



# Nursing Assistant Orientation

## TENA 0000

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**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 Webpage**

**Faculty**

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**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. Students are required to read this document thoroughly and discuss any questions or unclear sections with their instructor. Students may also review the Davis Technical College policies on the [Davis Tech Policies and Procedures webpage](#), or by visiting Student Services.

**Program Description**

The Nursing Assistant program is designed for students to receive their certification by completing coursework in classroom and clinical settings.

**Program Objectives**

The mission of the Nursing Assistant 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.

Students in the Nursing Assistant Program will receive program specific-training in which students will have the opportunity to:

- Explain activities of daily living and nursing assistant scope of practice.
- Demonstrate correct recognizing and reporting, communication, infection control, safety, and residents' rights in the care setting.
- Demonstrate proficiency in all skills required for state certification.
- Perform nursing assistant skills in a healthcare setting.

## Program Requirements

- Students are 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. For specific attendance requirements, please refer to the attendance section in the Nursing Assistant Program Orientation.
- 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 requirements (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 requirements.
- Students are also required to complete a minimum of 24 clinical hours in a long-term care facility (nursing home). These clinical hours must be done under the supervision of a Davis Tech instructor at a facility contracted with the Davis Tech Nursing Assistant program.
  - Before scheduling clinicals, students must submit documented proof of required vaccinations/tests. For detailed immunization requirements, please see the Nursing Assistant Program immunization requirements later in this orientation.
- *Important Note: If you are enrolling in any health occupation program, please be aware that any misdemeanor or felony conviction related to drug offenses, assault/violent crimes, sexual assault, fraud, or theft may impact your ability to secure employment in a healthcare setting.*

## Program and Course Materials

The books and materials needed for the program are listed on the [Nursing Assistant Program Books and Materials webpage](#). 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

### Unit/Module Study Guides

Each unit and/or module includes a study guide available in Canvas. These guides are designed to help you understand the UNAR learning objectives as you prepare for module assessments and the state certification exam.

The study guides include:

- A to-do list for completing the unit or module
- Important state-specific certification and registry information for the UNAR state certification exam
- The applicable UNAR objectives, skills, vocabulary, and abbreviations for each unit



## **Textbook and Workbook**

The required textbook serves as an essential resource for learning the content required in the Nursing Assistant Program. As you read each chapter, you will find detailed instructions for skills, care guidelines, and tips for effective observation and reporting. It is important to read these sections thoroughly, as they contain crucial information that will be included in module assessments.

At the end of each chapter, there is a set of short answer review questions. Additionally, each chapter features corresponding workbook exercises that can be completed directly in the workbook. Unless your instructor specifies otherwise, these assignments are not graded and do not need to be submitted. However, they offer valuable learning opportunities and can serve as a study guide for both module assessments and the UNAR state certification exam. Answer keys for both the chapter review questions and workbook exercises can be found in Canvas.

## **Vocabulary and Abbreviations**

To succeed in your module assessments and the UNAR state certification exam, it's essential to understand the vocabulary terms and abbreviations in each unit study guide. You can utilize the vocabulary resources available in Canvas. If you have any questions about specific words or terms, please reach out to your instructor for assistance.

## **Unit Podcasts, PowerPoints, and Videos**

Unit Podcasts, PowerPoints, and videos are available in Canvas to help meet student learning needs. These can be found in each unit in Canvas. Instructors may use these materials to support learning objectives for students who miss class. Additionally, follow-up assignments may be issued by your instructor.

## **Electronic Student Resources**

Your Canvas course contains electronic learning resources that are available for you throughout your program.. Each course is linked to these resources, and they will be updated regularly. You can find these resource tabs located throughout Canvas for easy access.

These additional resources contain study tools and career assistance to help you prepare for unit quizzes, module assessments, UNAR state certification, your future career, etc.

If you discover a resource—such as a website, video, or tutorial—that you believe would benefit other students, please share the link with your instructor.

## **Student Resource Center**

The classroom features a Student Resource Center that offers industry publications, periodicals, manuals, and media materials. Additionally, you will be given opportunities to use equipment and materials that are currently being used in industry.



## **Graduation Requirements**

Students are eligible for graduation from the Davis Technical College Nursing Assistant Program once they have completed all course content, including clinicals. Additionally, students must meet all grading, progress, and attendance requirements.

Upon completion of clinicals, you will be instructed to complete the online graduation application. It is your responsibility to submit this application, as this will ensure you receive your certificate of completion.

Graduation ceremonies are held twice a year. For more information visit the [Davis Tech Graduation webpage](#).

## **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.

Please note that there are additional fees for this certification that are not included as part of your tuition and fees at Davis Tech.

Your instructor will provide instructions on how to register for the state exam once you have completed your coursework and clinicals and have met all UNAR hour and certification requirements.

For additional information about the UNAR state certification exam, please visit the [UNAR's webpage](#).

## **Advisement**

Teacher advisement is crucial 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 for advisement during the hours listed at the beginning of this orientation.

These meetings serve several important purposes:

- 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 student support systems that may help improve your success.

In this learning environment, instructors will work with students in small groups. You are expected to take an active role in your learning and work with your instructor to achieve your educational goals.



## **Scheduling**

The Nursing Assistant Program is taught in a lockstep format, meaning all students have a defined start and end date. Course end dates are determined by the number of classroom hours attended each week and vary for different courses.

The Davis Tech Nursing Assistant Program is approved by UNAR to use a hybrid teaching model (for on-campus full and part-time classes only). In this hybrid model, students will participate in traditional face-to-face learning in the classroom and lab (51%) alongside online learning activities completed 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 the [Davis Tech Student Portal login webpage](#).

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 [Davis Tech Canvas login webpage](#). If you experience problems logging in to Canvas, please see your instructor or email [online.support@davistech.edu](mailto: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. For more information, please visit the [Davis Tech Disability Services webpage](#).

## **Performance Standards**

Students are expected to complete course work according to a timeline in the course syllabus. The timeline shows the approximate 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 academic advisor. 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 successfully complete the Nursing Assistant Program, students must achieve a score of 80% or higher on all assignments, skills demonstration pass-offs, quizzes, assessments, and final exams. If you do not pass an assignment, quiz, skills demonstration pass-off, assessment, or final exam,



you will be required to retake or repeat it after completing the remediation requirements, which will be detailed in this orientation. Your final grade will be calculated based on your performance in all assignments, skills demonstrations, quizzes, assessments, and final exams.

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%

The course is broken down into modules and units. For each module and unit, students will complete a variety of assignments. Your grade for the course is based on the following:

## **20% Assignments**

Students are required to complete the following unit and module assignments with a score of 80% or higher:

- Module Discussions (initial discussion post and reply to a peer)
- Vital Signs Log
- Intake Conversion Assignment
- Graduate Measurement Assignment
- Additional as assigned by your instructor

## **20% Unit Quizzes**

Unit quizzes will be taken in Canvas and consist of multiple-choice questions. Each quiz covers content from the specific unit and is designed to help you prepare for module assessments.

Quiz Guidelines:

- Open book/open note- you may use your textbook, workbook, or supplemental course materials if you do not know the answer to a quiz question.
- You must take each quiz at least once and achieve a score of 80% or higher before you are eligible to take the module assessment.
- You have a total of 3 attempts to pass each quiz. The highest score from these attempts will be recorded as your quiz grade

## **20% Module Assessments & Skills Pass-Offs**

At the end of most modules, students will be required to take a module assessment covering content from the specific module.

Module Assessment Guidelines:

- Can only be taken in class; they cannot be completed outside of the Nursing Assistant classroom.
- Closed book/closed note- no cell phones, coursework, or study materials are permitted during your assessment. Please be aware that having any of these items accessible during your module assessment may be viewed as academic dishonesty.
- You have a maximum time limit of 2 hours to complete each assessment.



- You must take each module assessment at least once and achieve a score of 80% or higher to pass.
- You have a total of 3 attempts to pass each Module Assessment. The highest score from these attempts will be recorded as your module assessment grade.

UNAR mandates that students learn and demonstrate proficiency in over 70 skills. Of these 70+ skills, UNAR has identified specific skills that must be demonstrated with proficiency in order to successfully pass the state certification exam. Students are required to attend instructor-led lab sessions in-class for a demonstration of these important skills. Practicing these skills is essential to ensure proficiency and to prepare for skills pass-off, including practice outside of the classroom. Skills demonstration videos are available in Canvas to support your learning and practice in preparation for pass-offs and the state exam.

#### Skills Pass-Off Guidelines:

- Each state tested skill must be passed off with an instructor in the lab to meet program completion requirements.
- Scores will be weighted based on the necessary steps to complete each skill, which can be found in the State Skills Guide provided to students during orientation.
- You are required to achieve a score of 80% or higher, along with completing 100% of key steps, on each skill.
- Students who have not passed all skills will be unable to complete the course finals.

## 20% Final Knowledge Exam

At the end of the course, you will be required to take a final knowledge exam consisting of 100 questions that cover all the course content. You must complete the course evaluation to be eligible, and it is recommended that you take the practice exam at least once before attempting the final.

#### Final Knowledge Exam Guidelines:

- It can only be taken in class; it cannot be completed outside of the Nursing Assistant classroom.
- Closed book/closed note- no cell phones, coursework, or study materials are permitted during your final. Please be aware that having any of these items accessible during your final may be viewed as academic dishonesty.
- You have a maximum time limit of 2.5 hours to complete the final.
- You must take it at least once and achieve a score of 80% or higher to pass the final knowledge exam.
- You have a total of 3 attempts to pass the knowledge final exam. The highest score from these attempts will be recorded as your knowledge final exam grade

## 20% Final Skills Exam

At the end of the course, you will be required to complete a final skills exam. This exam serves as preparation for your state certification skills exam. You will arrange a time to complete the final skills exam with your instructor.

#### Final Skills Exam Guidelines:



- You need to wear the program-approved scrubs.
- You will perform 5 of the UNAR state tested skills.
- You have a maximum time limit of 45 minutes to complete your final skills exam.
- Scores will be weighted based on the necessary steps to complete each skill and simulates the rubric with which you will be evaluated when you take your state certification exam through UNAR.
- You are required to achieve a score of 80% or higher, along with completing 100% of key steps, on each skill to pass the final skills exam.

## **Unit Quiz, Module Assessment, and Final Knowledge Exam Remediation Policy**

Students are required to achieve a score of 80% or higher on all unit quizzes, module assessments, and the final knowledge exam. If you do not pass a unit quiz, module assessment, or the final knowledge exam, you will need to follow the remediation process outlined below before retaking it:

- If you do not successfully pass on your 1<sup>st</sup> attempt, you must remediate, finding the correct answers prior to retaking it for a 2<sup>nd</sup> attempt.
- If you do not successfully pass on your 2<sup>nd</sup> attempt, you must remediate with an instructor before a 3<sup>rd</sup> and final attempt is given.

Please note that failure to pass unit quizzes, module assessments, and the final knowledge exam in three attempts may be grounds for dismissal from the Nursing Assistant Program.

## **Skills Lab and Equipment**

On the first day of class, you will receive a calendar outlining your scheduled skills labs. Attendance at these sessions is mandatory. Students are required to wear the Davis Tech Nursing Assistant Program scrub uniform, including closed-toe shoes. Hair must be tied back to ensure safety and professionalism. Food, drinks, and cell phones are prohibited in the skills lab.

Active participation in lab activities is expected from all students. Disruptive behavior, such as talking during skills demonstrations or using electronic devices, will not be tolerated. Students should engage respectfully with both their peers and instructors. Students are expected to conduct themselves in a professional, respectful, and appropriate manner at all times. This includes treating classmates, instructors, and lab equipment—such as manikins—with the utmost respect.

Adhering to all safety protocols is of utmost importance. Students must follow the safety guidelines outlined by the instructor during all skills sessions. Any accidents or unsafe conditions must be reported to the instructor immediately.

Care for anatomical models and manikins as you would a real person. You are expected to handle the manikins professionally, appropriately, and with the upmost respect. Cover the manikin with a blanket and leave in an appropriate position after use.

All lab equipment must be used according to manufacturer guidelines and instructor instructions. Students are responsible for cleaning and returning equipment to its designated location before they leave the skills lab.



Any violations of these policies will be addressed promptly. Consequences may include a warning, or dismissal from the program, depending on the severity of the infraction.

## **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. 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 Academic 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 Academic Advisor to modify and further define the Student Improvement Plan. The Academic Advisor 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 2<sup>nd</sup> enrollment is at the sole discretion of the Program Coordinator and your Student Service Academic Advisor.

## **Dismissal**

You may be dismissed from the Nursing Assistant Program for not meeting the academic standards outlined in the orientation or for inappropriate conduct as defined by Davis Tech, the College of Health Professions, the Nursing Assistant Program, or the medical profession.

Possible reasons for dismissal include, but are not limited to the following:

- Failure to maintain 85% attendance, including missing more than 14 hours of class
- Being under the influence of any drugs, alcohol, or medication that alters your mental status
- Failure to pass quizzes, assessments, or final exams in 3 attempts
- Failure to acquire necessary 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.)
- Foul, abusive, or inappropriate language and/or behavior
- Displays of behavior that are considered harassment, sexual or otherwise
- Behavioral misconduct and/or unlawful acts
- Displays of behavior that are disruptive to self and the learning of others
- Cheating or other academic dishonesty
- Any disrespect of another person in the classroom, lab, or at clinicals
- Any disrespect or inappropriate use of Davis Tech equipment, including the manikins in the lab
- 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)
- Excessive clinical cancellations, no-call no-showing to a clinical, or leaving the clinical site without notifying the clinical instructor
- Violating any [Davis Technical College student policy or procedure](#)

## 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 or the Nursing Assistant Program Coordinator. If a reasonable solution cannot be reached, you may exercise your right to grieve under the Davis Tech Policy and Procedures. For more information, please visit the [Davis Tech Grievance Process webpage](#).

If you have attempted to resolve the complaint to your fullest ability with the training program, testing site, or UNAR unsuccessfully, you can file a complaint with the UNAR. More information can be found in the [UNAR's FAQs](#). 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

Good attendance is crucial for your success in the Nursing Assistant Program. Given that this program is heavily skills-based, regular participation in skills labs, which are scheduled frequently, is required. Inconsistent attendance may hinder your ability to learn and demonstrate the necessary skills competencies.

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:

- A minimum of 85% classroom attendance (76 classroom hours)
- 100% clinical attendance (24 clinical hours)

These minimum attendance requirements are set to ensure you meet UNAR certification requirements. UNAR requires 76 hours of classroom training and 24 hours of clinical training to qualify for certification in the State of Utah.



You are expected to attend class according to your schedule. Attendance guidelines for the Nursing Assistant Program reflect those of a professional working environment. If you are unable to attend class, you need to communicate with your instructor just as you would be expected to in a job situation. Accommodation may be made, such as utilizing Canvas' Big Blue Button, to allow participation from home.

Attendance guidelines are as follows:

- Tardiness: Arriving 10-20 minutes late will result in a tardy mark.
- Absence: The following will result in an absent mark:
  - Not attending scheduled class or labs
  - Not logging into Canvas on a scheduled hybrid off campus day
  - Arriving more than 20 minutes late
  - Leaving more than 10-20 minutes before class ends
  - Missing more than 10-20 minutes of class without prior approval from your instructor
- Nonproductive: If you are found loitering in the hallway, using your cell phone, socializing, or engaging in any unapproved activities, you will receive an "N" for nonproductive attendance. This will result in a loss of class hours for that period.

## **Davis Tech Student Policies and Procedures**

For more information about Davis Tech's Policies and Procedures, please visit the [Davis Technical College's Policies and Procedures webpage.](#)

## **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.

## **Career Placement Services**

Career placement services are available to you when you complete your program. These services include resume review, interview skills, and job placement assistance. For more information, please visit the [Davis Tech Career Placement Services webpage.](#)

## **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 Health, Safety, and Fire Prevention**

You will receive instruction on occupational safety in the Nursing Assistant Program. Topics on occupational safety include infection control and prevention, maintaining proper body mechanics to avoid injury, workplace safety, emergency preparedness, and CPR certification training.



## **First Aid Supplies**

- The classroom includes a first aid kit and other supplies needed in an emergency.

## **Fire Prevention and Emergency Procedures**

- Fire prevention and safety are paramount in our classrooms. We are committed to ensuring a safe learning environment for all students and staff.
- Evacuation maps can be found in strategic locations throughout the college. Please familiarize yourself with the location of fire exits, fire extinguishers, and emergency procedures posted in each classroom.
- In case of a fire alarm, calmly evacuate the building using the nearest exit and assemble at the designated meeting point.

## **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 a minimum of 24 hours of hands-on clinical training at an approved long-term care facility clinical site. You are responsible for scheduling these shifts with your instructor and arranging your own travel to and from the clinical sites. Your clinical hours must be completed under the supervision of a Davis Tech instructor and at a facility that is contracted with the Davis Tech Nursing Assistant Program.

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 for the Davis Tech Nursing Assistant Program

The Davis Technical College Allied Health dress code policy is designed to help us all provide a consistent, professional, and identifiable appearance. Our appearance reflects on ourselves as well as the college.

Students are required to wear the official Nursing Assistant Program scrub uniform for all class labs and clinicals. The uniform consists of:

- Scrub Top: Royal blue
- Scrub Pants: Black

### Uniform Guidelines:

- Scrubs must be neat and clean.
- No sweatshirts, coats, jackets, hats, or beanies are allowed in the skills lab or during clinicals.
- A long-sleeved shirt may be worn under the scrub top for warmth, but it must not have any visible words or logos.
- Clothing should not expose bare midriffs, buttocks, or undergarments.
- Scrub pants should be worn at the waist and should not touch the floor or drag under shoes.
- Any clothing accessories that could be considered weapons (e.g., spikes on boots, certain jewelry) are prohibited.
- Your Davis Tech ID is part of your uniform, and you must wear it as a name tag at all times during all clinical rotations.
- Footwear: Athletic style, close-toed shoes that offer good foot support are required.

### Other Dress Code Requirements:

- Students are required to wear a watch with a second hand.



- Good personal hygiene is essential; students should be clean and freshly showered.
- Deodorant is required.
- Do not wear excessively scented lotions, oils, perfume, or cologne.
- Hair must be secured and pulled back.

Specific Clinical Appearance Dress Code Requirements:

- Hair must be secured and pulled back
- Extreme hair styles or colors that detract from a professional appearance are prohibited.
- Facial hair should be neatly trimmed and well-groomed.
- Unprofessional or offensive tattoos must be covered.
- Exaggerated makeup/cosmetics, body paint, jewelry or body piercings that detract from a professional appearance are prohibited.
- Modest use of earrings or facial piercings that do not detract from a professional appearance are acceptable; however, no dangling earrings or facial piercings are allowed due to safety concerns. Gauges must be removed or plugged also due to safety concerns.
- Fingernails must be clean and short; artificial fingernails are not permitted.

Failure to adhere to the class lab and clinical dress code will result in you being sent home immediately.

### **Misconduct Warning**

Any disrespect of another person or a lab manikin, behavioral misconduct, or unlawful acts during the classroom and clinical portion of this program will not be tolerated. This will result in a visit with the Davis Tech Nursing Assistant Program Coordinator and possible dismissal from the program. Such acts may also result in denial of UNAR testing privileges, and/or revocation of a newly obtained certification.

You are expected to refrain from foul, abusive, or inappropriate language and behavior. You are expected to act respectfully towards others. You **must** treat the residents and staff at our clinical sites with the utmost consideration. If you are asked to leave a clinical site by the clinical instructor or administration of the clinical site due to reasons of attitude, lack of personal hygiene, or endangerment of residents, you will be dismissed 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 also be turned off.

If you do not abide by this policy, you will be given 1 warning. A 2<sup>nd</sup> warning will result in a nonproductive attendance mark. A 3<sup>rd</sup> warning will result in a written warning from Davis Tech, and you will be placed on a Student Success Plan.

### **Clinical Cell Phone Usage Policy**



Cell phones or any other personal electronic device use (i.e. Apple watches, smart watches, FitBits, etc.) 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 may result in disciplinary action by both the clinical instructor and potential legal action by 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 ensure 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:

### **Hepatitis B Vaccine**

- Submit 1 of the following:
  - Completed hepatitis B series
  - Proof of starting hepatitis B series
  - Davis Tech Exemption Form

### **NEGATIVE TB (Tuberculosis) Screening**

- Submit 1 of the following showing a NEGATIVE result:
  - Intradermal PPD skin test
  - QuantiFERON blood test
  - Chest x-ray
- Negative results must be within the last 12 months and must remain current throughout each student's clinicals
- 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)

### **COVID-19 Vaccine**

- Submit 1 of the following:
  - ALL COVID-19 vaccine dates including completion of primary series and any boosters
  - Davis Tech Exemption Form
- Students are considered fully vaccinated if it has been 2 weeks, or more since they completed the series



### Seasonal Influenza (Flu) Vaccine

- Submit 1 of the following (if attending clinical from October 1 - April 30):
  - Current season influenza (flu) vaccine
  - Davis Tech Exemption Form

***Proof of these documents is mandatory. Failure to provide documentation will result in a delay of clinical scheduling until you follow 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 nursing assistant while in the classroom and at clinicals.

- The nursing assistant is regularly required to communicate in English with patients and coworkers through speech and hearing while performing the duties of this job.
- The nursing assistant is highly active and requires prolonged periods of standing and walking.
- A nursing assistant must be able to bend, kneel, stoop, crouch, crawl, and climb unimpeded.
- A nursing 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.

The safety of both students and residents is our top priority. Students must be able to reasonably demonstrate the ability to competently and safely perform all required skills in the Nursing Assistant Program labs and at clinicals. You may not be approved for skills lab or to attend clinicals if you have a physical limitation (excluding pre-arranged ADA accommodations) that would prevent you from safely performing your duties as a nursing assistant (examples: cast, crutches, etc.).

If you feel that your physical status would not allow you to complete these duties, you should seek the advice of your medical provider before proceeding. Please also contact the Nursing Assistant Program Coordinator with any additional questions or concerns regarding these physical demands. 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, their condition, 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: \_\_\_\_\_

