

Nurse Aide
NATCEP
STUDENT HANDBOOK PROGRAM ADDENDUM



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1 Program Overview

The Wayne County Schools Career Center, Nurse Aide Training Competency and Evaluation Program (NATCEP) for Nurse Aides is an eighty hour program that prepares individuals for successful passage of the state test and to gain employment in the health care field.

This handbook serves as a supplement to the Wayne County Schools Career Center Adult Education Handbook. Initially, it is used to document student progress as they prepare for the program. The section *Entrance Requirements* focuses on these items. A second objective is to delineate the general guidelines for students while they complete the program. More precisely, these components, namely the *Code of Conduct* and the *Dress Code* sections, instruct students what's expected in terms of their behavior and appearance while attending class and participating in their clinical experience. The *Student Contract* section provides an area for you to indicate that you've read and understand the policies specific to the NATCEP program delineated within this document.

The entire Adult Education team congratulates you on your commitment to furthering your education and stand ready to provide whatever supports you require as you pursue your goals. This document provides the guidelines for making this a successful partnership!

2 Staff

Students should become familiar with the following individuals, as they are primarily responsible for the administration of the NATCEP Program. Contact information is provided for the student's convenience.

Staff Member	Title/Department	Email Address	Extension
Sandra Elliott	Program Supervisor	selliott@wcsc.org	1322
Jody Widmer	Coordinator / Instructor	jwidmer@wcsc.org	2016
Joan Kanne	Nursing Coordinator	jkanne@wcsc.org	2010
Joann Tabellion	Instructor	jtabellion@wcsc.org	2012
Debora Ritz	Instructor	dritz@wcsc.org	2016
Bobbi Jo Lovejoy	Instructor	blovejoy@wcsc.org	2016
Cynthia Boswell	Instructor	cboswell@wcsc.org	2016

3 Program Requirements

In order to be accepted into the Adult NATCEP Program, applicants must be 16 year of age or older. Additional requirements include:

3.1 Entrance Requirements

- Mantoux #1
- Mantoux #2
- Signed criminal background statement

No student will be permitted to participate in clinical experience without written documentation of a negative 2-step Mantoux test or a negative chest x-ray within the previous six months. Students may participate in clinical after a negative 1-step Mantoux while awaiting the 2nd step completion. No student will be permitted to participate in clinical experience with a contagious disease, fever, or injury. Any injury will require a statement of full participation from health care provider (Physician, Nurse Practitioner, or Physician Assistant) in order to attend class/clinical. Make-up days may be arranged in the next scheduled TCEP program. (See Attendance Policy).

3.2 Class Requirements

The following would be helpful in participating in the program.

- Wrist watch with a second hand
- Three-ring notebook or folder
- Paper, pencil, and pen

4 Attendance Policy

NATCEP classroom attendance will be taken at the beginning and at the end of each class. Attendance records will be kept in each respective class folder.

Absences shall be made up as indicated by section 3701-18-08(D)

(D) each approved tcep shall require that any absence be made up within sixty calendar days. any absence (s) that cannot be made up

within sixty calendar days will require that the student pay the entire program tuition and fees and attend the entire program again.

absences from the 1st 16 hours of classroom instruction required by paragraph (1)(4) of rule 3701-18-12 of the administrative code shall be made up before the trainee provides any nursing and nursing related services involving direct contact with residents or patients and must be made up hour for hour.

the program coordinator (pc) or primary instructor (pi) of a tcep shall document that arrangements were made for coverage of missed material.

Make-up classes will be scheduled during the next scheduled program if possible. The student will need to pay \$30.00 per hour for any absences.

All attendance records will be maintained in the nursing office teacher workroom file cabinet adjacent to the program coordinator's desk. Attendance records will be certified by the instructor of the class.

5 Academic Performance

Each trainee in the NATCEP program shall be evaluated daily and must meet the following requirements to successfully complete the program:

1. Comply with all policies pertaining to the **NATCEP (Nurse Aide Training Competency and Evaluation Program)** by the Ohio Department of Health and the Wayne County Schools Career Center
2. Attendance at all sessions as defined in the **Attendance Policy**
3. Obtain a passing grade on all written work
4. Pass skill demonstrations, step-by-step with emphasis on critical elements
5. Pass clinical sessions
6. Complete all assignments

6 Classroom And Clinical Conduct

All students are expected to conduct themselves in a respectful and professional manner. Respect is to be shown to all instructors, peers and residents. No gum, food, or beverage is allowed in the classroom or laboratory.

Violations are cumulative throughout the program. A student may be initially counseled depending on the severity of the violation. A written warning is given for a second occurrence and dismissal from the program for a third or serious violation. Any student may be dismissed at any time in the program for violation (s) of any offense(s) listed under "Reasons for Disciplinary Actions". All lost time is subject to make-up (see Attendance Policy).

Reasons for Disciplinary Actions

- Any action that may jeopardize the safety or well-being of a resident, peer, or self.
- Any violation of Patients' Rights or breach of patient confidentiality.
- Plagiarism, cheating and other unacceptable academic behavior.
- Any unprofessional behavior including cursing, vulgar language, fighting, inappropriate gesturing, insubordination, sleeping in class, or any behavior that is disruptive to the learning environment.
- Violation of school policies and/or policies of the TCEP program.
- Failure to meet academic standards as detailed in the grading policy.
- Absenteeism or tardiness
- Violation of local, state and/or federal ordinance.
- Poor health or injury that prevent attending class or clinical in a safe manner
- Lack of aptitude or unsafe performance in the clinical area, resulting in possible harm to patient, co-worker or self.
- Any breach of confidentiality.
- Unprofessional behavior in classroom, lab or clinical setting in regard to patient, faculty, staff, visitors, high school students or another student.
- Disrespectful treatment of others, including threatening comments.
- Violation of any school policies and/or regulations as stated in this handbook or clinical site policies.

7 Dress Code

Each student is expected to maintain appropriate appearance at all times. This includes personal grooming and attire and applies to the clinical and classroom setting.

- Only a clean, colored, appropriate fitting scrubs.
- Colored polo shirts may be used.
- White closed toe shoes. No sandals.
- Socks must be worn.
- Sweaters or lab jackets may be worn over scrubs.
- Hair must be kept off the collar and be neat in appearance.
- No strong perfume or cologne.
- A trainee identification badge is to be worn at all times during clinical.
- Student is to have no visible tattoos
- Earrings are limited to one pair per ear (no dangling earrings);
- All other visible body piercing jewelry is to be removed
- Jewelry (finger ring) is limited to one simple band
- Fingernails are to be kept short. **No polish and/or artificial nails.**

8 Liability Insurance

Each student enrolled has professional liability insurance with Healthcare Providers Service Organization of \$1,000,000 per occurrence / \$10,000,000 annual aggregate limits of liability.

9 Student Contract

I, _____, have read the policies of the TCEP for Nurse Aide Program. I am aware of the implications of these policies and I agree to abide by the policies of the TCEP for Nurse Aide Program and those of the Adult Education Program of the Wayne County Schools Career Center. I am responsible to return any materials borrowed from the program. If any materials are not returned by the completion of the program, TCEP certificates will be withheld.

Student Signature

Date