DAVISTECH
DAVIS TECHNICAL COLLEGE

NAHA 0000 Nurse Assistant Program Orientation

Nurse Assistant Coordinator:	Joy Korth	Joy.Korth@davistech.edu	801-593-2357
Day Instructors:	Deborah Delgado Melissa McElfresh	Deborah.Delgado@davistech.edu Melissa.McElfresh@davistech.edu	801-593-2146 801-593-2309
Night Instructors:	Kathleen Pozzuoli Gloria Higley	Kathleen.Pozzuoli@davistech.edu Gloria.Higley@davistech.edu	801-593-2353 801-593-2353
Instructor: (Job Corp Campus)	Kellie Moore	Kellie.Moore@davistech.edu	
Instructor: (Layton High Campus)	Katie Kobe	Katie.Kobe@davistech.edu	
Instructors: (Morgan High Campus)	Tiffany Ellis Liza Widmier	Tiffany.Ellis@davistech.edu Liza.Widmier@davistech.edu	
Main Campus Room:	2002 & 2004		
Classroom Hours:	Monday – Friday 8:00 a.m. – 3:00 p.m. (11:00 a.m. – 12:00 p.m. Lunch) Monday - Thursday 6:00 p.m. - 9:00 p.m.		
Advisement Hours:	Monday - Thursday 2:45 p.m. – 4:15 p.m. **During this time of Covid-19, all advisement time must be scheduled with an instructor.**		

Introduction

Welcome to the Nurse Assistant program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any questions you may have with your instructor. You may also review college policies on the Davis Tech website (www.davistech.edu), or in Student Services.

Program Description

The Nurse Assistant is an important part of the health care team directly involved with patient care of the sick and elderly. The Nurse Assistant program prepares students to seek employment in a variety of healthcare settings including hospitals, long-term care facilities, home care, physical therapy, hospice and doctors' offices. During the program, students will develop communication techniques necessary for employment in a healthcare setting. Also, students will demonstrate proficiency in giving personalized care, recording vital signs, and performing restorative services. Nurse Assistants perform rewarding work as they care for cognitively impaired residents, residents with mental health issues, and residents with unique social or physical needs. Upon successful

completion of the program, students will be recommended to take the UNAR State Certification exam to become a certified nursing assistant in the State of Utah.

Program Objectives

The mission of this program is to enable nurse assistants to demonstrate the knowledge, skills and professionalism required by employers and residents, protect certified nurse assistants'rights to practice, and promote effective, efficient healthcare delivery. In this course you will participate in hands-on skills practice, take written assessments, and review textbook and vocabulary assignments. Upon completion of this program, students will have received specialized training to be a Nurse Assistant. In the Nurse Assistant program, main campus students will be enrolled in 90 hours of course-specific training (90 hours in classroom instruction, in which 16 hours are hands-on lab practice). Students at off-campus programs may have additional hours specific to there program. Students will have the opportunity to:

- Apply knowledge of basic nursing skills necessary to gain employment in long-term care facilities, home health, hospice, and acute care settings
- Develop and enhance communication and interpersonal skills necessary to function as a caregiver and member of an interdisciplinary healthcare team
- Perform tasks that meet the psychological, social, physical, and sprirtual needs of those they are caring for
- Demonstrate compentency in basic nursing skills in preparation for completion of UNAR state certification testing

General Information

You can access current information for the following items on the Davis Tech program website (www.davistech.edu/cna):

- Admission and Occupational Requirements
- Graduation Requirements
- Course Descriptions
- Estimated Cost (*tuition, fees, program and course materials*)
- Campus Refund Policy
- Academic Agreements
- Industry Licensing and Certification
- Program Accreditation
- Student Right to Know

Program Requirements

- You will be required to complete a minimum number of hours of instructional training in a classroom setting in order to meet the Utah Nurse Assistant Registry mandate for nurse assistant certification in the state of Utah (See the Nurse Assistant Program Orientation attendance requirements for specific information). Instructional training will consist of classroom learning, simulation lab exercises, and CPR training and certification.

- **Due to Covid-19 and the safety for our nursing communities, UNAR has temporarily changed the requirement for clinicals. Instead of attending clinical shifts, 16 hours**

of your hands-on lab time will meet this requirement. Please note that under the direction of UNAR, clinicals can be reinstated.

If clinicals were reinstated during your course, you would be required to complete a minimum of 24 clinical extern hours in a long-term care facility (nursing home). Your clinical extern hours may only be completed at a facility that is contracted with the Davis Tech Nurse Assistant program. The last hour of your clinical course is for submitting clinical paperwork to your instructor and obtaining registration information for UNAR state certification testing.

- **IMPORTANT NOTICE**: If you are enrolling in any health occupation program, any misdemeanor or felony conviction relating to drug offenses, assault/violent crimes, sexual assault, fraud, or theft that you have on your record, may affect your ability to gain employment in a healthcare setting.

Program and Course Materials

The program and course materials listed on the website show general resources that you will need to purchase for this program. We recommend that you wait to purchase these materials until you begin each course. Curriculum is updated throughout the year and materials and pricing may change without notice. Also note that some textbooks, materials and supplies may be used for multiple courses and are required unless otherwise noted.

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, and media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom also includes first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

Graduation Requirements

When you enrolled in the Nurse Assistant program, you were assigned a training plan that aligns with a catalog year; this training plan will be valid for three years. Courses on the training plan are listed in the order in which they should be taken, with the exception of electives. When preparing to enroll in your next course, you should consult with your instructor. Please be advised that UNAR requirements for state certification are updated annually. UNAR updates may impact your ability to

extend your Davis Tech course completion date. If you have further questions, please see your instructor. Upon completion of your clinical requirement (16 hours lab), you must meet with your instructor to obtain the proper documentation for program completion. It is the responsibility of the individual student to provide this final documentation to Student Services at the end of the program.

UNAR State Certification Testing

Upon successful completion of the Nurse Assistant program, you will be eligible for recommendation to take the UNAR State Certification exam to become a Certified Nursing Assistant in the State of Utah. There are additional fees associated with this certification that are not included as part of your tuition and fees at Davis Tech.

Your instructor will provide you with directions on how to register for this testing once you have completed your coursework and met all necessary UNAR hours and certification requirements. For additional information regarding the UNAR State Certification exam, please visit the following website: http://www.utahcna.com/

Advisement

Teacher advisement is important for your success at Davis Tech. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. You should meet with your instructor at the beginning and end of each course. Your instructor is also available to meet with you during the advisement hours listed at the beginning of this orientation. **Due to Covid-19, all Nurse Assistant course advisement hours must be scheduled with your instructor**. These meetings are used for you and the instructor to accomplish the following tasks:
- Update contact information in Northstar, the Student Information System
- Review performance and attendance
- Define and clarify training and career goals
- Select courses that achieve program completion requirements
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication
- Discuss challenges with referral to appropriate institutional support systems that can help improve your success

In this environment, the instructor will work with the students in small groups. You are expected to take active responsibility for your learning and work with the instructor in meeting your educational goals.

Scheduling

Courses in this program have a defined-start/defined-end schedule. You will begin and end courses on designated start/end dates. Course end-dates are determined by the number of classroom hours attended per week, and these dates may vary based upon individual completion schedules.

Campus Technology

You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal and your Canvas course. Your instructor will provide you with information on Canvas access.

You can access **Canvas** from any internet-connected computer at the following URL: **https://davistech.instructure.com/login**. If you have problems logging in to Canvas, please see your instructor or email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the Help button in Canvas and the "Report a Problem" link.

Students with Disabilities

If you have a disability and have questions about the process of obtaining accommodations or need further explanation of these requirements, please meet with your program counselor at Student Services to discuss your concerns.

Performance Standards

Students are expected to complete course work according to a timeline in the course curriculum. The timeline shows the maximum number of hours it should take you to complete each unit and module of the course. Your curriculum packet for the class will contain a syllabus and other supplemental materials, including a course timeline. This timeline serves as a guide to complete the course in the time required. If you are not able to maintain the progress outlined in your course timeline, you should meet with a program faculty member or the Nurse Assistant Program Coordinator.

Grading/ Skills Demonstration

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and students must be present for the full course length in order to meet UNAR certification requirements. At the beginning of your course, you will receive course curriculum, which provides guided learning modules for you to follow. This guide outlines the amount of time that should be spent on each learning activity. This will help you to meet industry time standards and to complete course work in an appropriate amount of time.

Each course has specific requirements in the course curriculum. However, for all courses, you are required to achieve 80 percent or higher overall to pass the course. To best achieve this, all assignments, quizzes and assessments require a grade of 80 percent or higher. If your average falls below 80 percent, you will be required to retake module assessments and unit quizzes to increase your scores. You will have 3 attempts to pass quizzes and assessments. The highest score will be recorded. If you do not pass your quiz the first time, you must remediate, looking up the correct answers prior to retesting. If you are not able to successfully pass the second time, you must remediate with an instructor before you are given your final attempt. If you are unable to successfully pass your assessment, remediation of missed questions is required and you must notify your instructor for each additional attempt. The assignments and activities that will be used to calculate your grade will vary according to the course.

Grade Scale:

A	95-100%	A-	94-90%	B+	87-89%
B	83-86%	B-	80-82%	C+	77-79%
C	73-76%	C-	70-72%	D+	67-69%
D	63-66%	D-	60-62%	F	0-59%

Progress

Classroom progress must be maintained at 85% or better. If your classroom attendance drops below 85%, you will be unable to meet the certification requirements set by UNAR. In order to earn attendance hours with online work, you must be active in your coursework, accessing Canvas daily. 100% clinical attendance (16 hours lab) is required. If you fail to meet attendance and/or UNAR requirements, you will be required to retake or re-enroll in the course. If you are having difficulty meeting the progress requirement, you are encouraged to discuss the difficulty with the instructor. Please note that respective sponsors may have varied progress requirements.

Academic Performance

Your success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve. The following steps may be taken if you fail to meet the minimum performance, progress and attendance standards or violate the Nursing Assistant program policies and procedures:

Academic Probation

Students who are on academic probation may lose scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

If you fall below the 85% required progression in the course, your instructor may place you on an Academic Contract. You and your instructor will meet to discuss areas for improvement and a specific plan and timeline to meet requirements. Both parties will sign this agreement.

If you are unable to complete a course for any reason, which includes meeting the state mandated minimum hour requirements, you must meet with your instructor to re-enroll or retake the course. You will be placed on academic probation and given a Student Improvement Plan at this time.

If you are unable to correct the unsatisfactory performance or complete the repeated course by the repeated course end date, you must meet with the Nurse Assistant Program Coordinator to modify and further define the Student Improvement Plan. The program coordinator may also evaluate barriers that might prevent your success in the program and whether or not other training options should be considered. Your continued participation in the program beyond the second enrollment is at the sole discretion of the Nurse Assistant Program Coordinator.

Termination

You may be dismissed from the program for failure to meet the academic standards stated in this orientation or for inappropriate conduct as defined by Davis Tech, the School of Health Professions, the program, or the medical profession.

The following are some reasons that you may be terminated from the Nurse Assistant program:

- Failure to maintain 85% attendance.
- Failure to progress through the program in a timely manner (85% standard time).
- Being under the influence of any drugs, alcohol, or medication that will alter one's mental status.
- Failure to meet requirements of an Academic Contract.
- Failure to acquire clinical skills.
- Actions that are not safe in the classroom, lab, and/or at the clinical site that place you, other students, staff, or residents at risk for injury.
- Breach of confidentiality. (For example, HIPPA violations, etc.)
- Displays of behavior that are considered harassment, sexual or otherwise.
- Cheating on tests.
- Failure to complete clinical requirement (16 hours lab) due to lack of professionalism, absenteeism, and/or skills.

Problem Resolution

If you are not satisfied for any reason with your instructor, classroom management, grading or academic disciplinary actions taken, discuss your concerns with your instructor. If a reasonable solution cannot be reached, you may exercise your right to grieve under the Student College Grievance Policy and Procedures, which can be found on the college website.

If you have attempted to resolve the complaint to your fullest ability with the training program, testing site or UNAR unsuccessfully, fill out the complaint form located on www.utahcna.com Upon receipt of the complaint, UNAR will determine what, if anything, can be done to resolve the issue.

Please note that under no circumstances will your testing results, renewal or certification be impacted if you file a complaint, even if that complaint is against the UNAR.

Attendance

Attendance is calculated by the number of scheduled course hours versus the number of hours you are present in the classroom or active in Canvas while completing work from home. The Nurse Assistant program requires 85% minimum classroom attendance and 100% clinical attendance **(at this time, this is met with completion of 16 hours in-class lab).** Please note that if your program is greater than 90 hours, you will be required to attend 85% minimum classroom attendance of that specific programs hours. Classroom attendance requirements may be higher depending on scholarship or sponsorship stipulations.

You are expected to either attend class or work from home online according to your schedule. Your instructor will provide you with a calendar to which days will be in class and which times will be working online. Please be advised that calendars are subject to change. Attendance guidelines for the Nurse Assistant program are based upon that of a working environment. If you are

unable to attend class labs or online conferences, you need to notify a program faculty member immediately via email regarding your absence. Failure to notify a program faculty member about your absence may result in your inability to make up classwork and lab activities for the day. It is your responsibility to make up any classroom and/or lab work you miss while you are absent. Be sure to check in with a program faculty member as soon as you return so you can complete missed work in a timely manner. **Absences are not excused, and program hour requirements still must be met in order to successfully complete the Nurse Assistant Program.** If you have further questions regarding the attendance policy for the program, please meet with the Nurse Assistant Coordinator or program faculty.

Classroom attendance guidelines are as follows:

- If you attend class or conference after the set start time, a deduction in daily attendance and Student Conduct and Work Ethic score may occur.
- If you arrive to class or conference 10-20 minutes late, you will be marked tardy.
- If you arrive to class or conference more than 20 minutes late, you will be marked absent. (10 minutes for programs with shortened class times)
- If you leave before your class session is over, you will be marked absent.
- If you are non-productive, talking on your cell phone, visiting, or engaging in activities that are not approved by an instructor, you will be issued an "N" on your attendance for a nonproductive day. Nonproductive attendance marks result in a loss of hours in the class period for which they are issued.

Children and other Guests in Classes

The Davis Tech Campus Access Policy outlines that only registered students and affiliates of the college are permitted in private areas of the campus (i.e. classrooms, labs, etc.). All other guests (including children) are therefore not allowed in classroom and lab areas. Children (and other guests) create distractions, which jeopardize the quality of learning. Additionally, because of the nature of this program, children are not permitted in clinical lab areas for safety reasons.

Student Policies and Procedures
You may find further information on institutional student policies and procedures here: http://www.davistech.edu/student-policies.

Instructor Response Time
Your instructor will respond to questions regarding the program, assignments, or assessments within 24 hours during the Davis Tech operational schedule.

Placement Services
Placement services are available to you when you complete your program. These services include resume review, interview skills and job placement assistance.

Student Follow-up
Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your

instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.

Program Safety

You will receive instruction on occupational safety in the NAHA 1100 Nurse Assistant course. Topics on occupational safety include infection control and prevention, how to maintain proper body mechanics to avoid injury, workplace safety, emergency preparedness, and CPR certification training.

Course Evaluations

At the end of each course, your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, responses are anonymous and this information is used to verify that an evaluation is completed only once per student. Your feedback is used for program improvement and professional development.

Work-based Learning

Due to Covid-19 and the safety for our nursing communities, UNAR has temporarily changed the requirement for clinicals. Instead of attending clinical shifts, 16 hours of your hands-on lab time will meet this requirement. Please note that under the direction of UNAR clinicals can be reinstated. If your clinical is reinstated, you would be required to complete at least 24 hours of hands-on clinical training at a designated long-term care facility clinical site. You are responsible to schedule these shifts with your instructor and to arrange personal travel to and from these sites. Upon completion of your clinical hours, you must provide course instructors with clinical evaluations and proper documentation of hours and attendance.

Code of Conduct

Student Conduct & Work Ethic

The focus of our educational programs is to prepare you for employment. This means that we promote good employability practices as well as instruct you on particular job skills. Prospective employers are far more interested in your attendance, punctuality, initiative, and attitude than what your academic achievement scores are.

During this course, practices that demonstrate good work ethics are as follows:

- **Good attendance:** Employers want workers they can depend on to show up and to stay at work for their entire shift.

- **Punctuality:** Employers want workers to show up on time, ready to work, and to return from breaks and lunch in a timely manner.

- **Responsibility:** Employers want workers that take responsibility for doing a job correctly, for learning new skills, and for asking for assistance when necessary.

- **Initiative:** Employers want workers that make an effort to go above and beyond the minimal acceptable standard and that show pride in their careers.

- **Cooperation:** Employers want workers that can work with other people in all types of situations. This is especially important in healthcare careers where each member must remain focused on the resident or patient regardless of the stressfulness of the situation.

- **Dedication:** Employers want workers who are dedicated to their profession and their place of employment; who are continually learning new skills; and most importantly, who are dedicated to the resident or patient who has placed his/her life in their hands.

Academic Honesty

Davis Tech views academic honesty as a reflection of your personal integrity; consequently, you are required and expected to maintain the highest standards of academic honesty while completing all examinations, assignments, tests, projects, and fieldwork (labs). Most professions have codes of ethics—standards to which you will be expected to adhere when you are working. At Davis Tech you practice the integrity you must demonstrate later in the work environment. For all of these reasons, academic misconduct is considered a serious offense.

Dress Code

Health sciences students, staff, and practitioners are required to place a high value on personal appearance, including attire. The reasons for these practices are rooted in concerns for safety, infection control, communication, and cultural sensitivity. Recent trends in clothing, body art (tattoos), and body piercings may not be generally accepted by your residents or patients. The following guidelines for dress and appearance must be maintained in both classroom, lab, and clinical settings:

Classroom Dress Code

The following are prohibited:

- Extreme or slovenly clothing, including, but not limited to baggy or "sagging" pants or shorts; excessively oversized jackets or coats; inappropriately short, tight or revealing shorts, skirts, dresses, shirts, etc.;.

- Short Shorts: Shorts must be the dress or walking type and shall reach to at least mid-thigh when sitting down.

- Bare or stocking feet.

- Clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, or pictures.

- Clothing attachments/accessories which could be considered weapons, including, but not limited to, spikes on boots, bracelets or chokers, chains on wallets or belts.

- Clothing that exposes bare midriffs, buttocks, or undergarments. No tube tops, or any inappropriate clothing as per instructor's discretion.

- Clothing that advertises substances students cannot legally possess or use.

- Excessive jewelry, perfume, or makeup.

Lab and Final Exam Dress Code

- **SCRUBS:** Students are expected to be dressed in Davis Technical College Nurse Assistant Program approved scrubs while in attendance of any lab sessions. Scrubs must be clean and neat. Scrub uniforms consist of a *scrub top* in Royal Blue color and *scrub pants* in black color. These scrubs can be purchased in the Davis Tech book store. Other combinations of scrub are NOT permitted (i.e., scrub pants and t-shirt, scrub top and sweat pants, or scrubs of other colors). No jackets or hoodies may be worn over scrub tops. These are considered inappropriate attire. Long-sleeve, fitted tops may be worn under scrub tops if desired in black or white color only. Scrub bottoms should be worn at the waist and be an appropriate length (they should not touch the floor or be dragging under your shoes).

- **SHOES:** Athletic style, close-toed shoes that offer good foot support are required. No canvas tennis shoes (i.e. Converse, Vans, etc.).

- **WATCH:** It is required that students have a watch with a second hand (Apple watches, smart watches, Fitbits, etc. are not allowed).

- **HAIR:** Hair must be pulled back and secured.

- **FACIAL HAIR:** Facial hair should be neatly trimmed and well-groomed.

- **PIERCINGS/JEWELERY:** For your own personal safety, it is strongly recommended that earrings, gauges and facial piercings be removed. For infection control and safety reasons, rings, bracelets, and necklaces should not be worn.

- **FINGERNAILS:** Fingernails should be clean, short and free of polish--no fake fingernails.

- **HYGIENE/GROOMING:** Students need to be clean and freshly showered. Good personal hygiene must be followed. All students are to wear deodorant and should refrain from wearing any excessive perfume or cologne.

If you are not dressed appropriately for your lab session, your Student Conduct and Work Ethic score will be deducted and you may be sent home.

Clinical Dress Code

- If you attend clinicals, clinical dress code will be the same as Lab Dress Code

Misconduct Warning

Any disrespect of an instructor or a classroom assistant will not be tolerated. Misconduct will result in a visit with a Davis Tech counselor and possible termination from the program. You are expected to refrain from foul or abusive language and act respectfully towards other students and instructors. If attending clinical, you **_must_** treat the residents at our clinical sites with the utmost consideration. If you are asked to leave a clinical site by the clinical instructor or administration of that site due to attitude, lack of professionalism, breach of confidentiality, HIPAA violations, or endangerment of residents; you may be dropped from the course and program.

Cell Phone Policy

Cell phone usage (including text messaging, social media, or browsing the internet) in the lab or during conference is unprofessional and not allowed. Cell phone are not allowed out in the Lab. Text messaging in class/conference or leaving the in-class session/conference to chat on a cell phone will result in a nonproductive day. Ringers and/or speakers must be turned off.

If you do not abide by this policy, you will be given one warning. A second warning will result in a nonproductive attendance mark and possible Student Conduct and Work Ethic score deduction. A third warning will result in a written warning from Davis Tech, and you will be placed on probation.

Clinicals Cell Phone and Electronic Devices Policy *(Met a this time with 16 hour lab)*

If you attend clinicals, please leave all cell phones and personal electronic devices at home or secure them in your vehicle prior to entering the clinical facility! The use of cell phones or any other personal electronic devices (i.e. Apple watches, smart watches, FitBits, etc.) is **strictly prohibited** during clinical rotations. Absolutely no text messaging, video messaging, or photography is allowed. Because cell phone and electronic device usage in a clinical setting is prohibited, failure to comply will result in disciplinary action by the clinical instructor and potential legal action by the clinical site. If you are using your cell phone or other electronic device for any reason, you will be sent home from clinicals immediately. Re-enrollment fees may be associated with rescheduling your clinicals at a future date.

Safety, Medical, Physical Demands, and Immunization Policy

Allied healthcare workers are at risk of acquiring hepatitis and other infectious diseases due to work-related exposure to potentially infected bodily fluids (blood and saliva). In recognition of this risk, Davis Tech informs allied healthcare students of the modes of disease transmission, methods, and procedures for minimizing transmission, and the appropriate protocol to be followed in the event of exposure to potentially infected bodily fluids. Policy has been established to assure that allied healthcare students, faculty, and staff do all that is possible to protect themselves and clients from the spread of infectious diseases in the medical environment.

To ensure the best approach in maintain a healthy environment, the following immunization is required:

- If you attend the Nurse Assistant course from October to April you must have a current influenza vaccine. Proof of immunization is mandatory. Students who have not received an influenza vaccine or fail to provide immunization documentation **will be ineligible to attend this course.**

Due to Covid-19, UNAR has suspended the requirement for completion of off-campus clinicals. The clinical hours will be 16 hours of hands-on lab. During this time, tuberculosis and Hepatitis B vaccine documentation has been waived. If clinicals are reinstated, Davis Tech and our clinical partners requires that you must:

- Provide documentation of **current** (annual) screening for tuberculosis by an intradermal PPD test or TB skin test. If you show positive PPD/TB, you must show proof of adequate medical work-up and proof that tuberculosis is currently not communicable (chest X-ray report, physician, or health department written note).

- Provide documentation of the start of Hepatitis B vaccine if working directly with patients or bodily fluid specimens. **Note:** Parents or guardians of minor students have the right to waive this requirement, but you must fill out a Hepatitis B Waiver. Adult students are not eligible for this waiver.

The physical demands described here are representative of those that must be completed by a student to successfully perform the essential functions of the nurse assistant during lab sessions.

- The nurse assistant is regularly required to communicate with patients (lab manikins) and coworkers (lab partner) through speech and hearing while performing the duties of this job and in lab.
- The nurse assistant is very active and requires long periods of standing and walking.
- A nurse assistant must be able to bend, kneel, stoop, crouch, crawl, and climb unimpeded.
- A nurse assistant must frequently lift or move objects and patients weighing over 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus quickly.

If you feel that your physical status would not allow you to complete these duties, you should seek the advice of your doctor or medical professional before proceeding. If your physical status or condition changes during your program of study, your instructor may be able to offer additional help or advice about how to proceed.

Confidentiality / HIPAA

Federal law protects the confidentiality of those for whom we provide care. HIPAA regulations state that it is illegal and unethical to release **any** information about a patient/resident, their condition, or their care plan to anyone not directly involved in that person's medical care. Patients' protected health information may be discussed in an educational setting; however, this information is not to be disclosed to anyone outside the educational or clinical setting.

Unauthorized release of protected health information can include (but is not limited to) disclosure via the following methods:

- Word of mouth (this includes discussing residents' protected health information in hallways, shared patient rooms, break rooms, and other public areas of the facility you are working in, so be mindful of the volume at which you are speaking!)
- Phone conversations/text messages
- Photos/videos/social media posts

As a student of Davis Tech, you must agree to adhere to all contracted clinical facilities' HIPAA agreements. Failure to comply with the codes of confidentiality will result in immediate dismissal from this program and could result in legal action at the discretion of the clinical facility.

Nurse Assistant Program Student Awareness Form

After you have read the program orientation listing the policies and rules of this course, the instructor will answer any questions you may have. You will then be asked to read this form, initial each statement, sign and date the form, obtain the other required signatures and return the form to the instructor.

1. I have read and understand that the program admissions requirements, tuition and fees, and campus refund policy are available and accessed on the Davis Tech website as needed. ____

2. I have read and understand the program requirements (including classroom, possible clinicals, and graduation requirements) ____

3. I have read and understand that if I have any misdemeanors or felony offenses, I may not be able to find gainful employment as a Nursing Assistant upon completion of the program.____

4. I have read and understand the performance standards for this program (including progress, academic performance, and skills demonstration). _____

5. I have read and understand the attendance policy and hours requirements for this program. ____

6. I have read and understand the classroom and lab dress code policies and agree to comply with them. _____

7. I have read and understand the classroom behavior expectations. ____

8. I have read and understand the classroom cell phone policy. _____

9. If restrictions are lifted and I am able to attend a clinical rotation, I understand that I will be required to attend a Clinical Orientation prior to clinical attendance. _____

10. I have read and understand that between the months of October to April, I am required to provide documentation of a current flu vaccination for this course. I understand that If clinicals are re-enstated, that I must provide additional documentation of a current PPD/TB skin test and initial Hepatitis B vaccine before beginning any clinical rotations for this course. _____

11. I have read and understand the physical demands necessary to participate in labs and possible clinicals for the Nurse Assistant program.____

12. I have read and understand the confidentiality policy and as a student of Davis Tech, I agree to comply with all contracted clinical facilities' HIPAA agreements. _____

13. I understand that I must successfully complete all program completion requirements.____

14. I have read and understand the safety, medical, and physical demands of this course. ____

15. ****HIGH SCHOOL STUDENTS** I am a senior in high school/or in the 2nd Semester of my Junior Year, and at least 16 years of age.** If I am a student under 18 years of age, my parent or legal guardian has signed the disclosure agreement related to the sensitive content of this program before starting the Nurse Assistant program and any possible clinical time. _____

Student signature: _____   Date: _____

Parent signature: _____   Date _____
                    (If under 18 years old)

Instructor signature: _____   Date: _____

Nurse Assistant Program Minor Student Consent Form

Student's Name: _____

Due to the nature of the healthcare provider's duties and responsibilities to clients and patients, the reproductive system, information regarding sexuality issues including sexual interaction between patients, masturbation, abuse situations and sexually transmitted diseases will be discussed in the classroom. I give permission for my student to participate in discussions and study regarding the basic anatomy and physiology of the reproductive system and the duties and responsibilities of a healthcare provider during class and in his/her possible clinical rotation.

Any student who is under the age of 18 requires the signature of a parent or legal guardian for permission to enter a certified nurse assistant program in the state of Utah.

Utah State Office of Education Clinical Experiences/Consent Form

Clinical experiences are vital in the preparation of healthcare workers who will work with patients. This course has a required clinical experience component in which the student will observe and/or perform specific healthcare procedures in direct contact with patients that may include:

- Personal care
- Patient bathing
- Bathroom assistance
- Questioning patients about bodily functions
- Specimen collection
- Other types of personal contact between student and patient

Each high school student who participates in a course-required clinical experience must have the signature of a parent or legal guardian in order to participate in and complete the clinical experience. At this time, due to Covid-19 and the direction of UNAR, we will complete this course-required portion during our lab sessions in the classroom. I am aware that clinicals may resume at the directive of UNAR, in which my student will be required to attend for completion of this course.

I give permission for my student _____ to participate in discussions, study and experiences regarding personal care. I acknowledge that these are duties and responsibilities of healthcare providers. I also understand that if I do not consent to have my student participate in these discussions and experiences, my student may not be eligible to become licensed or certified in the program in which he/she is enrolled. I understand that he/she may be completing clinicals at a long term care facility under the supervision of a clinical instructor.

Student Signature: _____   Date: _____

Parent Signature: _____   Date: _____

Instructor's Signature: _____   Date: _____

If you are the parent of a minor child enrolled in this course and have any questions, please call the program coordinator at (801) 593-2357.

Nurse Assistant Program Social Distancing and Safety Guidelines Awarness Form

Student's Name: _____

Due to Covid-19 and the need for increased safety in public forum, this campus and all off-campus courses will enforce the following guidelines while students are attending class. Please read this form and initial each statement, sign and date the form, obtain the other required signatures and return the form to the instructor.

I agree to arrive on campus, wearing a mask upon entering any campus entrance or off-campus classroom. I will wear my mask appropriately (mouth and nose covered) at ALL times while on campus and in the classroom. My temperature will be taken upon entering the classroom. _____

I understand during lab times, I may not be able to keep the six-foot social distancing. During these times, I will be required to also wear a face shield. _____

I understand, that if I am experiencing or any immediate family member is experiencing any flu-like symptoms (fever, cough, sore throat, shortness of breath, etc.) I will inform my instructor ahead of time and work from home. I will also inform my instructor if I have been in contact with anyone who has tested positive for Covid-19. I will not able to come back to class and will not be allowed back on campus until approved to return by my instructor . _____

I agree to perform hand sanitation at the hand sanitation stations located at entrances and upon entering the classroom. _____

I will follow the six-foot social distancing rule at ALL times. _____

I will follow any additional social distancing and safety guidelines set forth by the Davis Tech College. _____

I will not congregate in any campus areas to include hallways and student areas. _____

I understand that if I violate any social distancing and safety guidelines, I will be removed from campus/classrooom immediately. _____

I, _____, understand and agree with the above Social Distancing and Safety requirements and agree to adhere to all guidelines set forth.

Student Signature: _____   Date: _____

Parent Signature: _____   Date: _____

Instructor's Signature: _____   Date: _____

Davis Technical College

If you are the parent of a minor child enrolled in this course and have any questions, please call the program coordinator at (801) 593-2357.