



AUGUSTA TECH
**School of
Health Sciences**

STUDENT HANDBOOK

FOR

Accelerated Nurse Aide

2025-2027

WELCOME

Welcome to Cougar Nation and the Augusta Technical College School of Health Sciences. Our faculty is dedicated to supporting you throughout your academic journey and helping you achieve your educational and professional aspirations.

This handbook contains guidelines for all Certified Nursing Assistant program students. This handbook is designed to help you understand the Nurse Aide program, your role as a Nurse Aide student, and the standards required for successful completion. The faculty will review essential information with you, but you must read and understand the information and guidelines in this handbook.

If you have questions, please contact a Nurse Aide faculty member. Office hours are posted outside each faculty member's office. You may schedule an appointment during these hours by signing up via email. After you have read the Nurse Aide Student Handbook, sign the acknowledgment form at the back of the handbook. Keep your handbook readily available as a reference during your enrollment in the Nurse Aide program.

PROGRAM EVALUATION

Students actively evaluate the Nurse Aide program, instructors, courses, facilities, and preceptors. Confidential student surveys are routinely conducted. Student feedback is used for ongoing program and curriculum development.

CLINICAL EXPERIENCES

The Nurse Aide program utilizes a variety of healthcare facilities to provide clinical experiences for students. The lead Instructor for each course assigns students to clinical rotations. Student requests for specific healthcare agencies cannot be honored.

CLASS CANCELLATION OR DELAY

Classes/clinical may be canceled by the College due to inclement weather or the individual faculty member. Classes delayed due to weather will start at the time designated by the College. Do not come to clinical if you feel the weather conditions are hazardous to your well-being or the College is closed.

Your Journey, Your Responsibilities for Learning

Be Prepared for Class

It is the responsibility of students for reviewing objectives and completing assigned readings before class. Minimal preparation is three hours for every one hour of class. Students are expected to purchase the required materials.

Be Prepared for Clinicals

It is the responsibility of students for being prepared for clinical. Students should be prepared to answer questions the Instructor may ask. Students are expected to be well rested when they arrive at clinical. They are expected to also look professional.

Attend Classes and Clinicals

It is the responsibility of students for attending classes and clinical. These measures ensure succeeding in courses.

Seek Assistance

It is the responsibility of students for asking faculty for help at the earliest sign of a problem. Students are also responsible for seeking clarification on time regarding course content, instructions, assignments, policies, and guidelines.

Follow Directions

It is the responsibility of students for following directions as outlined in syllabi, the Student Handbook, and the policies of the clinical sites. Students are also responsible for following the processes for registration and graduation.

Show Respect

It is the responsibility of students for respecting faculty and peers. This includes being prompt in class and clinical, demonstrating attentiveness, and avoiding side-bar conversations and arguments. Students are expected to treat faculty and peers with kindness.

Exhibit a Positive Attitude

It is the responsibility of students for maintaining positive attitudes toward faculty, staff, and peers. (This includes attitudes about class work, assignments, faculty teaching styles, etc.) Students should not discuss their opinions about these with other students. Students should set up a conference with the Instructor to discuss any problems.

Participate Actively in the Learning Process

It is the responsibility of students for being motivated to learn, seeking learning experiences, using available resources, and accepting constructive criticism from instructors. Students should be open to learning and exploring new ideas and concepts.

Maintain Integrity

It is the responsibility of students to demonstrate responsibility, honesty, and integrity in all interactions. It is the expectation that students do not falsify any information, plagiarize, or copy other students' work.

PROFESSIONAL BEHAVIOR

Augusta Technical College requires students to represent the College that reflects high standards of personal integrity, clinical competence, and caring, compassionate behaviors. Students in the Nurse Aide Program will conduct themselves according to the standards set forth by the School of Health Sciences and the Health Insurance Portability and Accountability Act (HIPAA). Students shall not violate these guidelines, municipal, state, or federal law and shall not interfere with or disrupt the orderly educational processes of the College or the clinical institution. The following guidelines apply in both the classroom and clinical areas. **FAILURE TO ADHERE TO THESE STANDARDS WILL RESULT IN DISCIPLINARY ACTION, INCLUDING DISMISSAL FROM THE PROGRAM.**

CONFIDENTIALITY

Patient/Client Confidentiality

Confidentiality is both a legal and ethical concern in healthcare practice. Confidentiality is the protection of private information gathered about a client during the provision of health care services. It is the Nurse Aide student's responsibility to safeguard the client's right to privacy by protecting information of a confidential nature.

Augusta Technical College expects that all students will protect the privacy rights, including maintaining confidentiality, of all clients. It is expected that students will NOT:

- Discuss the care of clients with anyone not involved in the client's direct care.
- Discuss the care of clients in any public setting.
- Remove any actual/copied client records from the clinical setting (this includes computer printout information).
- Use the client's name on any written form or notation (initials only).

All patients/clients have the right to expect complete confidentiality regarding all of their information. Each facility has developed internal policies and procedures to comply with HIPAA regulations regarding patient information security. The students need to follow all established guidelines regarding patient information. This pertains not only to taking/transferring information out of the workplace but also to accessing or discussing information not essential to your work. Discussing or accessing patient information on your own is unacceptable unless it is necessary to your work. Talking about patients in hallways, restrooms, break areas, and elevators are not to be done under any circumstances, even when it is work-related. Any place other than the designated work area holds a potential for a breach of confidentiality. All medical personnel must be prepared to state that they are not at liberty to comment on patients. Any student found to breach patient confidentiality will be dismissed from the program without a refund or credit given.

Additionally, the student must be aware that patients have legal rights to protect their information, and a breach in patient confidentiality holds the potential for legal action outside the program's scope. Augusta Technical College will bear no responsibility for this action if it occurs. If a breach in confidentiality occurs, the student will meet with the Nurse Aide Program Coordinator and the Dean of Health Sciences. It will then be determined if the student will or will be allowed to progress in the course.

Organizational Confidentiality

During the clinical experience, a student may become aware of the organization's sensitive information. The students are expected to respect the privacy of the organization. Students are not expected to conceal any illegal or unethical practices. Any suspicious problem should be brought to the attention of the clinical instructor or other appropriate authority within the organization.

Personnel Confidentiality

Any information obtained during the clinical experience regarding the personnel and their personal lives should be considered confidential. The student should not discuss personal issues with the employees. Any information exchanged should be kept as professional as possible so as not to cause distraction. Employees may feel they can discuss whatever

they want on break because it is "free time" as they are not paid for these breaks. Students, however, are there even during break times; as a privileged guest, a breach of personnel confidentiality may result in dismissal from the internship. Again, this is not meant to say that the student should conceal any illegal or unethical practice.

- Students shall not disclose any confidential information obtained during the student's participation in the clinical rotation.
- Confidential information includes but is not limited to, the patient's name or other identifying information and any information regarding the patient's condition.
- Students shall not discuss patients or any identifying data in public settings such as cafeterias, elevators, hallways, telephone conversations, with family or friends, with other patients, or anywhere you may be overheard.
- Students shall not take any photographs of or with a patient while in the clinical setting.
- Discussion of patients should only occur in approved settings, such as giving or taking a report or in a clinical conference.
- Students shall use patient reversed initials in all discussions and on written documents such as clinical preparation or clinical paperwork.
- Students shall not remove documents from the clinical facility that contain identifying patient information.
- Students must destroy all client-based notes and computer-generated documents accumulated during the clinical day before exiting the clinical facility.
- Students shall protect the integrity of medical records at all times, including accurately logging off of computers at the clinical sites.

SOCIAL MEDIA

Many students use various forms of social media, including but not limited to wikis, blogs, websites, and social networking sites. Facebook, Myspace, Instagram, Snapchat and Twitter are specific and frequently-used examples of these media. When using social media, students are expected to act with courtesy and respect toward others. Health Insurance Portability and Accountability Act of 1996 (HIPAA) applies to the use of social media too.

HIPAA is a law that mandates patient confidentiality. This law is strictly enforced, and penalties are attached for non-adherence. Compliance and adherence by Augusta Technical College Nurse Aide students is mandatory. Regardless of where or when students make use of these media, students are responsible for the content they post or promote. No student shall abuse or violate confidentiality of any member of the faculty, staff, student body, or off campus activity (clinical).

Use of social media is prevalent among students. Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. Using social media to discuss any information regarding patients will not be tolerated in the Accelerated Nurse Aide program at Augusta Technical College. Your program involves confidential information, do not disclose this information. Any student, acting individually or in concert with others, who violates any part of this policy shall be subject to disciplinary procedures including dismissal from a class session by the instructor and/or suspension or expulsion by the supervising dean, director, or duly authorized administrator. All personal client information with which the student is entrusted will be maintained in a confidential manner at all times.

To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you and the College. Be aware not only of the content that you post, but of any content that you host (e.g., comments posted by others on your site). Content you host can have the same effect as content you post.
- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.
- Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.
- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.
- If you post content concerning the College, make it clear that you do not represent the College and that the content you are posting does not represent the views of the College.
- Make sure the content you post is in harmony with the ethical or other codes of the Nurse Accelerated program.

Students are responsible for promptly reporting an identified breach of confidentiality or privacy to school authority, including an instructor or dean.

PROFESSIONAL STANDARDS AND DRESS

CLASSROOM

- Hats, caps, and head coverings of any type are prohibited during testing.
- **Students are expected to wear khaki, blue, or black bottoms and any colored polo collared shirt.**
- Students must retain all required textbooks and course materials for the assigned course.
- All electronic devices such as cell phones, pagers, and cameras must be turned off, removed from your physical person, and out of sight during class unless the Instructor has previously granted permission. **If an electronic device such as a cell phone is activated during class, the student will be placed on probation.** The second occurrence will result in dismissal from the course. If a cell phone or pager activates during a test, the student will be required to turn in the test and leave the room. The test will be graded based on the questions completed.
- Smartwatches, Fitbits, or any other arm-worn electronic device are strictly prohibited during testing, exams, quizzes, etc. All smart devices should be removed and off your physical person while testing. Failure to adhere to this requirement can be viewed as academic dishonesty, can or will result in failure of the test, exam, quiz, etc., and will be handled at the individual Instructor's discretion.
- Breaks are given during classes that last more than one hour. Students who leave during class are counted as tardy. **ANY STUDENT WHO LEAVES DURING A TEST WILL FORFEIT THE REMAINDER OF THE TEST.** The test will be graded based on the number of questions answered.
- Computers with webcams are required for proctored exams and if courses are shifted to virtual instruction.
- **Additional class and clinical guidelines are at the discretion of the Instructor.**

SKILLS LAB

- Students are expected to wear white scrubs to skills lab. Failure to adhere to policy will result in student being sent home.

IDENTIFICATION

The Augusta Tech student name pin and/or picture ID will be visible at all times whether in class, lab, or clinical. Student identification should be transferred to the outside if wearing a lab coat or hospital scrubs.

The Nurse Aide dress code provides a uniform standard for a professional appearance. Students who fail to meet the dress code standards will be removed from the clinical area and receive an Unsatisfactory (U) for the clinical day. **The clinical Instructor reserves the right to allow or disapprove of the student's appearance.** Upon entering the clinical area, leaving the clinical site, and during those times designated to wear uniforms, all students will comply with the following guidelines:

- The uniform shall be clean, in good condition, and neatly pressed. The Augusta Tech logo patch is worn on the left sleeve two inches from the top of the sleeve. Uniforms (white) may be purchased from any uniform vendor, but they cannot be joggers. Uniforms should be sized appropriately and not tight and worn in a manner that ensures no skin will be exposed between the top and the pants.
- If shirts are worn underneath tops, they are expected to be plain, solid white.
- A white lab coat with at least two front pockets is mandatory throughout the program. The lab coat is the **ONLY** acceptable cover for the uniform scrubs. The Augusta Tech patch must be worn on the left sleeve two inches from the top of the sleeve.
- White shoes with non-permeable uppers are required. Shoes with open toes or open heels are prohibited. Shoes and shoelaces are to be kept clean and white at all times. Socks/stockings shall be solid white or flesh color and must cover the ankle.
- Hair shall be worn off the face and collar as to not interfere with client care while in the clinical setting. Barrettes, or other devices, worn shall be the same or similar color of the hair. Devices that keep hair off the face and collar shall be conservative and non-obtrusive. Head covering such as those worn in operative services are not allowed in the clinical setting. Head coverings for religious purposes must be pre-approved. Ponytails must

- be pinned in place. Make-up should be natural looking, and **hair color must be a natural hair color.**
- The beards and mustaches of male students shall be clean, short and neatly trimmed. Male students without full beards must be clean-shaven.
 - Fingernails for both men and women must be clean, short, and **without polish. Artificial nails of any type are strictly prohibited.**
 - Jewelry shall be limited to a wedding band, engagement ring, or as specified by the clinical agency. NOTE: The clinical Instructor reserves the right to allow or disapprove a student's jewelry. A watch with a second hand is required, and use of a smartwatch of any form is strictly prohibited during clinical. **All other visible jewelry, earrings, skin art, or body piercings are strictly prohibited. Students should wear an arm sleeve to cover.**
 - Students shall not wear perfumes, scented lotion, colognes, aftershave, or perfumes. Basic cleanliness without odor is expected. Students must use deodorant.
 - **Smoking (including electronic cigarettes) and/or chewing gum are not allowed while in uniform.**
 - **No drinking of alcoholic beverages while in uniform.**
 - **Students are expected to wear white scrubs to skills lab. Students out of uniform will be sent home.**

EXPECTATIONS FOR CLINICAL EXPERIENCE

Students and instructors are guests of the cooperating clinical facilities and must appropriately conduct themselves while adhering to institutional policies and guidelines.

- Students must have proof of current American Heart Association Healthcare Provider BLS certification, immunizations, and malpractice insurance (provided by the College) to enter and participate in the clinical care setting.
- **Clinical facility assignments are made at the Instructor's discretion based on the clinical facilities' availability. Students must be willing and able to attend clinical as assigned for their clinical experience. Individual requests for schedule and placement considerations cannot be honored.**
- We are guests at the facility in which clinicals are completed. Students will follow all infection control and HIPAA guidelines at the facility. Information in regards to clinical will be given and again closer to the scheduled clinical timeframe. Promptness is required.
- The student are expected to arrive on time for clinical experiences with the necessary equipment. The essential preparation and equipment for the clinical experience vary with each course and are described in the syllabus. Standard equipment for most courses includes: a stethoscope, bandage scissors, penlight, manual blood pressure cuff, and a watch with a second hand.
- **If a student is not adequately prepared for the clinical day, he/she will not be allowed to participate in the clinical experience and will receive an Unsatisfactory (U) evaluation for that day.**
- The students are expected to be well-rested and alert to provide safe and competent care. If the Instructor determines that the student is too exhausted to function safely, he/she will be asked to leave the clinical area and counted absent.
- Students are not to make or receive personal phone calls in the clinical area. Personal devices such as cell phones, and MP3 players are forbidden in the clinical area. Select devices may be used at the discretion of the clinical Instructor.
- If the student is ill, he/she may be sent home at the discretion of the clinical Instructor.
- The student cannot act as legal witnesses for consent forms or permits.
- The student is NOT to take verbal or telephone orders.
- The student is NOT to leave the clinical area without the permission of the Instructor or preceptor.
- The student will be present at all pre-conference and post-conference sessions.
- Patient requests for assistance of a student not assigned to that patient must be referred to a staff member.
- Students are not allowed to receive monetary compensation while performing as a student of ATC. (This includes tips, gifts of any kind, etc.)

TRANSPORTATION

All transportation to and from classes and clinical is the student's responsibility.

SUPERVISION

All clinical practicums will require the supervision of students at all times. Supervision is provided by program faculty and/or employees of the healthcare facility.

SKILLS LAB

- **Students are expected to wear white scrubs to skills lab. Failure to adhere to policy will result in student being sent home.**
- Students are not allowed in the skills labs without an instructor at any time for any reason.
- Food and drinks are not allowed in the skills lab.

SIMULATION

- Simulation is a simulated clinical experience.
- Students are expected to arrive on time.
- Students are expected to come prepared as one would for a clinical day.
- Supplies such as a uniform, stethoscope, and pen are required.
- Any other resources that might be needed in clinical is required.

EMERGENCY CONTACT: In the event of an emergency, contact Public Safety at (706) 771-4020, 24 hours or the Administrative Assistant for Nursing at (706) 771-4166.

NAME OR ADDRESS CHANGE

The student must notify the Admissions and Records Office, and the Instructor (s) of any change in address, phone number, email address, or name. If the student receives financial aid, he/she must also notify the Financial Aid Office. Student contact information must remain accurate and current.

CRIMINAL BACKGROUND CHECK (CBC): All students have a CBC completed before first day of class. Depending on the result of the CBC, a student may not be allowed in the clinical area. Therefore, he/she will be withdrawn from the Nurse Aide program.

DRUG AND ALCOHOL TESTING

A drug screen is required and must be completed before the first day of class. Depending on the result, a student may not be allowed to proceed in the Nurse Aide program as this may hinder completion of clinical and course requirements.

Any student whose behavior or job performance indicates that he or she is working under the influence of drugs or alcohol in the clinical facility will be confronted by the clinical Instructor or clinical facility official. The Instructor or clinical facility official will take the student to a private area for questioning about the use of drugs or alcohol and follow the policy of the clinical facility. The clinical facility retains the right to administer drug/alcohol screening upon suspicion. The student will not be permitted to return to the clinical unit and will be assisted in making arrangements for transportation home. The Instructor will initiate appropriate disciplinary action according to the policy regarding professional behavior. The Instructor will place a written report of the Incident in the student's file and notify the Clinical Coordinator about the Incident.

CHILDREN IN THE CLASSROOM

The student must make arrangements for reliable child care. Children are not allowed in the classroom, lab, or clinical settings.

STUDENT EMPLOYMENT

Students are expected to fulfill all obligations and meet the Nurse Aide Program standards regardless of employment status. A student is not permitted to be in clinical while "on call" for his/her employer. Class and clinical times cannot be tailored to meet individual situations. Due to competition for clinical sites, clinical may be scheduled for any shift, including weekends, evenings, and nights.

BLACKBOARD

Blackboard is an online communication tool used in all Nurse Aide courses. Please refer to each course syllabus for instructions regarding the utilization of Blackboard. Computer access is required for Nurse Aide courses.

Course Description: NAST 2100 Nurse Aide Accelerated 5 Credit hours/ Lecture hours-2 Lab Hours

(Prerequisites: None & Corequisites: ALHS 1040 or ALHS 1090)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury.

Competencies/Student Learning Outcomes

Role and Responsibility of the Nurse Aide

1 Discuss communication and interpersonal skills including stress management and chain of command.

Cognitive Comprehension

2 Discuss infection control. Cognitive Comprehension

3 Discuss standard & transmission based precautions. Cognitive Comprehension

4 Demonstrate donning and doffing of PPE, and safety measures. Cognitive Application

5 Discuss safety/emergency/FBAO/Body Mechanics. Cognitive Comprehension

6 Discuss promoting residents' independence. Cognitive Comprehension

7 Discuss respecting residents' rights. Cognitive Comprehension

8 Discuss legal/ethical behavior and scope of practice. Cognitive Comprehension

9 Discuss the role of the nurse aide. Cognitive Comprehension

10 Discuss the scope of practice of the nurse aide. Cognitive Comprehension

2 Basic Nursing Skills

1 Review documentation and care plans and the Nurse Aide role and responsibility.

Cognitive Comprehension

2 Perform and record vital signs & vital sign parameters. Psychomotor Guided Response

3 Perform measuring & recoding height and weight. Psychomotor Guided Response

4 Discuss and demonstrate the caring of the residents' environment. Cognitive Application

5 Recognizing abnormal changes in body function and the importance of reporting such changes to a supervisor,

a. Shortness of breath

b. Rapid respiration

c. Fever

d. Coughs

e. Chills

f. Pains in chest

g. Blue color to lips

h. Pain in abdomen

i. Nausea

j. Vomiting

k. Drowsiness

l. Excessive thirst

m. Sweating

n. Pus

o. Blood or sediment in urine

p. Difficulty urinating

- q. Frequent urination in small amounts
 - r. Pain or burning on urination
 - s. Urine has dark color or strong odor
 - t. Behavioral change
 - u. Talks or communicates less
 - v. Physical appearance/mental health changes
 - w. Participated less in activities or refused to attend
 - x. Eating less
 - y. Drinking less
 - z. Weight change
 - aa. Appears more agitated/nervous
 - bb. Appears tired, weak, confused or drowsy
 - cc. Change in skin color or condition
 - dd. Requires more assistance with dressing, toileting, transfers
- 6 Recognize the signs & symptoms of pain. Cognitive Analysis
- 7 Report pain to supervisor. Cognitive Comprehension
- 8 Discuss the care of a resident when death is imminent and post-mortem care. Cognitive Comprehension

3 Personal Care Skills, including but not limited to

- 1 Demonstrate the following personal care skills and achieve proficiency,
- a. Bathing (to include observation for pressure ulcers)
 - b. Grooming, including mouth care,
 - c. Dressing
 - d. Toileting including incontinence care for female and males (to include the basic care and observation of ostomy)
 - e. Assisting with eating and hydration
 - f. Proper feeding techniques
 - g. Skin-care to include observation for pressure ulcers and skin tears
 - h. Transfers, positioning and turning (to include observation for pressure ulcers)
- 2 Review specimen collection process. Cognitive Comprehension
- 3 Demonstrate proficiency in the oral care for the conscious & unconscious resident.
- 4 Demonstrate proficiency in the denture care. Psychomotor Guided Response

4 Mental Health and Social Service Needs

- 1 Demonstrate the ability to recognize and respond to changes in resident's behavior including depression & anxiety.
Cognitive Application
- 2 Discuss the response to changes in a resident behavior. Cognitive Comprehension
- 3 Discuss the awareness of development tasks associates with the aging process. Cognitive Comprehension
- 4 Discus the importance of resident's independence and allowing personal choices.
Cognitive Comprehension
- 5 Discuss the importance of redirecting behaviors consistent with the resident's dignity.
Cognitive Knowledge
- 6 Utilize the resident's family as a source of emotional support. Cognitive Application
- 7 Recognizing emotional and mental health needs of the residents. Cognitive Analysis
- 8 Discuss the importance of respecting spiritual and cultural needs of the residents.

5 Care of Cognitively Impaired

1 Analyzing techniques for addressing the unique needs and behaviors of individuals with Dementia (Alzheimer's and others).

Cognitive Analysis

2 Identify communication techniques when dealing with cognitively impaired residents.

Cognitive Knowledge

3 Understand the behavior of cognitively impaired residents. Cognitive Comprehension

4 Explain the appropriate responses to the behavior of cognitively impaired residents.

Cognitive Comprehension

5 Identify the methods of reducing the effects of cognitive impairments. Cognitive Knowledge

6 Basic Restorative Services

1 Demonstrate skills, which incorporate principles of restorative nursing, including:

- a. Training the resident in self-care according to the resident's abilities
- b. Ambulation with/without a gait belt
- c. The use of assistive devices in transferring, ambulation, eating and dressing
- d. Maintenance of range of motion
- e. Proper turning and positioning in bed and chair
- f. Bowel and bladder training
- g. Care and use of prosthetic/orthotic devices and eyeglasses

2 Define the barriers to communicating with hearing and visually impaired,

- a. Discuss care of hearing & visual aids

Cognitive Knowledge

3 Discuss and review safe use of various medical equipment. Cognitive Comprehension

7 Residents Rights

1 Demonstrate behavior which maintains residents' right, including but not limited to:

- a. Providing privacy and maintenance of confidentiality
- b. Promoting the residents' right to make personal choices to accommodate their needs
- c. Giving assistance in resolving grievances and disputes (to include the role of the ombudsman)
- d. Providing needed assistance in getting to and participating in resident and family groups and other activities
- e. Maintaining care and security of resident's personal possessions
- f. Providing care which maintains the resident free from abuse, mistreatment and neglect and reporting any instances of such treatment to appropriate facility staff; (Recognizing and reporting signs of misappropriation of funds)
- g. Avoiding the need for restraints in accordance with current professional standard (Review of restraint use and guidelines)

8 Federal & State Guidelines of Skills

Check-off Checklist

1 Utilizing the federal & state guidelines core curriculum required skills checklist, the instructor must ensure students display comprehension of required skills within the following areas,

- A. Infection Control
- B. Safety & Emergency

- C. Position, Turning & Transfer
- D. Vital Signs
- E. Resident's Environment
- F. Role of the Nurse Aide
- G. Resident's Grooming & Personal Care with observation of Pressure Ulcers
- H. Resident's Meal Time & Hydration
- I. Bowel & Bladder Care & Training
- J. Care and Use of Orthotic, Prosthetic & Assistive Devices
- K. Restraint Use & Guidelines
- L. Post Mortem Care
- M. Residents Right's Confidentiality & Privacy
- N. Observation & Reporting
 - 1. Beginning Procedure
 - 2. Ending Procedure

ATTENDANCE

Due to the rapid pace of the program, any absence jeopardizes the student's mastery of critical content and essential clinical skills. The faculty views absences as extremely harmful to a student's progress in the program and require the highest levels of written and validated justification for any absence. There are no allowed cuts from class or clinical. Serious illness, death in the immediate family, accidents and other untoward events will be evaluated 1:1 with the lead teacher. Notifying the lead instructor prior to the known absence is expected and considered professional behavior.

Absence from a test will result in a "0". Absence from clinical will result in an "unsatisfactory" for that clinical day. Make-up work for missed lecture time is at the discretion of the lead instructor. Any clinical time missed must be made up prior to progressing. Tardy is defined as one minute late by the Instructor's watch. If a student leaves class or clinical early or is late returning from break, this will be counted as a tardy. Two tardies to class, clinical, or skills lab constitute one absence. If a student is tardy for any reason, it is the student's responsibility to notify the Instructor before the session starts.

STUDENT EVALUATION AND GRADING

Students are expected to maintain a class and test average of 70% (C) or above to be successful in any CNA course.

METHODS OF EVALUATION

- A. Tests
- B. Quizzes
- C. Class Participation – to include open class discussions/questioning sessions, staying awake and alert during all class/lab times (eyes closed, resting head on the desk, and any inattention will not be tolerated.) Students will be warned one (1) time only. Failure to comply will result in being asked to leave for the rest of that class day. This absent time and work lost cannot be made up.
- D. Clinical, Lab practices and skills check-off.
- E. Homework, online, and/or classwork assignments.

GRADES

Students must score an average of 70(C) or above, plus demonstrate proficiency in required skills during the clinical session. The instructors will explain the grade structure specific to their course in more detail. Satisfactory Skills Practice is required prior to clinical participation.

College Academic Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

WORK ETHICS GRADES

A work ethics grade will be assigned in all courses. The instructor will monitor these skills, and will document those situations in which students exceed or fail to meet these factors.

Work Ethics Traits:

1. **APPEARANCE:** Displays appropriate dress, grooming, and hygiene.
2. **ATTENDANCE:** Attends class; arrives/leaves on time; notifies Instructor in advance of planned absences.
3. **ATTITUDE:** Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command.
4. **CHARACTER:** Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
5. **COMMUNICATION:** Displays appropriate nonverbal, verbal, and written skills.
6. **COOPERATION:** Handles criticism, conflicts, and complaints appropriately; works well with others.
7. **ORGANIZATIONAL SKILLS:** Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment.
8. **PRODUCTIVITY:** Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities.
9. **RESPECT:** Tolerates other points of view; acknowledges and appreciates the rights of others, has regard for diversity.
10. **TEAMWORK:** Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member.

At mid-term, students will receive a rating that reflects these documented situations. A student deficient in any particular area will be allowed to bring their performance up to industry standards before the end of the semester. The work ethics

grade will be placed on the student's permanent record. The work ethics grade does not affect the academic grade point average. The numerical scale for work ethics is as follows:

Exceeds Expectations – 3	Meet Expectations – 2
Needs Improvement – 1	Unacceptable – 0

TEST POLICY

Attendance is a must! Students must not be absent from an announced quiz, test examination, lab check-off, practical, or presentation without an acceptable documented excuse (e.g., documentation of medical, legal, or mechanical intervention.). Refer to the Attendance Policy on the class syllabus.

MAKE-UP TESTS

If allowed, make-up tests must be completed within a time limit set by the Instructor.

FINAL EXAM/FINAL PRACTICAL/LAB CHECK-OFF

No absences will be accepted for the final exam/practical/lab check-off.

While taking all tests, students MUST;

- Turn off all electronic devices *
- Take all belongings off the desk and, at the teacher's discretion, against the wall
- Ensure that only writing utensils and tests are on the desk
- Follow the Instructor's directions for starting and stopping the test
- Write their names on the test
- Keep answers covered at all times
- Raise their hands, be acknowledged by the Instructor, and come to the front of the room one at a time.
- Keep their eyes on their own papers or look toward the ceiling
- Refrain from talking to peers; remain quiet throughout the examination period
- Return the test to the Instructor before leaving the room

PROGRESSION CRITERIA

The following must be met in order for a student to progress in the Accelerated Nurse Aide Program

- A final grade of “C” (70%) or better in all required courses for the Nurse Aide Program.
- All required courses must be completed prior to or at the time they are shown in the curriculum display for the student to progress.
- Maintenance of a satisfactory level of competence in the clinical/lab components of the Nurse Aide course.
- Current American Heart Association Healthcare Provider BLS and Annual PPD maintained.

WITHDRAWAL

A student who chooses to withdraw from or drop any required course must notify both his/her Instructor and advisor. A student who drops a required course without the approval of both the Instructor and/or advisor will not be allowed to progress in the Nurse Aide program. The student must initiate the Augusta Technical College ADD/DROP/WITHDRAWAL FORM. This withdrawal counts as an attempt in the Nurse Aide Program.

CLINICAL PERFORMANCE

Clinical performance is graded as Progressing, Satisfactory or Unsatisfactory. Maintenance of a satisfactory level of competence in NAST 2100 course clinical/lab components is required. A summative clinical evaluation of unsatisfactory will constitute a failure in the course. Unsatisfactory (U) clinical performance will result in failure of the course, regardless of the theory grade. Clinical failure is defined as failure to achieve clinical requirements that demonstrate a level of competency commensurate with the current placement in the program. Required clinical hours must be completed. **Unsatisfactory evaluations for any two clinical days will result in the failure of the course.**

STUDENT CLINICAL/LAB ISSUES/RESPONSIBILITIES

Student assignments are made conscientiously and designed to meet the student's learning needs. Consideration of the student's special needs may be included when completing assignments. Student safety is also considered when clinical/lab assignments are made. **Students must actively participate in clinical/labs at all times; refusal and/or failure to do so will affect final grades and potential program/lab/clinical failure.**

PATIENT ABANDONMENT: For Patient abandonment to occur, the student must:

- A. Have first **ACCEPTED** the patient assignment, thus establishing a patient relationship; and then,
- B. **DISENGAGED** the patient relationship without giving reasonable notice to the appropriate personnel (Instructor, etc.) so that others can make arrangements for the continuation of care.

Students who abandon patients will be disciplined up to and including dismissal from the program.

STUDENT INJURY IN THE CLINICAL SETTING

1. **Report the Incident immediately to the clinical instructor/preceptor.**
2. **Follow the protocol of the clinical facility.**

IF A STUDENT SEEKS MEDICAL CARE WITHOUT FOLLOWING THESE GUIDELINES, THE STUDENT WILL NOT RECEIVE LIABILITY COMPENSATION FOR THE COST OF THAT CARE.

DISCIPLINARY ACTION

Any behavior that endangers patient safety, patient confidentiality, or behavior in direct opposition to the clinical Instructor's direction may result in termination from the course. Failure to adhere to Augusta Tech policies and procedures, the Student Code, and/or Augusta Tech Nurse Aide standards will result in disciplinary action, possibly including termination from the program.

EXAMPLES of behavior that may result in disciplinary action include, but are not limited to, the following:

- Deliberate or careless damage or misuse of materials or institutional property.
- Suspicion of intoxication or being under the influence of alcohol or other controlled substances (legal or illegal) while in the clinical area. (Random drug testing is at the discretion of the Instructor.)
- Falsifying personal, institutional or agency records.
- Behavior that is in direct opposition to instructions given by the Instructor.
- Unprofessional, rude, crude, or distasteful behavior while in class or clinical.
- Refusal by an agency to permit a student to continue clinical in their institution.
- Academic Dishonesty: Plagiarism, copying another student's work, use of electronic devices to supply answers or other information, and/or misrepresenting same as one's own work.

The student may be dismissed from assigned experiences, the course, or the program for the incidences listed below. This is not an inclusive list as there may be other situations that warrant the student's dismissal.

- If required hours are missed from classroom, clinical, or other assigned activities.
- Any behaviors that threaten the health or safety of clients, client's family, members of the health care team, students, and/or faculty are subject to disciplinary action that may include immediate removal from the nursing assistant program.
- Students may be dismissed from the course and/or program for breach in confidentiality.
- Student will be dismissed if they are suspected under the influence of alcohol or drugs or exhibiting behaviors that resemble the influence.
- Students may be dismissed from the course or program in situations of plagiarism, cheating, theft, or any other dishonest behaviors.

CRITICAL INCIDENT

A critical incident is defined as a potentially life-threatening event that compromises a patient's health or safety. This includes the performance of an illegal act, intentionally acting outside the scope of the student's practice, falsifying medical records, and/or repeated occurrences of unsafe practice after correction. Unprofessional behaviors (inappropriate dress; tardiness; inappropriate cell phone use or conduct deemed inappropriate by Instructor and/or others; posting unprofessional comments/pictures on e-mail or social media sites; violation of agency, and/or Augusta Technical College policy. This includes: health requirements, CPR Certification, Drug Screen and Background Check.

Any student who fails a Nurse Aide class due to a critical incident will be terminated from the program without the option of returning. Termination from the program due to a critical incident shall be taken before the Augusta Technical board for further review and determination.

AFTER A CRITICAL INCIDENT

- The Instructor completes the appropriate documentation (if any) for the clinical facility.
- The Instructor may dismiss the student from the class or clinical.
- A follow-up meeting is scheduled for the student, the Instructor, Program Coordinator, and Dean of Nursing (within 72 hours).
- The Instructor completes the Augusta Tech Critical Incident Form (Appendix D) detailing the event. This form is signed by the Instructor, the student, and the Dean of Nursing.
- Final documentation is placed in the student's permanent file.

TERMINATION

Termination is defined as permanent removal from the Accelerated Nurse Aide program. A student that is terminated will receive a failing grade of F in all currently enrolled Nurse Aide courses. A student does not have the option of returning to any Augusta Tech program once terminated.

HEALTH AND WELLNESS

STUDENT OBLIGATION TO PERFORM TASKS REQUIRED BY THE PATIENT CARE TECHNICIAN PROGRAM

Students enrolled in clinical courses are expected to be fully capable of performing all skills required by the Nurse Aide program without endangering a patient or themselves. Students are expected to complete all requirements regardless of disability, illness, or other conditions.

PHYSICAL STANDARDS OF STUDENTS

In order to be successful with the skills taught and performed in the lab and clinical/supervised practical training, students should have the ability to:

Standard	Physical Ability
GROSS MOTOR SKILLS:	<ul style="list-style-type: none"> • Able to move in confined spaces. • Maintain balance in standing position. • Twist body from one side to the other. • Reach below the waist and to the front or the side of the body, to the level of the top of the head (examples: adjust overhead lights, plug electrical appliance into wall outlet) • Able to push, pull, stabilize, twist, and freely move arms to allow movement of 50 pounds as in moving an object or transferring a client from one place to another.
FINE MOTOR SKILLS:	<ul style="list-style-type: none"> • Ability to grasp, twist, squeeze, pinch and manipulate fine equipment for at least 5 seconds (example: operate fire extinguisher).
TACTILE ABILITY:	<ul style="list-style-type: none"> • Ability to distinguish subtle vibrations through the skin (pulse). • Ability to identify the subtle difference in surface characteristics (feel a raised rash). • Ability to detect temperature (skin, liquids, environment).
MOBILITY:	<ul style="list-style-type: none"> • Ability to squat or modified squat (one knee on floor) for at least one minute. • Ability to move quickly in case of emergency situations. • Ability to climb and descend a flight of stairs in succession. • Ability to walk independently without the assistance of a cane, walker, crutches, wheelchair or the assistance of another person.
ENVIRONMENT & PHYSICAL ENDURANCE:	<ul style="list-style-type: none"> • Ability to have stamina sufficient to maintain physical activity for a period of time from 5---8 hours. (Potential clinical hour timeframes) • Able to tolerate exposure to common allergens such as: pets, body lotions, soaps, cleaning products. • Ability to work in confined areas.

	<ul style="list-style-type: none"> • Ability to tolerate heat and humidity as high as 90 degrees for up to 2 hours (shower/spa rooms.) • Students with pet allergies need to contact the Nursing Assistant Instructor in advance of the class to determine if a pet resides within the clinical facility. If possible, attempts will be made to place student in clinical facility without pets.
SPEECH AND COMMUNICATION:	<ul style="list-style-type: none"> • Ability to interact with others to report and advocate for the needs of the clients. • Ability to clearly speak, write and understand English in order to be able to communicate with clients as well as report and document client information.
SENSES: SMELL, HEARING AND VISION:	<ul style="list-style-type: none"> • Ability to detect differences in body and environmental odors. • Ability to hear and understand voices spoken at a normal speaking volume within a distance of 10 feet. • Ability to hear faint noises such as whispers within a range of 4 feet. • Ability to see objects clearly within a minimum of 20 feet. • Ability to have depth perception and peripheral vision to allow identification of dangerous objects and client situations within the client room. • Ability to read and interpret written data held at normal reading distance.
EMOTIONAL STABILITY:	<ul style="list-style-type: none"> • Ability to interact and support clients during times of stress and emotional upset. • Ability to adapt to changing situations and emergency conditions while maintaining emotional control. • Ability to cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm. • Ability to focus attention on client needs, despite interruptions and multiple demands. • Ability to accept constructive feedback and accept responsibility for own actions.
INTERPERSONAL SKILLS:	<ul style="list-style-type: none"> • Ability to apply knowledge gained in classroom to establish appropriate relationships with clients, families, and coworkers. • Ability to interact as a member of the health care team. • Ability to show respect for diversity in culture, religion, sexual orientation, marital status, socioeconomic status, and abilities and disabilities.
READING:	<ul style="list-style-type: none"> • Ability to understand charts, graphs, and worksheets. • Ability to read and understand digital and computer displays.
MATH:	<ul style="list-style-type: none"> • Ability to add, subtract, multiply, and divide. (Calculating intake and output) • Ability to tell time.

PROGRAM HEALTH REQUIREMENTS

As a student in a clinical setting, **it is the student's responsibility to maintain current health records while in the Nurse Aide program.** The student must have documentation of a current physical examination and required immunizations/laboratory tests (see below) in their file. Failure to provide medical information and/or immunizations/laboratory tests may result in dismissal from the Nurse Aide Program.

- **Physical Examination:** A student must submit and upload a completed physical examination report into ACEMAPP prior to first day of class. The physical examination must confirm that the student is capable of performing all duties necessary for the safe care of patients. A physician or other health care provider may complete the physical examination. A physical exam form will be made available to each student for completion and uploading.
- **Tuberculosis testing:** Students must provide a negative result annually. A previous positive TB test will require an annual questionnaire and a chest x-ray every two years or as required by the assigned clinical facility indicating that the student is free of active TB symptoms.
- For students born after 1957, documentation of immunization for MMR must be provided. If MMR documentation cannot be obtained, an immune titer report may be substituted.
- Proof of COVID-19 vaccination may be required by the clinical facility.
- The physical exam must include an evaluation for color blindness.

REQUIRED IMMUNIZATIONS AND LABORATORY TESTS

In addition to routine vaccinations and screening tests, students must present evidence of having had the following infectious diseases or appropriate vaccinations prior to beginning Nurse Aide classes:

- MMR (Measles, Mumps, Rubella) – two immunization dates or positive titers
- Evidence of chicken pox disease by immune titer or Varicella vaccination
- Hepatitis B (takes several months to complete the series – must have started series- and will require a verification titer). Suppose a student chooses not to receive the Hepatitis vaccine/series. In that case, a signed waiver **MUST** be submitted for the student record and also blood testing showing a negative history of the disease **PRIOR** to entering the first day of class.
- Tetanus (within the last 10 years)
- Tuberculosis testing: Students must provide a negative result annually. A previous positive TB test will require an annual questionnaire and a chest x-ray every two years or as required by the assigned clinical facility indicating that the student is free of active TB symptoms.
- A 11 Panel Urine Drug screen is required before the first day of the clinical and annually.
- COVID-19 requirements for testing, screening, and vaccination will vary based on the assigned clinical facility for the course. Please note that students and faculty must meet the facility requirements to attend clinical.

The student is responsible for obtaining, maintaining, and paying for all required immunizations, titers, and tests. Students must provide a copy of all documentation to instructor and upload into ACEMAPP before first day of Nurse Aide classes. A student will not be allowed to enter the clinical setting without the required immunizations/ laboratory test documentation. The attendance policy will be enforced regarding absences. Individual clinical facilities may have more stringent requirements. **Students must keep a copy of all health information, including drug screening results for their records.**

STUDENT HEALTH GUIDELINES

Grades may be affected by absences and missed learning experiences. If a situation occurs in which the student's or patient's health is endangered, the student must disclose this information, and the Instructor will determine the outcome. Students who become ill or have surgery must provide documentation to the lead Instructor verifying medical follow-up and approval to return to the clinical setting.

EQUAL OPPORTUNITY

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate based on race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, a veteran of the Vietnam Era, spouse of a military member or citizenship status (except in the particular circumstances permitted or mandated by law). This nondiscrimination policy encompasses all technical college-administered programs, programs financed by the federal government, including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

The Title IX Educational Act of 1972 prohibits violence, harassment, and discrimination based on sex and gender. Under this law, instructors and other college staff are required to report knowledge of any student being harmed, harassed, or discriminated against. If a student is in immediate danger, call 911 or 9-911 from a campus phone for Police assistance or call 706-771-4021.

In compliance with OFCCP regulations, the Technical College System of Georgia and its associated colleges endeavor to inform you of your equal employment opportunity protections. To view the "EEO is the Law" poster, please click this link [EEO Is The Law](#).

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Shannon Patterson
Title IX Coordinator (Employees)
Augusta Campus - Human Resources Office
3200 Augusta Tech Drive Augusta, GA 30906
sbentley@augustatech.edu | (706) 771-4013

Ms. Migdaliz Berrios
Title IX/Equity Coordinator (Students)
Augusta Campus - Student Records/Career Services Office
3200 Augusta Tech Drive Augusta, GA 30906
midaliz.berrios@augustatech.edu | (706) 771-5730

Mrs. Karissa D. Wright
ADA/Section 504 Coordinator
Augusta Campus - Counseling Center
3200 Augusta Tech Drive Augusta, GA 30906
kdavis@augustatech.edu | (706) 771-4067

If a student needs support and wishes to keep the information confidential, contact one of the following off-campus confidential support centers:

Rape Crisis Sexual Assault Services 1-800-656-Hope (4673) or 706-725-5200 (24 Hour Crisis Line)
Safe Homes 1-800-799-SAFE (7233) or 706-736-2499.

Academic Counseling Services

Counselors provide support for students who request assistance or who may be referred for assistance by an instructor through the Technical College System of Georgia Early Alert System (TEAMS). Issues addressed by the Academic Counselor through individual sessions and workshops include Study Skills, Test Taking, Time Management, Test Anxiety, Testing Skills, Critical Thinking, Stress Management and Learning Styles. Students occasionally need help that involves career exploration and program selection, program changes, wellness, and referrals to campus and community resources. Students who need academic or career counseling should contact:

Academic Counselor

Amy Laughter, Augusta Campus

Building 1300, Room 240

706-771-4068 | alaughter@augustatech.edu

Special Needs/Disability Services

Special assistance is provided for students with disabilities so that they have an equal opportunity to enroll and to participate in College programs and activities. Students with disabilities must self-identify each term and provide documentation of the disability to a counselor in the Counseling Center to receive assistance. Available services include accommodation during the admission process and modification in the instructional setting. Also, various community agencies may be contacted for additional support resources. Students with documented disabilities must register and request academic adjustments.

For information on ADA/504 contact:

ADA/504 Coordinator

Karissa D. Wright, Augusta Campus

Building 1300, Room 241

706-771-4067/4068/4070 | kdavis@augustatech.edu

Special Populations Services

The Special Populations Coordinator provides supportive assistance to: single parents, including single pregnant women; displaced homemakers who have experienced divorce, legal separation, disability, or death of a spouse; nontraditional program students (females in mostly-male programs such as Engineering or Automotive Technology, or males in mostly-female programs such as Nursing or Early Childhood Care/Education); and students with Limited English Proficiency (LEP) due to having a language other than English as their first language. Information and advice regarding use of available school and community resources may help these students overcome barriers to the successful completion of their education and career goals. There is no charge for any of these services. Students who may benefit from this type of assistance can contact:

Special Populations Coordinator Bonita Jenkins, Augusta Campus

Building 1300, Room 244

706-771-4031 | bjenkins@augustatech.edu

Georgia Campus Carry

For Campus Carry information, go to <http://www.augustatech.edu/CampusCarry.html>.

FACULTY RIGHT TO REQUEST MEDICAL CLEARANCE

If circumstances warrant, a request may be made for a physician statement verifying that a student's health condition allows the student to continue in the Nurse Aide program. Faculty have the right to request written medical clearance from the student's healthcare provider if there is reason to believe that a known or suspected condition or illness (physical or mental) may compromise patients, staff, faculty, peers, or the student's own health, welfare and safety. The student will not be allowed in the clinical area and/or classroom until such written documentation is obtained. A copy of this verification will be kept on file in the student record, and a copy must be given to the course lead instructor. All expenses related to the medical clearance are the student's sole responsibility.

CHAIN OF COMMAND

Students should notify the lead instructor of any complaint and proceed as follows:

1. The course instructor begins the chain of command.
2. Program Coordinator (*Mrs. Felisa Grant*)
3. Department Chair Nursing Programs (*Mrs. Carter Turner-Brown*)
4. Dean, School of Health Sciences (*Dr. Kristie Searcy*)
5. Provost (*Dr. Melissa Frank-Alston*)

It is the right of a student to voice concerns and to follow the chain of command, as listed. Verbalizing concerns in the appropriate manner will in no way affect academic standing. Please refer to the online Student Handbook and Wellness Guide and the College Catalog for the procedure for filing a grievance or complaint.

GRIEVANCE PROCEDURE

Students should notify instructor and proceeds as follows:

1. Current instructor begins the chain of command
2. Department Chair of CNA (*Mrs. Felisa Grant*)
↓
3. Department Chair of Associate Degree Nursing Program (*Mrs. Carter Turner-Brown*)
↓
4. Dean, School of Health Sciences (*Dr. Kristie Searcy*)
↓
4. Provost (*Dr. Melissa Frank-Alston*)

It is your right as a student to voice your concerns and to follow the chain of command as it is listed. Verbalizing concerns in the appropriate manner will in no way affect your academic standing. Please refer to the college handbook for the policy on grievance.

Please refer to the College student handbook for the procedure of filing a complaint against a student for violation of the Student Code of Conduct. The College student handbook may be

accessed at www.augustatech.edu .

Please refer to the College student handbook for the procedure of filing an appeal. The College student handbook may be accessed at www.augustatech.edu .

PINNING AND CERTIFICATION

A student who successfully completes the requirements for the Accelerated Nurse Aide Program will earn a Nurse Aide Certificate and is also given the opportunity to purchase the Pin. The pin can be purchased from the Augusta Technical College bookstore. After graduation, the pin is worn with dignity and pride in its rich tradition and symbolism. The pinning ceremony is celebrated with the student's family, friends, colleagues, faculty, and staff. The ceremony is an institutional and divisional tradition celebrating the entry into the Certified Nursing Assistant profession. All graduates are required to abide by pinning guidelines if he/she plans to participate in the pinning ceremony.

CERTIFICATION TESTS/EXAMS

Certification Exams are taken at the conclusion of the associated class(s). Students must pass the assigned Accelerated Nurse Aide coursework and all clinical requirements before authorization to sit for any associated national certification exam(s) will be awarded.



**Augusta Technical College/Clinical
Facility Student Confidentiality
Agreement HIPAA In-service
Requirement**

I have received training regarding the Health Insurance Portability and Accountability ACT (HIPAA) and agree to abide by HIPAA requirements as set forth by the policies and procedures of Augusta Technical College and the facility for which I will be attending clinical rotations.

I understand that failure to comply with these policies and procedures will result in dismissal from my program of study.

I further understand that there may be further actions taken by my clinical facility and/or any patient/client that were involved. I understand that Augusta Technical College will hold no responsibility for this possible legal action/s.

Student Signature

Date

Print Student Name



AUGUSTA TECHNICAL COLLEGE

Student Information Form

Program _____

Name _____ Age _____ Date of Birth _____

Last 5 of SSN # _____ Sex _____ Race _____

Address _____ City State _____ Zip _____

Phone (Work) _____ (Home) _____ (Cell) _____

IN CASE OF EMERGENCY NOTIFY:

Name _____ Relationship _____ Phone _____

Family Physician _____

Address _____ City _____ State _____ Zip _____

Do you have personal health insurance (circle one) Yes No

I hereby certify that all information on this form is correct and will be used in emergencies only. I understand that this information is confidential.

I further understand that this information is occasionally requested by area clinical agencies prior to any clinical education assignment required in my program of study, and I hereby give my permission to allow the College to share this record with appropriate agency officials.

Student Signature: _____ Date: _____



AUGUSTA TECH
School of
Health Sciences

DRESS CODE

I have read and received a copy of the Dress Code and Clinical Guidelines (this includes the individual program requirements listed on separate form/s). I understand that if I fail to follow the dress code and clinical guidelines in any way, I will not be allowed to attend class or clinical for that day. I could also receive a failing grade for that clinic or class. I understand that repeated failure to adhere to this code will result in disciplinary action. I also understand that Augusta Technical College will not be held responsible for any personal items that may become lost or stolen (i.e., blankets, sheets, oils, dispensers, etc.) during class, clinics, or community events.

Student Signature

Date

Instructor Signature

Print student name



**AUGUSTA TECHNICAL COLLEGE STUDENT HANDBOOK
ACKNOWLEDGMENT FORM**

I, _____
(Please Print Name)

Certify that I have received a copy of the *Nurse Aide Student Handbook*. I have reviewed the information carefully. I further understand that I am accountable for and must abide by all information, rules and regulations in the *Student Handbook*.

I further understand that I am responsible for clarifying with my Instructor any areas that I do not understand.

I have been given the opportunity to ask any questions I have about the *Student Handbook*.

Signature

Date