abuse;
 - i. abuse, neglect, or financial exploitation of any person entrusted to his care or possession;
 - j. burglary in the first or second degree;
 - k. robbery in the first or second degree;
 - l. robbery or attempted robbery with a dangerous weapon, or imitation firearm;
 - m. arson in the first or second degree;
 - n. unlawful possession or distribution, or intent to distribute unlawfully, Schedule I through V drugs as defined by the Uniform Controlled Dangerous Substance Act;
 - o. grand larceny;
 - p. petty larceny or shoplifting within the past seven (7) years

ENR.H.B.O.2100

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STUDENT HANDBOOK AGREEMENT

I, _____, have read and understand the information presented in the student handbook.

I, _____, agree to abide by the rules and procedures set forth in the handbook.

Student Name

Date

Instructor Name

Date