

Nurse Aide Program Student Handbook



Wednesday, May 20, 2020

Welcome to the Nurse Aide Program at Lord Fairfax Community College. Upon the successful completion of this program, the student will receive a Certificate of Completion from Lord Fairfax. Graduates are then eligible to apply to take the National Nurse Aide Assessment Program (NNAAP) license exam, to receive their Certified Nurse's Aide License (CNA) in Virginia.

Use this handbook along with the Lord Fairfax Community College Student Handbook, (<https://lfcc.edu/current-students/student-life/student-resources/policies/student-handbook/>)

and the Nurse Aide Syllabus to assist you in being successful in this program.

Admission Requirements

1. Students must complete registration for the class, at the Workforce Solutions office, including the payment to LFCC.
2. Workforce students must earn a Career Readiness Certificate prior to registration. (Please see page 4 for more details.) **OR** students may take the placement test needed for credit admissions and test out of Math 1-3 and English 111.
3. Must be 18 years of age or older.
4. Must have computer/internet access

Documentation Required (Each prospective student will be responsible for obtaining documentation on their own and at their own expense.)

At least one month prior to the start of class, registration must be completed so that there is sufficient time to complete the following tasks:

1. Drug and Urine Screening*
2. Criminal Background Checks*
 - a. Any felony charges and some misdemeanors charges will exempt you from the program. For a more complete listing, please see https://www.vdh.virginia.gov/OLC/Laws/documents/barrier_crimes_guide.pdf
3. Current Physical Exam with TB test and current immunizations*
4. Take an **American Heart Association (AHA)** BLS CPR class*. (Other CPR certifications will not be accepted. It must be through the AHA.)
 - a. *If this is taken through Workforce prior to the start of the Nurse Aide class, there is no additional charge for the class. Just let the registration team know this before you register. If you do not attend your scheduled class through workforce, it will be your responsibility to get the certification on your own, at your expense.*

*Required by the clinical facilities and must be completed prior to the start of class.

Books/Tuition/Fees

The cost of the class includes tuition, books (will be given out at the first night of class), a stethoscope/BP cuff, a BLS CPR class/certification, a voucher to take the exam and WorkKeys Assessment. Additional expenses include a pair of scrubs (around \$25-35), a watch with a second hand, white/black nursing non-slip shoes, background check, physical and drug screen.

Student Learning Objectives /Course Outlines

The purpose of this course is to provide the student with the knowledge and skills to perform safe client/resident care within the legal and ethical boundaries of the role of a Nurse Aide. More details will be given in your syllabus from your instructor.

- Students will be using Canvas as a part of this course. **Computer/Internet access is required for this course.** For more information on Canvas, please check out this website: <https://lfcc.edu/lfcc-online/canvas/>. Information on how to access Canvas will be given about a week before the start of the course.
- We are hopeful that the majority of this course will be done in the classroom setting. However, due to Covid-19, we may need to utilize “remote learning” in order to get everyone successfully through this course. This may include the use of “zoom” for live classes and/or prerecorded lectures.

Attendance Policy

Students are expected to be present, on time, and ready to participate at all regularly scheduled classes, laboratories, or clinicals. Classroom and clinical attendance is **MANDATORY** in order for you to meet course requirements. This is a rigorous program and attendance is vital to your success.

Cancelled Classes

If for any reason the instructor needs to cancel a class, students will receive an email or phone call as soon as Workforce Solutions is notified. **It is your responsibility to keep your contact information current so that we are able to reach you.** Cancellations are not always system wide. Please check cancellation notices for specific campus details. **Lord Fairfax Community College uses LFCC Alert to immediately contact you during a major crisis or emergency. All weather related cancellations will also be relayed through LFCC Alert.**

Sign up for LFCC Alert to receive emergency messages, weather-related notifications, and other important messages from Lord Fairfax Community College! Text lfccalert (all one word) to 226787 or visit <http://alert.lfcc.edu>.

Cell Phone/Electronics Policy

Cell phones may not be used during class or clinicals for texting, talking or Internet usage. All cell phones should be turned to silent while in class. The instructor must approve other uses of electronic devices during the class.

Grade Policy

1. Students will earn a pass/fail for this class. College credits will be not awarded for this class if it is taken through Workforce Solutions, as the credential is the award for successful class completion. Students do need to maintain an 80% average in order to participate in clinicals and successfully complete the class.
2. Students can earn a Credit for Prior Learning (CPL) towards the Patient Care Technician Career Study Certificate (CSC) upon earning the credential. This is a fantastic way to continue your education!

WorkKeys Assessment

Since students are not required to take the usual college entrance exams, and this class requires a certain level of academic rigor, students must take the Work Keys assessment and earn a credential before enrolling in the class. Workforce Solutions wants to ensure that everyone is prepared and successful in this class.

WorkKeys is a job skills assessment system that helps employers develop a high-performance workforce and job seekers promote career success. If students are interested in enrolling in the Nurse Aide class, the Work Readiness Assessment must be taken before registration and a Career Readiness Certificate (CRC) must be earned. Students must earn a Bronze, Silver, Gold or Platinum CRC.

If you want more information or if you would like to see sample questions, please go to:

<http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys.html>

*** To register to take the assessment, go to www.lfccworkforce.com. Search “Workkeys” in the search bar. Choose the course and check out. This test is offered at the Fauquier and Middletown Campus through the LFCC Testing Center. So, please be sure to choose the correct location when you register. This assessment is free for those planning to register for this course. Once you’ve completed the registration, please follow the confirmation email directions to set up the time and date. Please allow 4 hours.

Refunds

No refunds will be given if a student is dismissed from the program. Students may follow the college’s grievance process if they wish to have their decision reviewed. Please see Workforce Solutions policy on refunds before the class begins.

Health Insurance

Students are **required** to have health insurance throughout the duration of the course, as mandated by the clinical sites.

Criminal Background Checks*

The student is required to undergo criminal background checks. Since a clinical agency may deny any student who has a criminal history access to its clinical units, applicants who present with a criminal history will be administratively withdrawn from the program and no refunds will be given. This is why this must be completed before the start of the class. Click on the link above to see what barrier crimes are included.

Drug and Alcohol Screens*

The student is required to undergo drug screens. Since a clinical agency may deny any student who has a positive drug screen access to its clinical units, applicants who present with a positive drug screen will be administratively withdrawn from the program. LFCC and Healthcare Facility may conduct random drug screens at ANY point throughout the program.

See Something, Say Something

If you have a concern about something you’ve observed or heard that may give you concern about another student, impact the safety of our environment or disrupt the delivery of our educational process, we encourage you to [fill out the See Something, Say Something report form](#). This link can be found at <https://lfcc.edu/about-lfcc/office-of-financial-and-administrative-services/safe-and-secure-preventing-violence-and-protecting-academic-integrity-at-lfcc/>.

The VA Board of Nursing website can be found at <http://www.dhp.virginia.gov/Boards/Nursing/index.html>

****** NOTE: This document is subject to change based on the needs of the program. ******

Process to Complete Registration

1. Sign up to take the WorkKeys Assessment
2. If you earn a Career Readiness Certificate (CRC), register for the CNA class with Workforce Solutions. Please register in person at the Workforce Solutions office at the LFCC Middletown Campus.
 - a. Also register for a BLS CPR class. Please tell the operations team that this is for your Nurse Aide class and it is included in the cost of tuition. You will need to have a current (valid throughout the entire class) BLS CPR certification. If you decide to take this at another location, Workforce Solutions will not cover the cost of the class.
3. You will then get an email with the background check, physical and drug screening information about 2 weeks before the start of the class. This must be completed in advance of the start of the class.
4. Get a Royal Blue pair of scrubs from the Winchester Uniform store, white/black non-slip nursing shoes, and a watch with a second hand before the start of the class.
5. Your textbooks/stethoscope will be given to you the first night of the class.

Approximate Additional Costs

1. Tuition -\$1140 (includes tuition, books, stethoscope/BP Cuff, CPR class- *if taken through Workforce Solutions, WorkKeys, and Voucher for the Exam*)
2. Physical (depends on personal variables, including vaccinations)
3. Background check/drug screen - \$76
4. Uniform from Winchester Uniform store - \$25-35 depending on size
5. White or black, non-slip shoes (depends on personal variables)
6. Watch with second hand (depends on personal variables)