

College of The Albemarle



Nurse Aide I and II Student Handbook

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Revised:

**COLLEGE OF THE ALBEMARLE
DIVISION OF HEALTH SCIENCES & WELLNESS PROGRAMS
NURSE AIDE PROGRAM**

NURSE AIDE STUDENT HANDBOOK

Approved:



06/03/2026

Dr. Jack Bagwell
President

Date



Jennifer Lopes (Aug 3, 2026 12:02:00 EDT)

08/03/2026

Dr. Jennifer Lopes
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Date



07/21/2026

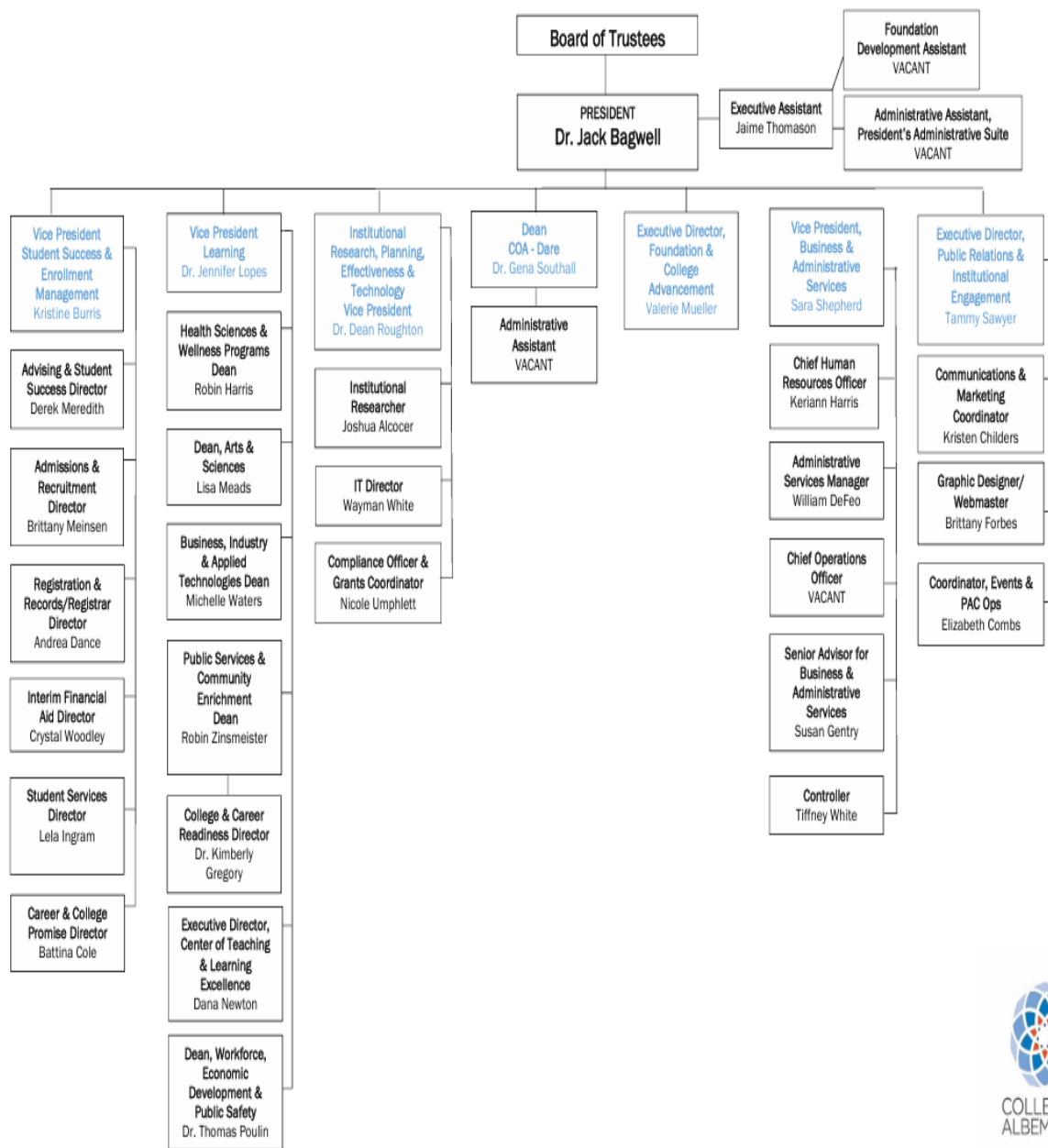
Robin Harris (Jul 21, 2026 09:51:02 EDT)

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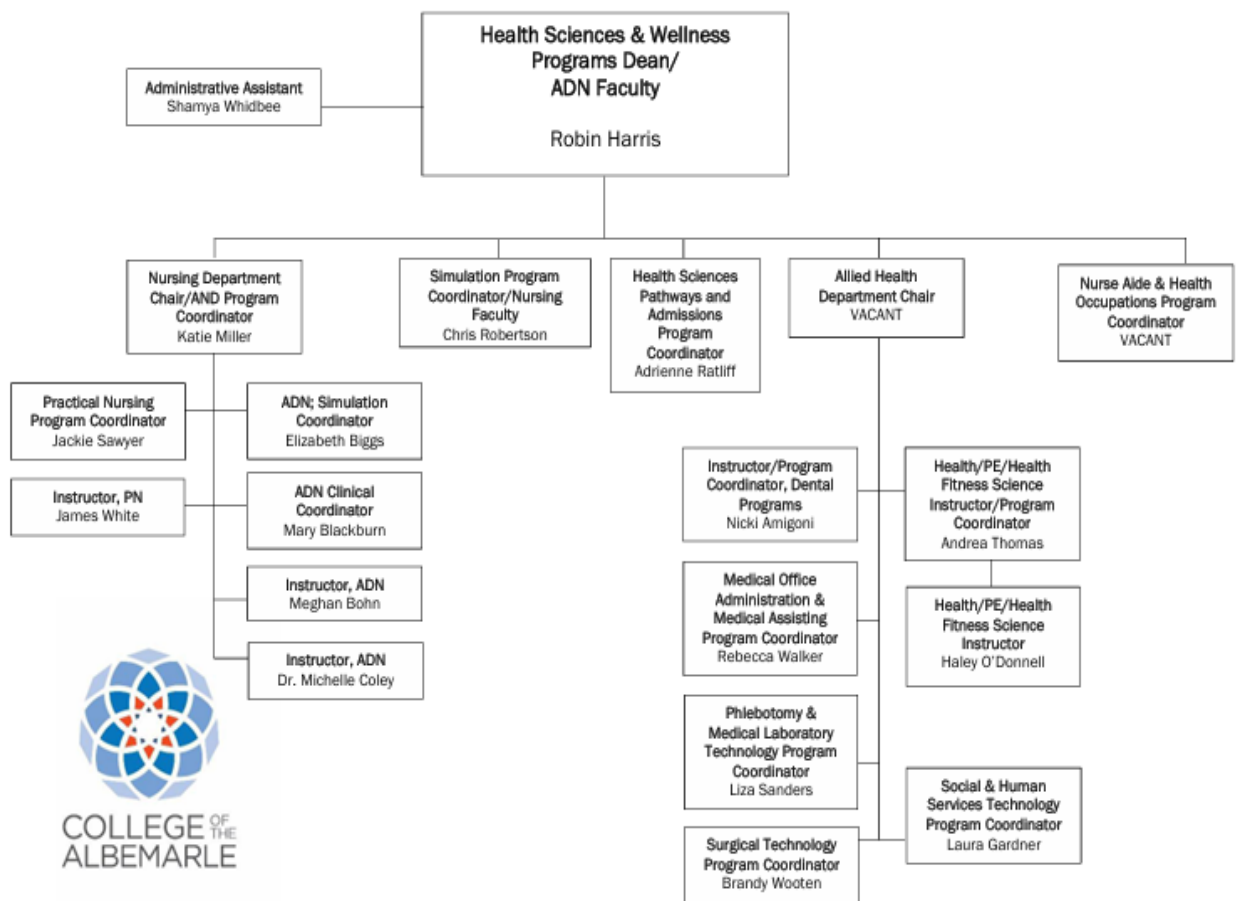
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Vacant
Director of Health Occupations
& Nurse Aide

Date



2025-2026
Organizational Chart



Division of Health Sciences & Wellness Programs
2026-2027 Organizational Chart

I. INTRODUCTION

College of The Albemarle Nurse Aide Faculty have prepared this handbook to inform each Nurse Aide student of the policies and guidelines specific to NURSE AIDE I and II courses. This handbook serves as a supplement to the College catalog which covers the general institutional policies as they relate to all students in the College. The handbook is available at orientation and/or prior to enrollment in a Nurse Aide course, thus allowing the applicant ample time to become familiar with Nurse Aide programs' policies and procedures.

It is the responsibility of each Nurse Aide student to review the handbook independently and to refer to it as needed during his/her enrollment. This handbook is designed to provide general information that is appropriate to the Nurse Aide programs and includes information specific to individual programs.

Policy 5.3.2 Certain College programs may have academic and non-academic related conduct and sanction requirements in addition to those listed in the college's policy. This Nurse Aide Student Handbook supplements the policies and procedures adopted by the COA Board of Trustees. In the event of any conflict between a Board of Trustees' policy and any policy provision of this handbook, the Board of Trustees' policies shall be construed as setting forth the minimum expectations, rule or procedure applicable. In other words, some components of the policies set forth in this handbook may impose greater obligations, expectations or responsibilities on students in the Nurse Aide programs than are generally applicable to other students. In the event a student has a question or concern regarding inconsistencies in these policies, the inquiries should be directed to the program's coordinator. The Program Coordinator may confer with the Department Chair, Division Chair, Vice President of Learning and other administrative officials to resolve any such issue or conflict.

All statements in the Nurse Aide Student Handbook are announcements of present Nurse Aide programs' policies and are subject to change at any time. While every effort will be made to give advance notice of any change in Nurse Aide programs' policies, such notice is not guaranteed nor required.

If there are questions concerning information in this handbook, the faculty advisor should be consulted.

II. Nurse Aide Faculty

Ext. Office

NURSE AIDE Faculty

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A. NURSE AIDE PROGRAM PHILOSOPHY

Nurse Aide

Nurse Aide is a science and the art of integrating and assimilating knowledge and skills derived from biological, sociological, and behavioral sciences and information technology to deliver client-centered, culturally competent, holistic care. Through caring, empathy, ethics, and the development of a therapeutic relationship with the individual and significant support person(s), the nurse aide integrates the beginning of understanding the art of caring with the scientific foundation for Nurse Aide practice. Incorporating documented best practice, the NURSE AIDE functions dependently under the supervision of the registered nurse and collaboratively with the interdisciplinary team to assist individuals to reach their maximum health potential through assurance of quality client outcomes, promotion of wellness, prevention of illness, and restoration of health or assistance in achieving a dignified death. Emphasis is also placed on cost-effective care to facilitate the achievement of positive individual and organizational outcomes.

State Authorization Reference:

NURSE AIDE certification requirements vary by state and other individual factors. For more information - The following link contains the point of contact by states for Nurse Aide certification: Access to the Program Disclosures for all COA programs can be found at: <https://www.albemarle.edu/student-resources/student-consumer-information/state-authorization/>

III. ADMISSIONS

To be considered a "qualified applicant" for any of the Nurse Aide programs, one must achieve the minimum scores on COA's Placement Tests or multiple measures requirements as listed for the college and in the Admission Fact sheets for specifics of each program.

A. ADMISSION REQUIREMENTS/PROCESS

Admission to College of The Albemarle's Nurse Aide course is based on objective data of the applicant's achievements. Having achieved the status of "qualified applicant," one must meet the minimum academic requirements listed below:

1. Complete and submit a written COA Application for Admission
2. Bring or send an official high school transcript and official post-secondary transcripts. (Note: high school students have the option to take the Nurse Aide course as a curriculum student).
 - a. Continuing Education students may have CASAS score of 244-248
3. Achieve minimum English, Math, and Reading competencies.
4. Attend Nurse Aide mandatory orientation.
 - a. After meeting the minimum qualifications for admission to the specific Nurse Aide course, applicants will be notified of a mandatory orientation date with the Nurse Aide faculty. The purpose of the orientation meeting is to inform prospective Nurse Aide students about the Nurse Aide program and answer questions or concerns of the students.

B. Number of Students per course

The approximate number of students annually accepted for each program is as follows: Nurse Aide I & II – 10 students per class maximum.

Information Shared During Mandatory Orientation Meeting

Held each semester prior to Nurse Aide courses starting; Nurse Aide I & II Orientation often combined.

- Applicant reviews/validates individual admission data as related to placement test scores, GPA, and academic performance.
- Applicant's readiness for Nurse Aide program
- Contingencies related to acceptance status:

Completed Student Health Form, Mandatory Health Requirements
CPR Training for the Health Care Providers and requirements to meet during course to have eligibility to take state Nurse Aide exam
- Clinical Facilities utilized (travel involved)
- Criminal background check and/or drug testing required by clinical agencies

C. ADMISSION REQUIREMENTS FOR CONTINGENTLY ACCEPTED APPLICANTS

Permission to progress in the Nurse Aide course and to the clinical rotation is contingent on satisfactory completion of the following additional requirements by the **date specified**:

1. Health Requirements **a. Physical Health**

Physical health is defined as being free of disabling and contagious disease, being able to perform fine and gross motor skills, being able to perform normal weight-bearing ambulatory activities as well as abstaining from illegal use of controlled substances or abuse of alcohol or prescribed medication.

Assessment of the physical health of the applicant is made through the use of a physical examination performed by the applicant's physician, physician assistant, or nurse practitioner and required tests as stated on the Student Health Form. If a physical condition threatens to prevent satisfactory performance, the applicant is counseled and referred to an appropriate professional.

See also Section D, "Americans with Disabilities Act."

b. Emotional Health

Emotional health is defined as reacting appropriately to stressful situations, coping with every day environmental stresses with little difficulty, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations.

Assessment of the emotional health of an applicant is made through the use of physical examinations, personal conferences, references, letters from mental health care providers if intensive therapy is in progress or has occurred, and psychological evaluations if necessary. See also Section D, "Americans with Disabilities Act."

c. Health Problems and Admission

An applicant who has had an existing problem(s) (physical or emotional) must provide certification from a physician that the condition(s) is/are stable and the student is able to participate fully in the program. A plan of treatment for said condition(s) is to be in the applicant's file in the Nurse Aide Programs Office.

See also Section D, "Americans with Disabilities Act."

d. Immunizations and Health Requirements

Each individual is required to complete the immunization section of the Student Health Form prior to registration in the Nurse Aide program. Immunization requirements are subject to change as a result of any clinical agency's policy revisions.

It is the ongoing responsibility of the student to monitor and comply with immunization and health requirements. Failure to do so will result in the student's inability to participate in clinical rotations and meet the requirements of the Nurse Aide program, therefore the student will be withdrawn from the course.

e. Hepatitis Status

Each individual will receive a "Hepatitis Status" form at the Nurse Aide Orientation Session. These forms must be completed and returned by the designated date. Hepatitis vaccines are required unless a medical condition, as confirmed by a physician, prevents the applicant from receiving the vaccine. Students must provide documentation that he/she has received the initial dose of the hepatitis vaccine series prior to enrollment in any Nurse Aide program.

2. Uniforms

Applicants are given information and requirements regarding uniforms at the Orientation Session. Each applicant is responsible for purchasing the required uniforms by the designated date.

3. Basic Cardiac Life Support

All Nurse Aide courses will have a one-day CPR training. This is through the

American Heart Association and students will be BLS certified. In the event the student is already certified, the student must still come to class the day CPR is provided.

4. Nurse Aide Programs' Orientation Session

Attendance is **REQUIRED** at the Nurse Aide programs' orientation session. If an applicant cannot be present due to extenuating circumstances, a wavier must be obtained from the Programs' Coordinator **prior** to the orientation session.

5. Bloodborne Pathogens

Each student will receive access to the Nurse Aide Program's Exposure Control Plan on Bloodborne Pathogens at the Nurse Aide programs' orientation session. Each student will sign a statement reflecting that they have received and understand the Bloodborne Pathogen Exposure Control Plan. This statement will be filed in the student's folder located in the Nurse Aide programs office. Each student will attend a training session on bloodborne pathogens on their first day of the course.

6. Criminal Background Check and Drug Screen

Nurse Aide I & II students must successfully complete rotations at clinical sites as part of their program requirements. Students will be required by clinical sites to have criminal background checks and drug screens prior to clinical rotations. By applying for admission to any Nurse Aide program, a student consents to drug and alcohol screening and criminal background checks and sex offender checks as required by the contracted clinical affiliate and may be responsible for payment. A written consent form must be signed by each student prior to the performance of a background check and drug screen. Information obtained within the criminal background check and sex offender check will be provided to any hospital or other clinical facility prior to clinical rotations upon request. **Students are NOT to contact clinical facility's regarding background checks and drug screenings.**

7. Clinical Access

COA does not guarantee the admission of any student to any clinical facility or clinical site. A student's acceptance, participation and continuation at any clinical site is subject at all times to the approval and consent of the clinical site. Students must be able to attend and progress in the assigned clinical facility for each course. Alternate assignments will not be made because of inability to progress in an assigned clinical setting.

For these reasons, all Nurse Aide students must understand that it is critical that they comply with all policies and procedures of these clinical sites and that they must satisfactorily perform and conduct themselves at any clinical site at all times. Students are under a continuing obligation to supplement the information provided to COA and any clinical facility concerning background checks, immunizations, health status, criminal histories or convictions or any other

background information. Failure to promptly provide updated or corrected information may be cause for removal from a clinical facility or clinical site and/or from the Nurse Aide course.

SUMMARY

Contingently Accepted Applicants Complete And Return By Designated Date:

- Student Medical Form, Immunizations and Health Screening requirements
- TB screening form, 2 step PPD or QFG test
- Hepatitis Status Form
- CPR Training for the Healthcare Provider Documentation (offered during class)

NOTE: Orientation Session Is REQUIRED Of Contingently Accepted Applicants.

ORIENTATION SESSION AGENDA

- Nurse Aide Student Handbook
- Nurse Aide Program Philosophy
- Financial Aid information
 - NCWorks Opportunities
- Information for uniform requirements
- Information on Criminal Background Check, Sex Offender Check and Drug Screen.
- **Information on mandatory health requirements, due dates, and where to submit**
 - Orientation to Student Resources/Support
 - Customer Service and Professional Behavior

After All Contingencies Have Been Met, Nurse Aide Applicant Is Notified That He/She Is Eligible To Register For Nurse Aide Courses:

- All above requirements/processes must be completed by the designated date. The Program Coordinator of each program is responsible for validating that all requirements have been met and for notifying the Nurse Aide applicants that all contingencies have been met and that he/she is eligible to proceed with clinical rotations for the Nurse Aide course.

Enrollment In First Nurse Aide Course:

- Nurse Aide students must attend the first class session of the Nurse Aide course to certify their enrollment and have their attendance validated by Faculty's Attendance Form.

D. AMERICANS WITH DISABILITIES ACT

The Nurse Aide Programs comply with the provisions contained in the 1990 Americans with Disabilities Act.

The practice of the Nurse Aide involves cognitive, sensory, affective, and psychomotor performance requirements. Therefore, the essential eligibility requirements for participants in a

Nurse Aide education program shall include the following physical and emotional standards.

Physical and Emotional Standards

Nurse Aide students must possess and be able to demonstrate the following:

1. Interpersonal Skills: Interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural and intellectual backgrounds. For example, student shall establish rapport with patients and health care team members.
2. Communication Skills: Communication abilities sufficient to enable clear and professional interaction with others in verbal and written form. For example, explain treatment procedures; initiate health teaching; document and interpret Nurse Aide actions and patient responses.
3. Mobility: Physical abilities sufficient to move with appropriate speed from room to room; to maneuver in small spaces; to bend, stoop, kneel, squat; to stand and walk for extended periods of time; and sufficient balance to enable carrying various items when walking. For example, frequent trips from work station to patients' rooms, treatment areas.
4. Motor Skills: Gross and fine motor abilities sufficient to provide safe and effective Nurse Aide care. For example, calibrate and use equipment, document care, position and move patients, administer cardiopulmonary resuscitation procedures, and perform skill procedures.
5. Hearing: Auditory ability sufficient to monitor and assess health needs. For example, hear monitor alarms, emergency signals, auscultatory sounds, and cries for help.
6. Visual: Visual ability sufficient for observation and assessment necessary in Nurse Aide care. For example, observe patient responses, assess specimen or skin color, read charts and monitors.
7. Tactile: Tactile ability sufficient for providing daily care. For example, perform bathing and skin care, provide care related to therapeutic interventions such as taking pulses, turning patients, etc.
8. Weight-bearing: Ability to lift and manipulate/move 50 pounds frequently throughout a shift and be able to accomplish common health occupation functions such as move, position, and lift patients. For example, position and transfer patients and move equipment.
9. Cognitive Abilities: Ability to be consistently oriented to time, place, and person; organize responsibilities and make decisions. For example, student shall monitor patients for complaints, prioritize patient daily care needs, and safely implement appropriate daily planned care activities.

The above examples are illustrative only and are not all inclusive!

If a Nurse Aide student or applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the student should confer directly with the

Program Coordinator to determine whether or not any additional accommodations can be provided and whether such accommodations are feasible. Students needing any form of accommodation are expected to engage in an interactive process with the Program Coordinator, and any other administrative officials, to determine what modifications or accommodations may be reasonable and appropriate. Please refer to the College catalog for specific information.

SPECIAL ADMISSION CIRCUMSTANCES – “DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)” AND “UNDOCUMENTED IMMIGRANT” STUDENTS

COA Health Sciences and Wellness programs will allow the admission of students with DACA classification. However, DACA students should be aware of the following:

- a. Neither federal law, nor North Carolina law permits individuals with DACA classification to receive professional licenses. See 8 U.S.C. § 1621(a) and (c)(1)(A). Ability to obtain other certifications may also be limited.
- b. It is the current position of the State Residence Committee that individuals with DACA classification do not have the capacity to receive in-state tuition.

COA Health Sciences programs will allow the admission of students with “undocumented immigrant” classification. However, undocumented immigrant students should be aware of the following:

- a. For the purposes of this Section, "undocumented immigrant" means any immigrant who is not lawfully present in the United States.
- b. An undocumented immigrant admitted shall not be considered a North Carolina resident for tuition purposes.
- c. Federal law prohibits states from granting professional licenses to undocumented immigrants. Ability to obtain other certifications may also be limited.
- d. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

IV. PROGRESSION

A. COLLEGE ADVISEMENT SYSTEM

The Vice President of Student Success and Enrollment Management is responsible for assigning curriculum students to full-time faculty members for academic advisement. Advisors are responsible for working with their advisees as needed during registration periods, posted office hours, and by appointment. Specifically, advisors are responsible for assisting students with registration functions, dropping/adding, withdrawing, as well as for graduation and transfer planning, in addition to other related tasks.

To ensure students demonstrate the knowledge, skills, and clinical judgment necessary for safe patient care, Nurse Aide courses maintain more rigorous academic progression and graduation requirements due to regulatory standards and competency expectations established by state boards, credentialing agencies, and healthcare industry best practices for safe entry-level practice. Additionally, program requirements align with college and university articulation agreements and grade requirements to support seamless academic progression.

Students are encouraged to discuss their course selections and educational plans with advisors. It is the responsibility of the student to know the Program or course requirements and to register

for these classes.

A. ACADEMIC

1. Sequence of Courses

All courses required in each Nurse Aide Diploma program must be taken in the sequence outlined in the particular Nurse Aide curriculum. The Nurse Aide I has the opportunity to enroll in Nurse Aide II once on the registry as a Certified Nursing Assistant.

2. Grading System for Nurse Aide Courses - The following grading system will be used for all courses with the prefix of NAS:

<u>Letter</u>	<u>Numerical Equivalent</u>	<u>Quality Points Per Quality Hour</u>
A	100-93	4
B	92-86	3
C	85-80	2
D	79-70	1
F	69-Below	0
I	Incomplete	
W	Withdrawal	
A	Audit	

- Nurse Aide courses include different areas of instruction and evaluation -classroom, lab, and clinical. The classroom grade is a numerical grade; while the lab and clinical grades are summatively evaluated as SATISFACTORY or UNSATISFACTORY. A student must be evaluated as SATISFACTORY in lab and clinical in order to receive a grade for the course.
Students receive one numeric grade for their performance in the total course. When the student earns a Satisfactory clinical/lab grade, the classroom numeric grade is the student's final course grade.
- If a student does not have a grade of 80% or higher average in the course prior to the start date of the clinical rotation, the student will not be allowed to enter clinical and will be withdrawn from the nurse aide course.
- The minimum acceptable passing grade for classroom work is 80 or C; for lab or clinical, the only acceptable passing grade is Satisfactory. **IMPORTANT NOTE: Rounding may be used for the final grade (for example 79.8).**

3. Clinical Evaluation Form

For each Nurse Aide course with a clinical component, a specific clinical competency evaluation form has been developed. Each student will receive a copy of the evaluation form as part of the course syllabus or prior to his/her first clinical assignment. It is the student's responsibility to read the evaluation form. If any part of the evaluation form is unclear, the student should seek clarification from the Clinical Instructor. The clinical evaluation form will be completed by the Clinical Instructor(s) at midterm of the course's clinical experience and at the end of the course's clinical experience.

B. LEARNING EXPERIENCES IN NURSE AIDE LABS

Students will utilize allotted time for Nurse Aide labs to learn specific skills/procedures as well as have observation experiences in clinical settings per the course syllabus. The lab may be utilized for additional learning/practice time. It is to be noted that there will be no invasive procedures performed in the Nurse Aide lab.

The Nurse Aide computer labs will be utilized for computer assisted instruction as per the course syllabus. Time in this lab may be monitored.

C. ATTENDANCE

The general attendance policy for College of the Albemarle as stated in the College catalog will apply to all courses. Nurse Aide students are expected to meet all scheduled classes, labs, and clinical learning experiences. Excessive absences are defined in missing 16 or more hours. These Nurse Aide requirements will be strictly enforced.

Tardy is defined as not being on-site at the beginning but entering within the time of any hour of instructional time. **Please see the program course syllabi for specific tardiness policies. Excessive absences or habitual tardiness may be cause for dismissal.**

If a student knows in advance that he/she will be absent, especially for any type of testing, the instructor is to be notified prior to the absence. Whenever a student is ill and/or absent from class, lab, or clinical, it is the student's responsibility to obtain assignments and materials missed. When a student is unable to attend a clinical session, he/she is to notify the assigned affiliating agency and the instructor per the clinical instructor's guidelines. If a student is absent for any testing, no makeup exam will be offered unless the instructor is notified prior to the exam either by phone or email. Make up exams may or may not be the same format as the original exam.

When inclement weather occurs (snow, storms, etc.), students should check the local radio stations, area TV stations, main college switchboard (252-335-0821) or COA Website (www.albemarle.edu) for information about the closing of the College. Individual instructors will discuss with students the procedure to follow when trying to ascertain road conditions for safe travel.

Religious Observance Policy

In compliance with the North Carolina Administrative Code, Title 23, Chapter 2, Sub-Chapter 2C, Section .0213 requirement as authorized by Section 115D of the NC General Statutes, College of The Albemarle will grant any student of the College two excused absences each academic year for religious observances required by the faith of the student. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days and must be taken within the absences allowed in the College's approved attendance policy as published in the COA Academic Catalog and specific program handbooks for those students enrolled in a program. Students must submit a "Request to be Excused For Religious Observance Form" to the Vice President of Student Success and Enrollment Management within the first two weeks of the semester in which the absence will occur.

D. HEALTH STATUS

Patient well-being, safety and health are the primary concerns of COA and all clinical facilities

and clinical sites. Students who pose a risk to the health, safety or well-being of patients or other students, whether due to infectious diseases or otherwise, may be removed from clinical settings. If a student should contract or be a carrier of any infectious disease whether acute, chronic, active or inactive, it is the student's responsibility to report this immediately to the course/clinical instructor. All clinical sites and clinical facilities, as well as COA, reserve the right to require medical verification that a student may participate in a clinical setting without posing a risk to the health, safety or wellbeing of patients, other students or staff.

The College may take a number of steps and precautions at all campuses providing additional information and resources related to COVID 19 for students; implementing additional health and safety protocols; adjusting some facility, physical space and campus operations; and modifying classes and academic delivery as needed.

Students should understand that COVID-19 and other communicable diseases are a public health risk; that COA and clinical facilities cannot guarantee safety or immunity from any infection; and that each student voluntarily assumes all risks associated with participating in health science programs related activities on campus and at clinical facilities, including the risk of exposure or infection with COVID-19 and other infectious diseases.

1. Physical Health

As a student progresses through the Nurse Aide course, if a physical condition threatens to prevent or prevents satisfactory classroom, lab, or clinical performance, the student will be counseled and referred to seek an appropriate professional. The recommendation of the professional is used in advising the student regarding continued enrollment in the Nurse Aide course. If the health problem necessitates medical or surgical intervention over a period of time, an individual conference with the course and/or clinical instructor will be held to determine the feasibility of the student being able to meet the course objectives. If it is determined that the student can achieve the objectives, a plan and schedule to accomplish this will be established and agreed to by both parties. Failure on the student's part to complete the plan will result in a "W" in the course.

Whenever such a health problem occurs, the student must have a physician's written documentation as to the problem, the necessary intervention, and the date the student can safely resume his/her activities in the Nurse Aide Program.

2. Emotional Health

When emotional conditions prevent satisfactory classroom, lab, or clinical performance, recommendations are made on an individual basis for consultation with the appropriate professional or student support services. The recommendations of this professional together with faculty recommendations will be used in advising the student with regard to continued enrollment in the Nurse Aide course.

3. Infectious Disease

If a student should contract or be a carrier of acute/chronic, active/inactive, infectious disease, it is his/her responsibility to report this immediately to the course/clinical instructor.

4. Update of Health and Other Requirements

Students are accountable to monitor and maintain compliance with all health screening requirements. Student records will be assessed for expiration dates of CPR, PPD and necessary Hepatitis vaccines. **Failure to comply with these requirements will result in not being able to attend clinical and, therefore being unable to progress in the course and students are subject to program attendance policies.**

E. CERTIFICATION ELIGIBILITY FOR INITIAL N.C. CERTIFICATION

After the Nurse Aide course is complete, students are able to register and pay \$140.00 for the National Nurse Aide Assessment Program exam on campus. The exam consists of a written portion and a skills performance portion. Once the student has passed the exam, both written and skills, they are listed on the Registry as a Certified Nursing Assistant I. For Nurse Aide II, the program coordinator will validate that the student has taken an approved Nurse Aide II course taught by an approved instructor by the N.C. Board of Nursing, and will be listed as a Certified Nursing Assistant II.

V. NON-PROGRESSION

A. WITHDRAWAL

If a student, for any reason, desires to withdraw from the Program, he/she is expected to follow the procedure outlined below in order to maintain a complete academic record:

1. Confer with the course instructor and complete the Drop/Add Form.
2. Turn in their COA Nurse Aide badge, if applicable.

B. DISMISSAL

The Nurse Aide Faculty reserves the right to recommend the dismissal of a student from the Nurse Aide Program. The Program Coordinator has the right, authority, and responsibility to decide on such a recommendation.

Causes for Dismissal

The COA Policy on Student Code of Conduct and the student disciplinary procedure set forth in the COA Catalog shall apply to all students in the Nurse Aide programs. The following reasons, though not intended to be all-inclusive, also constitute cause for a student to be dismissed from any Nurse Aide Program.

1. **Failure to meet the academic standards as set forth in the COA Catalog and the Nurse Aide Student Handbook.**
2. **Health problems and disabling conditions.** A student's physical and emotional health is discussed at faculty-student conferences. It should be noted that health problems which result in excessive absences or non-completion of classroom, lab or clinical competencies may be grounds for dismissal from the Program. It is the philosophy of the Nurse Aide faculty that a student's personal health has priority over one's

educational program. A student should not continue in the program at the expense of endangering one's health.

3. **Excessive absences or habitual tardiness. A Nurse Aide student may not miss more than 16 hours of class time, whether it is class, lab, or clinical instruction. Students are able to be tardy five times, on the sixth tardy, the student is dismissed from the course. A tardy is defined as being one minute or more late to the beginning of a class, lab or clinical.**
4. **Student performance in the clinical setting which conflicts with patient safety essential to safe Nurse Aide practice.** Such behavior is defined as a failure to assess or act appropriately on information other students at the same level would recognize as important to patient health and safety. Any student who requires an inordinate amount of an instructor's time in the clinical setting because of safety concerns related to poor judgment, poor decision-making skills, or safety violations will be subject to dismissal from the course.
5. **Intentional Falsification of information in any form—verbal, non-verbal, or written.** Any student who submits false, misleading, incorrect, and/or incomplete information as part of the Nurse Aide Program Admission Process or while enrolled in the program may be dismissed from the course.
6. **Cheating.** It is expected that all Nurse Aide students will be honest in their dealing with members of the faculty and staff at COA, their peers as well as with staff members and patients at all clinical facilities. Students are expected to report any observed instances of dishonestly to the instructor. Failure to do so makes the observer morally as guilty as the one who is cheating. Any instructor who discovers possible cheating or to whom it is reported will ensure that the matter is fully investigated. If after careful consideration of all evidence the instructor documents that cheating has occurred, the evidence will be presented to the Program Coordinator who will meet with all parties involved.
 - Cheating in any form as designated by the college Academic Integrity Policy will not be tolerated and could result in automatic, immediate dismissal from the program and the student will receive a grade of "F" for the course grade.
 - Students that are discovered sharing information or passing notes during any testing situation will be found guilty of cheating.
 - Students who are found in possession of any information on test content in advance of all students taking the test, during a test administration, or during/after a test review may be found guilty of cheating.
- **Plagiarism.** Plagiarism is the use of someone else's words, writings, thoughts, or ideas without giving proper credit. Taking a section of a book or a magazine article and copying it essentially word for word without giving proper credit to the author is one example of plagiarism. The use of Artificial Intelligence (AI) to create or assist in the completion of writing assignments, papers, reports, or other academic work without properly documenting or acknowledging sources will be considered plagiarism. All papers and assignments may be subject to screening via plagiarism and AI detection software.

The instructor who detects a first instance of plagiarism will review with the student the circumstances which constitute plagiarism. The student will be required to re-submit the work to receive credit and the student's grad will be adjusted accordingly. A second

instance of plagiarism during any period of the Nurse Aide Program will be considered cheating and treated as such. **Refer to Policy as printed in the College Catalog on Plagiarism and Cheating.**

- 7. Infraction of health agency policies while on affiliation in that agency.** Each student is to review a copy of the Contractual Agreement between the College and the clinical agency as well as the policy regulations and rules of the affiliating clinical agency at the beginning of the course. It is the student's responsibility to understand and abide by these policies.
- 8. Violation of the patient's right to confidentiality.** The Nurse Aide student is legally (Privilege Doctrine and HIPAA Regulations) and ethically obligated to maintain confidentiality regarding any information concerning a patient's illness or treatment which is obtained in the normal course of his/her professional duties. No patient information is to be revealed without the patient's permission. It is appropriate to discuss patient condition/Nurse Aide care in a learning situation such as instructor/student conference with the understanding that said discussion will not be repeated outside of the conference setting. The student will recognize that improper use of and/or disclosure of protected health information may result in disciplinary action, up to and including dismissal from the program.
- 9. Negligent acts resulting in harm to patient.**
- 10. Drug/Alcohol Use.** The substance abuse policy set forth in COA's Policy and Procedure Manual shall apply.
 - (a) The presence, purchase, sale, consumption or use, and/or being under the influence of alcoholic beverage or controlled substances (except when used in strict compliance with the prescription) is strictly forbidden on campus, at campus sponsored functions, at clinical laboratory experiences or any time while in the COA Program uniform. Violations of the chemical abuse policy of the Program will render a student subject to disciplinary action including immediate dismissal from the Program with a grade of "F" and removal from all Nurse Aide courses.
 - (b) Any student who diverts any controlled substance from a clinical facility will be dismissed from the Nurse Aide Program and may face criminal prosecution.
 - (c) Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances, any chemical that alters cognitive functions, and/or is abusing prescribed medications in violation of subparagraph (a) of this section—may be required to submit to a breath analysis, saliva tests, urinalysis, or blood analysis. Nurse Aide faculty may make the determination that reasonable suspicion exists. Refusal to offer the required sample will be grounds for disciplinary action up to and including dismissal from the program. A positive test indicating use or being under the influence during class, labs, meetings or clinical rotations of controlled substances, mind altering chemical or alcoholic beverages will be grounds for dismissal from the course.

The Dismissal Process

Any student who is recommended for dismissal from the Nurse Aide course will have a conference with the Instructor to discuss the reason(s) for the dismissal. Then the student, the

Instructor, and the Program Coordinator will discuss the reasons(s) for the dismissal. The student will receive a letter stating the reason(s) for dismissal.

Students dismissed from the program related to item number 1 will receive the grade as earned per the course syllabus and program academic policies. Dismissal from the course will take effect immediately and the student will not be allowed to return to class, lab or clinical for that course.

Students dismissed from the program related to item number 2 will receive a grade of “W.” The course dismissal will take effect immediately and the student will not be allowed to return to class, lab or clinical and will be immediately withdrawn from the course.

Students dismissed from the program related to item number 3 will receive a final course grade of “F”; and the dismissal from the course will take effect immediately and the student will not be allowed to return to class, lab or clinical for that offering of the course.

Students dismissed from the program related to items numbered 4, 5, 6, 7, 8, 9, and 10, involving a course will receive a final course grade of “F”; and the course dismissal will take effect immediately. The student will not be allowed to return to class, lab, or clinical for any courses and will be immediately removed from the course.

Any student dismissed from a Nurse Aide program or course for the above reasons with the exception of 1, 2, and 3 is not encouraged to reapply for re-admission to the Nurse Aide course.

C. APPEALS PROCESS

The Grade Appeal policy set forth in the COA Catalog shall apply to all students in the Nurse Aide programs. Students dismissed from the program related to items 1,2, and 3 shall have the right to appeal his/her grade and dismissal from the program as provided in the Grade Appeal procedure set forth in the COA Policy on Grading, Grade reporting, and Grade Appeal. The COA Policy on Student Code of Conduct and the student disciplinary procedure set forth in the COA Catalog shall apply to all students in the Nurse Aide programs. Students dismissed from the program related to items 5,6,7,8,9,10, and 11, shall have the right to appeal his/her suspension or removal from the program as provided in the disciplinary appeals procedure set forth in the COA Policy on Student Code of Conduct.

VI. CERTIFICATION

CERTIFICATION INFORMATION

Upon satisfactory completion of all courses in the Nurse Aide curriculum and verification by the Program's Coordinator, the student is eligible to register for the state's Nurse Aide Exam after the Nurse Aide I course is completed.

The requirements for the registration for the National Nurse Aide Assessment Program (NNAAP) Exam include the following:

1. Two forms of identification: driver's license and social security card.
(Note: Laminated Social Security cards are not accepted at the testing site)

2. The specified fees

Applications, information and/or forms for the student desiring licensure in North Carolina are available from the Program's Coordinator. On the last day of class for Nurse Aide I, the Program Coordinator will assist student's in registering for the state exam. **Any codes or dates provided for registration during this time are not to be shared with student's located at other campuses or in other Nurse Aide courses.** A student who desires licensure in any other state has the responsibility of contacting the Board of Nurse Aide in that particular state for the appropriate forms.

VII. GENERAL POLICY INFORMATION

General Guidelines

The following guidelines for professional behavior are required of Nurse Aide students. Students should be constantly aware that they represent the health science program and the College to the public when dressed in the COA program uniform and that they will be viewed by the College, by other professionals, and by the public in general as representatives of COA. Therefore, students are charged with portraying a positive image of health science and wellness occupations and the college. The COA health science program and the College reserve the right to dismiss any student whose on or off campus behavior violates any of COA's rules or policies governing expected conduct of students including those prohibiting any student from engaging in any criminal conduct; any conduct or behavior prohibited by COA policy; or any other conduct or behavior particularly while dressed in uniform or otherwise while representing COA that tends to portray the student, the program or COA in a negative fashion or otherwise tends to cause harm to the reputation of the program or COA.

Per Policy 5.3.2 Certain College programs may have academic and non-academic related conduct and sanction requirements in addition to those listed in the college's policy.

Failure to follow these guidelines may result in an unsatisfactory grade in classroom, lab, and/or clinical evaluation and consequently in dismissal from the Nurse Aide Program.

A. NURSE AIDE STUDENT'S PROFESSIONAL BEHAVIOR

Each Nurse Aide student must:

- Comply with
 - a. Policies of the clinical facility as stated in current Policies and Procedures Manual
 - b. Patient's Bills of Rights
 - c. Contractual Agreement between COA and Clinical Facility
- Report patient situations accurately, regardless of reflection upon self or others. If situation requires agency occurrence report or the equivalent, student will complete report according to agency policy
- Ask for supervision and assistance when needed
- Interact professionally, courteously, and respectfully with faculty, peers, health team

members, patients, and family member

- Address patients, family members, health team members, instructors and staff by Dr., Mr., Mrs., Ms. and Miss and the surname unless otherwise directed.
- Demonstrate self-confidence in administering patient care
- Utilize time efficiently and constructively
- Display initiative and self-motivation
- Attend and participate in post-conferences
- Perform self-evaluation regarding the attainment of course objectives
- Complete all written work on time
- Demonstrate punctuality for class, lab, and clinical
- Maintain a reliable means of communication and transportation, valid telephone number and email address via the COA MyCourses account.
- Check their COA email account regularly Monday-Friday during each course enrolled.
- Refrain from using social networking, text messaging or other electronic media for posting insulting, disparaging or inflammatory comments regarding COA, the Nurse Aide courses, any member of the COA campus community or affiliated internship sites and their employees. Criticisms of or concerns regarding these issues should be expressed through the COA chain of command so that the concerns may be addressed, and not in a manner which could disrupt the clinical program or operations at clinical sites. Students are also prohibited from disclosing confidential information through such media or from discussing confidential information in any other manner that may reach third parties outside of COA staff or clinical site personnel.

COA Health Sciences and Wellness Programs Social Media Policy does not allow students in clinical-related activities to post ANY pictures or information depicting or while engaged in activities relating to hospital, practicum, and/or internship activities, facilities, staff, volunteers and/or patients without expressed, written consent from the College and the facility. This includes, but is not limited to, “selfies” taken while at these facilities and social media posts about facility events or staff.

Such actions have the tendency to disrupt program activities, to portray the student and COA staff in a negative and/or unprofessional light, to potentially violate the rights of facility staff, volunteers or patients, and to otherwise negatively impact COA's programs and reputation.

B. CLASSROOM/LAB/CLINICAL/CONFERENCES RELATED BEHAVIORS

- Each Nurse Aide student will demonstrate appropriate behavior in regard to faculty and fellow students in the classroom/lab/clinical setting.
- Students are expected to be on time and appropriately prepared for class/lab/clinical.
- Students are expected to adhere to the College's Drug-Free and Smoke-Free Environment Policies and Student Code of Conduct. No smoking, use of tobacco, vaping or E-cigarettes, use or purchase of alcohol, drug consumption, or other violations of the College Student Code of Conduct are allowed in college vans, campus buildings, campus parking lots, or in or on the grounds of clinical facilities or any time while in a COA health science program uniform.

Students may not buy, sell or consume alcoholic beverages or illicit drugs while in a COA Nurse Aide uniform (including street clothes while in facilities) or lab coat. Violation of this alcohol/drug policy will result in disciplinary action up to and including a grade of unsatisfactory in clinical, consequently an "F" in the Nurse Aide course, and immediate dismissal from the Program and all program courses.

Students may not smoke while in a COA Nurse Aide uniform (including street clothes while in facilities) or lab coat. The smell of smoke on a student uniform will be considered unprofessional in the clinical setting and a "noxious odor". The student will be removed from the clinical setting until they are able to return without the odor as determined by the clinical instructor. Any missed time will count under the attendance policy as absent clinical time for the course. Repeated violations of this policy may result in disciplinary action up to and including clinical failure and dismissal from the clinical site, and/or consequently dismissal from the program.

- Any information learned about a patient is considered confidential. There will be no discussion of clinical experiences in public places (elevators, stairs, cafeteria, hallways, etc.) or through any social media. Discussion should occur only in clinical conferences or in private conversations with instructor and/or fellow students. Students are not to make copies of any part of patients' records nor be in possession of copies of any part of patients' records. Violation of this confidentiality policy may result in a grade of unsatisfactory in clinical, consequently an "F" in the Nurse Aide course, and dismissal from the Program.
- A student who is responsible for an act of negligence or deviation from expected performance in the clinical area will complete an agency report per agency policy. At the discretion of the faculty member, the student will meet with the Clinical Instructor and the Program's Coordinator to discuss this area of concern and the student's retention in the course. The Nurse Aide faculty member is to submit a written descriptive memo regarding such an incident to the Program's Coordinator, Department Chair, and Division Chair.
- When at all possible, a student will not be assigned to the same unit in the clinical agency where he/she is or has been an employee.
- Students shall not make or receive any personal phone calls while on duty in a clinical facility unless it is an absolute emergency and the instructor has given permission. No texting or social networking access should occur while on duty at a clinical site. Use of cell phones or other electronic devices (such as audio or video recorders, pagers,

Blackberries, etc) is not allowed in the classroom during testing or test reviews, and all such devices are to be turned off during class, lab, and clinical. Smart watches are NOT allowed in the clinical setting.

- Students should refrain from wearing perfume or heavily scented products, such as after shave, lotions, cologne or hair spray while in uniform and/or on duty in clinical facility.
- Outside visitors are not to visit with students during scheduled clinical experiences.
- **Students are not to leave the clinical unit or facility unless the instructor has been notified and consent has been given. Prior to leaving the floor, students are to report to the assigned staff nurse.**
- Students are prohibited from secretly recording classroom, lab or clinical activities; and any conversations, meetings, or conferences or other interactions with faculty, COA employees, patients, or anyone in any setting/facility associated with the program's activities. Use of personal recording devices to record lectures in class, lab or clinical is prohibited. Students with documented accommodations that request recording capability must meet with the Nurse Aide department to determine appropriate means and parameters of making recordings.

C. PERSONAL APPEARANCE - DRESS CODE

Nurse Aide students are expected to be examples of healthy persons. This includes being clean and well-groomed, particularly when assigned to the clinical area. Good personal hygiene must be practiced. It is required that all students wear the appropriate Nurse Aide Program uniform when reporting to their clinical assignment unless otherwise directed. Visible photo identification badge above the waist must be worn. Students are to wear white, closed toe shoes, without mesh, to all clinical agencies.

Students are to wear closed toe shoes to all campus labs. Students will have his/her hair clean and pulled back away from the face and styled in such a manner that will prevent hair from falling forward.

Clinical/lab attire will be addressed in each clinical course.

Each student is required to have the school's designated uniform the first clinical day or as designated by the program coordinator. The uniform must be neat, clean, well-pressed/ironed and well fitted throughout the student's participation in the program. Uniforms and physical appearance must meet the guidelines developed by the Program faculty and worn properly at all times while in uniform. Students will not be allowed to deliver patient care if the uniform guidelines are not met and any missed time from clinical will count as attendance hours missed.

The COA health program uniform may only be worn when engaged in the role of a COA program student for an approved program activity. Students shall not visit units in assigned or unassigned health care agencies in a visitor role while wearing the Nurse Aide student uniform. Students should not wear the uniform in public places such as grocery stores, malls, etc. either before, during, or after clinical experiences.

The College Student Code of Conduct applies to students at all times they are in a COA uniform – whether on or off campus; and whether or not they are actively engaged in a college sponsored event.

While in uniform the student will:

- Have his/her hair clean and pulled back away from the face and styled in such a manner that will prevent hair from falling forward. Beards, mustaches, and sideburns are to be neatly trimmed and groomed.
- Wear clean, polished white shoes and white above the ankle socks.
- Limit visible jewelry to a single pair of post-earrings in ear lobes only, one nurse's watch and one smooth surface ring on either left or right third finger. **Smart watches are not allowed in the clinical setting.** Ear gauges are not acceptable in the clinical setting.
- Have clean, short, manicured fingernails; Artificial nails are prohibited.
- Wear photo identification badge. ID badge must be worn above the waist with picture facing out so that it may be easily read.
- No chewing gum allowed while in uniform.
- Have no visible body piercing jewelry (with the exception of ear lobes – see above) and tattoos must be covered.
- Hair should be of natural color.
- External artificial cosmetic enhancements (i.e. eye lashes, hair pieces, etc.) are not to be worn.

D. STUDENT INJURY IN CLINICAL AREA

If a Nurse Aide student is in an assigned clinical area when personal injury occurs, he/she is to report immediately to the Instructor. If he/she is unable to do this, another student working in that area is to contact the Instructor.

Per agency policy, a report with specific details of the injury must be completed. The report should clearly state how and why the incident occurred and if the incident resulted from faulty equipment or negligence on the part of the student or agency. It is recommended that the student report to the Emergency Department for evaluation and treatment. This would be done at the student's expense - not the College's or hospital's expense (E.D. cost may include E.D. fee, physician's fee and cost of treatment and/or services rendered). If a student elects not to go to the E.D., this should be so stated on the report. A copy of the report is to be reviewed by the Clinical Instructor who will report the occurrence, by way of memo, to the Program Coordinator.

E. TRANSPORTATION TO CLINICAL AGENCIES

It is the student's responsibility to provide his/her own transportation to clinical facilities.

F. SEXUAL HARASSMENT

Refer to current COA Catalog for "Sexual Harassment" Policy.

G. COMPLAINT POLICY

Students have rights and responsibilities to express concerns regarding faculty-student matters and perceived problems. Students are encouraged to follow the chain of command and seek

assistance from faculty members and academic advisors to resolve issues at the lowest level of authority. If the matter cannot be resolved at the level of occurrence, the student is to use the established policies for grievances and complaints in the college catalog.

Complaints are defined as any written appeal that has been filed by a student in accordance with the student grievance procedures for Disciplinary, Sexual Harassment, or Non-disciplinary issues as noted in the college catalog of the current year or any written complaints filed with agencies that have governance over the Nurse Aide program.

A record of the student complaint and its resolution will be placed in the student file and a copy kept in a Complaint file located in the locked file cabinet that serves the Nurse Aide program.

VIII. CLINICAL FACILITIES UTILIZED FOR NURSE AIDE COURSES

Revised: 11/06, 05/09, 6/16/6/22, 10/23, 7/24

Reviewed: 5/08, 06/11, 06/12, 6/2020, 6/23, 1/26

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|----|--|--------------|
| 1. | Vidant Chowan Hospital (VCH)
211 Virginia Road
Edenton, NC 27932 | 252-482-8451 |
| 2. | Vidant Outer Banks Hospital
4800 South Croatan Highway
Nags Head, NC 27959 | 252-449-4500 |
| 3. | Sentara Albemarle Medical Center
1144 North Road Street
Elizabeth City, North Carolina 27909 | 252-384-4833 |
| 4. | Laurel Park Rehabilitation and Healthcare
901 Halstead Boulevard
Elizabeth City, NC 27909 | 252-338-0137 |
| 5. | Hertford Rehabilitation Center
1300 Don Juan Road
Hertford, NC 27944 | 252-426-5391 |
| 6. | Peak Resources Outer Banks
430 Health Center Drive
Nags Head, NC 27959 | 252-441-3116 |
| 7. | Brookdale – Elizabeth City
401 Hastings Lane
Elizabeth City, NC 27909 | 252-333-1171 |
| 8. | Spring Arbor of Outer Banks
803 Bermuda Bay Boulevard
Kill Devil Hills, NC 27948 | 252-449-4455 |
| 9. | Chowan River Nursing and Rehab | 252-482-7481 |

VIII. NURSE AIDE STUDENT CONTRACTUAL AGREEMENT

Nurse Aide I Statement of Understanding for Syllabus Topics

I, the undersigned, have

1. received a copy of;
2. read;
3. received an explanation of; and understand the policies and requirements as stated in the Nurse Aide I Course Syllabus.

I understand that I must comply with and follow these requirements and policies during my enrollment as a nurse aide I student at the College of The Albemarle. I understand that failure to meet any of these requirements can mean dismissal from this course. Furthermore, I understand that this signed agreement will be filed in my student file.

Special concerns noted below:

- Attendance- If I miss more than 16 hours for any reason I will be dropped from the course.
- Only 5 tardies are allowed, on my 6th tardy I will be dropped from the course.
- I must be able to lift and manipulate at least 50 lbs. safely during Nurse Aide I procedures and duties
- **NO CELL PHONES ALLOWED IN CLINICAL.** A cell phone in the clinical setting is grounds for dismissal from the program.
- I must submit all required medical information to the liaison Rachel Crane and complete the background check request in Castle Branch by the designated due date in order to participate in clinical and continue in the program. Medical requirements are extensive and require students to frequently re-check submission status. I should begin submitting documents as soon as possible in order to meet requirements in a timely manner.
- I understand that it is my responsibility to supplement the information provided to COA and any clinical facility concerning background checks, criminal histories or convictions or any other background information. Failure to promptly provide updated or corrected information may be cause for removal from a clinical facility or clinical site and/or from the nursing program.
- My acceptance, participation and continuation at any clinical site is subject at all times to the approval and consent of the clinical site. Students must be able to attend and progress in the assigned clinical facility for each course. Alternate assignments will not be made because of inability to progress in an assigned clinical setting.

Signature

Date