



Nursing Assistant Orientation

TENA 0000

**Nursing Assistant
Coordinator's Phone:**
801-593-2357

Classroom Hours:
M – F 8 am – 11 am
M – F 12 pm – 3 pm
M – Th 6 pm – 9 pm

Advisement Hours:
During classroom hours or by
appointment

TENA Program Faculty:
[https://www.davistech.edu/
/programs/nursing-assistant#faculty](https://www.davistech.edu/programs/nursing-assistant#faculty)



Faculty

Introduction

Welcome to the Nursing Assistant Program at 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 (<https://www.davistech.edu/policies-and-procedures>), or in Student Services.

Program Description

The nursing assistant is an important member of the health care team, directly involved with patient care of the sick and elderly. The Nursing Assistant Program prepares students to seek employment in a variety of healthcare settings including hospitals, long-term care facilities, assisted living facilities, home health care, physical therapy, hospice, and doctors' offices. During the program, students will develop the 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 Utah Nursing Assistant Registry (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 nursing assistants to demonstrate the knowledge, skills, and professionalism required by employers and residents, protect certified nursing assistants' rights to practice and promote effective, efficient healthcare delivery. In this course, you will participate in hands-on skills, take written assessments, and review textbook and vocabulary

assignments. Upon completion of this program, students will have received specialized training to be a nursing assistant. In the Nursing Assistant Program, students will be enrolled in 114 hours of course-specific training (90 in classroom instruction and 24 in clinical practice) in which 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 spiritual needs of those they are caring for.
- Demonstrate competency 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 (<https://www.davistech.edu/programs/nursing-assistant>):

- 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 to meet UNAR's mandate for nursing assistant certification, in the State of Utah (see the Nursing Assistant Program Orientation attendance requirements for specific information).
- Hybrid instructional training (on-campus full and part-time classes only) will consist of classroom learning, simulation lab hands-on learning, CPR training and certification (51% of class hours) and working on coursework from home (49% of class hours).
- High school class instructional training will consist of in-person classroom learning, simulation lab hands-on learning, CPR training and certification.
- You will also be required to complete a minimum of 24 clinical hours in a long-term care facility (nursing home). Your clinical hours may only be completed with the supervision of a Davis Tech instructor and at a facility that is contracted with the Davis Tech Nursing Assistant program.



- Prior to scheduling clinicals, students are required to submit documented proof of the required vaccinations/tests (see the Nursing Assistant Program Orientation immunization requirements for specific information).
- **FYI:** 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 purchase these materials before you begin the course. The curriculum is updated throughout the year and materials and pricing may change without notice.

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, 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 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 includes a first aid kit and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

Graduation Requirements

Students are eligible for graduation from Davis Technical College upon completion of the Nursing Assistant Program. Upon completion of clinicals, you will be instructed to complete the online application for graduation. It is the responsibility of the individual student to complete the application, as this will ensure you receive your certificate of completion. Graduation ceremonies are held twice a year.

Utah Nursing Assistant Registry (UNAR) State Certification Testing

Upon successful completion of the Nursing Assistant Program, students 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 clinicals and have met all necessary UNAR hours and certification requirements. For additional information regarding the UNAR state certification exam, please visit the following website: <http://www.utahcnaregistry.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. Your instructor is available to meet with you during advisement hours listed at the beginning of this orientation. These meetings are used for you and the instructor to accomplish the following tasks:

- Update contact information in NorthStar, Davis Tech's Student Information System.
- Review performance and attendance.
- Define and clarify training and career goals.
- Discuss professional work ethics 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 learning environment, the instructor will work with 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 are lockstep, meaning they have a defined start and defined end date. Course end dates are determined by the number of classroom hours attended per week, and these dates may vary based upon individual courses.

The Davis Tech Nursing Assistant Program has also been approved by UNAR to use the hybrid teaching model (on-campus full and part-time classes only). Hybrid classes combine traditional face-to-face learning in the classroom/lab (51%) with online learning that students complete outside of the classroom (49%).

Campus Technology

A Davis Tech student ID number was assigned to you at the time of your Davis Tech registration. You will use your student number to access the Davis Tech Student Portal. Students can access their student portal at <https://portal.davistech.edu/Portal/Student/Login>.

The Davis Tech Nursing Assistant Program uses Canvas for students to access course content, assignments, quizzes, assessments, etc. Your instructor will provide you with information on how to access Canvas during your class orientation. Students can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you experience 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 a counselor at Student Services to discuss your concerns. More information can be found at <https://www.davistech.edu/disability-services>.

Performance Standards

Students are expected to complete course work according to a timeline in the course syllabus. The timeline shows the maximum number of hours it should take you to complete each unit and module of the course. If you are not able to maintain this progress, you should meet with your instructor or a college counselor. This timeline serves as a guide for completing the course in the time required.

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 to meet UNAR certification requirements.

To complete the Nursing Assistant Program, students are required to achieve 80% or higher on all assignments, skills demonstration pass-off, quizzes, assessments, and final exams. If you do not pass a quiz, skills demonstration pass-off, assessment, or final exam, you will be required to retake or repeat it after completing remediation requirements. These assignments, skills demonstration pass-offs, quizzes, assessments and final exams will be used to calculate your final grade. The specific details for each of these course requirements can be found in the course syllabus.

Grade Scale:

A	95% - 100%	A-	90% - 94%	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 higher. There is a direct correlation between attendance and progress. If your classroom attendance drops below 85%, you will be unable to meet the certification requirements set by UNAR. 100% clinical attendance is required. If you fail to meet attendance and/or the UNAR requirements, you will be required to withdraw from the course, re-enroll, and retake the course. If you are having difficulty meeting the progress requirement, you are encouraged to discuss the difficulty with your instructor.

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 Davis Tech Financial Aid requirements and Department of Education regulations.

If you are unable to complete a course for any reason, which includes meeting the state mandated minimum hour requirements, you must meet with a Student Service advisor to withdraw from the course, re-enroll, and 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 a Student Service advisor and a college counselor to modify and further define the Student Improvement Plan. The advisor and counselor may also evaluate barriers that might prevent your success in the program and whether other training options should be considered. Your continued participation in the program beyond the 2nd enrollment is at the sole discretion of the program coordinator and your counselor at Student Services.

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 College of Health Professions, the Nursing Assistant Program, or the medical profession.

The following are some reasons that you may be terminated from the Nursing 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 pass quizzes, assessments, or final exams in 3 attempts
- 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, HIPAA violations, etc.)
- Displays of behavior that are considered harassment, sexual or otherwise
- Displays of behavior that are disruptive to self and the learning of others
- Cheating or other academic dishonesty
- Failure to complete clinicals due to lack of professionalism, absenteeism, and/or skills. (If you are asked to leave a clinical site, you will not complete the program)

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 <https://utahcnaregistry.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. The Nurse Assistant Program requires 85% minimum classroom attendance (76 classroom hours) and 100% clinical attendance (24 clinical hours).

You are expected to attend class according to your schedule. Attendance guidelines for the Nursing Assistant Program are based upon that of a working environment. If you are unable to attend class, you need to communicate with your instructor as would be expected on the job. Accommodations can be made such as utilizing a Zoom call or The Big Blue Button, in Canvas, to allow participation from home.

Student Policies and Procedures

You may find further information on Davis Tech institutional student policies and procedures here: <https://www.davistech.edu/policies-and-procedures>.

Instructor Response Time

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within 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 do not 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 Nursing Assistant Program. 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 the 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

To qualify for certification as a nursing assistant in the state of Utah, you are 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 job skills. Prospective employers are far more interested in your attendance, punctuality, initiative, and attitude than your academic achievement scores.

In the classroom, practices that demonstrate excellent work ethics are as follows:

- **Good attendance:** Employers want workers they can depend on to show up and to stay 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 try to go beyond the minimal acceptable standard and that show pride in their careers. This includes being dressed appropriately, clean, and neat, hair clean and pulled back (if appropriate), and short nails.
- **Cooperation:** Employers want workers that can collaborate 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 their life in the workers 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. Most professions have codes of ethics—



standards to which you will be expected to adhere when you are working. At Davis Tech you are expected to practice the integrity you must demonstrate later in the work environment. For all these reasons, academic misconduct is considered a serious offense.

Dress Code

The Davis Technical College Allied Health dress code policy is designed to help us all provide a consistent, professional, and identifiable appearance to Davis Tech students at the college. Our appearance reflects on ourselves as well as the college. This policy is modeled after what students may be expected to wear at their clinical site. Davis Tech Nursing Assistant students are expected to dress in black scrub bottoms and royal blue scrub tops that can be purchased from the Davis Tech Bookstore. Students must always present a clean, professional appearance.

Classroom Labs and Clinical Dress Code

As the majority of classes are taught using the hybrid model, when on campus, the majority of the time will be spent in the lab with hands-on experience provided. Due to this, appropriate, nursing assistant-colored scrubs will be worn when on campus.

- Your Davis Tech ID is part of your uniform. You must wear it as a name tag during all clinical rotations.
- Athletic style, close-toed shoes that offer good foot support are also required.
- Students are required to wear a watch with a second hand.
- Hair must be pulled back and secured. Extreme hairstyles and/or colors are prohibited.
- When at clinical, you may wear 1 pair of stud earrings. Gauges and facial piercings must be removed, clear or pink spacers for tongues/noses are permitted.
- Fingernails should be clean, short, no fake fingernails are allowed.
- Students need to be clean and freshly showered. Good personal hygiene must be followed.
- All students are to wear deodorant and should not wear excessive perfume or cologne.
- Scrub uniforms consist of a loosely fitting royal blue scrub top and black scrub pants. If you are not dressed appropriately, you will be **immediately sent home** from class labs and clinicals.

Misconduct Warning

Any disrespect of a classroom or clinical instructor will not be tolerated. This 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. 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 reasons of attitude, lack of personal hygiene, or endangerment of residents, you may be dropped from the course and program.

Classroom Cell Phone Usage Policy

Cell phone usage (including text messaging, social media, or browsing the internet) in the classroom is unprofessional and **not allowed**. Text messaging in class or leaving the classroom 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 1 warning. A 2nd warning will result in a nonproductive attendance mark. A 3rd warning will result in a written warning from Davis Tech, and you will be placed on probation.

Clinicals Cell Phone Usage Policy

Cell phones or any other personal electronic device (i.e. Apple watches, smart watches, FitBits, etc.) use during your clinical rotations is strictly prohibited. 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 can result in disciplinary action by both the clinical instructor and the clinical site. If you are using your cell phone for any reason, you may 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 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 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.

When you participate in a clinical rotation, clinical facilities, and Davis Tech require that you provide documentation of the following vaccinations/screening test prior to scheduling and attending clinicals:

1. Completed hepatitis B series or proof of starting hepatitis B series
2. Current (annual) negative tuberculosis (TB) screening (intradermal PPD skin test, QuantiFERON blood test, or chest x-ray may be provided)
 - a. Negative results must be within the last 12 months and must remain current throughout each student's clinicals
 - b. If you have a positive TB test result, 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)
3. Primary COVID-19 vaccination series, including a booster or exemption
 - a. Students are considered fully vaccinated if it has been 2 weeks, or more since they completed the series
4. Seasonal influenza (flu) vaccine (October 1st to April 30th) or exemption

Proof of immunizations is mandatory. Failure to provide immunization documentation will result in delay of clinical scheduling until you are following this policy.

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 while at clinicals.



- The nurse assistant is regularly required to communicate with patients and coworkers through speech and hearing while performing the duties of this job.
- The nurse assistant is highly active and requires prolonged 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 fifty 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 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 or their care plan to anyone not directly involved in that person's medical care.

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, 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, 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 Certified 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 clinical 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 and clinical cell phone policies. I understand that cell phones are prohibited at clinical sites and absolutely no text messaging is allowed. _____
9. I have read and understand that I must provide documentation of a current TB screening test, complete Hepatitis B series or initial Hepatitis B vaccine, complete COVID-19 series, including booster, and seasonal flu vaccination (October-April). _____
10. I have read and understand the physical demands necessary to participate in clinicals for the Nurse Assistant Program. _____
11. 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. _____
12. I understand that I must successfully complete all program completion requirements. _____
13. ****HIGH SCHOOL STUDENTS** I am a junior or senior in high school and at least 16 years of age.** If I am under 18 years of age, my parent or legal guardian has signed the disclosure agreement related to sensitive content of this program before starting the Nursing Assistant program and any clinical time. _____

Student signature: _____

Date: _____

Instructor signature: _____

Date: _____

