

Secondary Technical Education Program

Nursing Assistant Course

Classroom and lab expectations

1. Students are expected to adhere to the student code of conduct as stated in the Anoka Hennepin ISD#11 Student Handbook.
2. Inappropriate behavior will not be tolerated and may result in failure of the course. Examples include, but are not limited to:
 - a. Being disrespectful to the instructor or other students, by use of language or actions.
 - b. Inappropriate language.
 - c. Talking during lecture other than participating in class discussion.
 - d. Talking during videos.
 - e. Misuse of equipment in the lab or classroom.
 - f. Unsafe use of equipment.
 - g. Cell phones or electronic devices during class or clinical.
 - h. Suspected alcohol or substance abuse.
 - i. Repeated tardiness or absenteeism.
 - j. Academic dishonesty.
 - k. Any behavior determined inappropriate by the instructor.
3. Active participation is required in class discussion and lab for successful completion of this class. Please be respectful of other student's opinions or questions.
4. The instructor will demonstrate skills in lab on the scheduled day.
 - a. Students must practice each skill until they have mastered skills, meaning you can perform the skill without the use of your skill sheet.
 - b. All equipment in the lab remains within the lab room.
 - c. All students will help clean and return all lab equipment to proper storage before class is dismissed.
 - d. All beds in the lab will be made according to the instructor's satisfaction before class is dismissed.
 - e. No shoes are allowed on the bed.
 - f. No food or open beverage containers are allowed near the beds in the lab.
5. A mantoux test or equivalent (CXR, serology) is required. All testing and additional follow up must be done and a written report of results given to the instructor by the date determined by the instructor. Failure to do so will result in the student being excluded from the clinical component.
6. A Criminal Background Check must be completed and passed prior to attending clinical. Payment for the CBC is \$20 and must be paid prior to completing the Criminal Background Check. If this is not paid the student may be excluded from the clinical component.
7. No cell phones or electronic devices during class or clinical. If the student is caught using a cell phone, the student will be asked to turn over the phone to the instructor. He/she can pick up the cell phone at the front desk at the end of the class period. On the third cell phone violation, the student will be referred to the assistant principal and will be excluded from the clinical component of the class. Therefore, no college credit earned.
8. Schedule is subject to change at the discretion of the instructor.

9. All assignments are due on the due date except if the student is absent, then it will be due immediately upon the student's return. If an assignment is turned in late, there will be a 25% reduction in the grade earned by the student for every day it is turned in late.
10. If a student is absent, it is up to the student to find out what was missed. It is also the student's responsibility to turn in assignments or make up tests or quizzes if he/she is absent.
11. If a student is absent on the day of a test or quiz, this will be made up by the student immediately upon his/her return. If a student misses school the day before a test or quiz, he/she is still responsible to take the test or quiz on the date scheduled unless notes/information were missed that would apply to the test or quiz.

Attendance Policies

Absence: An absence is defined as not being present in class on a scheduled class day. More than 6 absences or 9 hours missed will result in the student being excluded from the clinical component of the course and not receiving college credit. If the student misses more than 9 hours after clinical has been completed, the student will receive an F on his/her college transcript for the course. Absences cannot be made up. Any absence for any reason will be counted toward the 9 hours the student can miss during the trimester.

Tardy: Tardiness is defined as arriving late to class beyond the scheduled start time and/or returning from breaks beyond the given return time. After the first tardy, the student will discuss the reason for the tardy. After the second tardy, the student will call his/her parent to discuss the tardy and find ways to help the student be on time. Every tardy after the second will be the equivalent of ½ hour of time missed for the student.

Clinical: Clinical hours are mandatory. The student must attend all hours of clinical that he/she is scheduled during his/her assigned rotation. The student may not leave clinical unless dismissed by the instructor. Hours missed must be made up during the next available clinical rotation, per instructor approval and discretion. **Failure to notify the instructor and/or facility of absence or tardiness prior to the start of a clinical day will result in the student not being eligible for college credit.**

Testing policies

1. Tests will be given at a time determined by the instructor.
2. All tests must be passed with a minimum of 80%.
3. Failure of more than two unit tests will result in the student being excluded from the clinical component of the course and will not receive college credit.
4. The student must retake any unsuccessful test (up to 2 tests) to achieve a score of 80% or greater. If the second attempt at any test is less than 80% the student will be excluded from the clinical component of the course and will not receive college credit. The student will keep the original test score to be included for the class grade.
5. Students must have a cumulative grade of 80% or higher to attend clinical.
6. Lab and clinical are graded pass/fail. Students must pass all lab/clinical skills to earn the college credit.

7. Check off, or return demonstration of skills by the student will be observed by the instructor.
8. Students will have an opportunity to retest any failed skill. The second attempt must be passed to achieve a passing grade for lab. Failure to pass a lab skill will exclude the student from clinical and college credit will not be earned.

Clinical Dress code

1. A black scrub uniform is required for the clinical site.
2. Any shirt worn under scrub top must be black in color without writing or print.
3. White nursing duty shoes or tennis shoes that are mostly white in color and clean are allowed. White socks must be worn.
4. Hair longer than shoulder length must be pulled back.
5. Fingernails must be clean and trimmed; no artificial nails or polish allowed.
6. Jewelry is limited to a watch with a second hand, wedding or engagement ring, one pair of earrings (no hoops). No necklaces or bracelets with the exception of medical ID alert. No facial piercings. Body tattoos must be covered by clothing.
7. A student ID badge must be worn at all times. This is provided by the instructor.
8. Students must maintain appropriate personal hygiene and grooming. This includes bathing, use of underarm deodorant, and oral care. No highly scented perfume or aftershave/cologne is allowed. If offensive body odor is present the student will be removed from class or the clinical site until hygiene and grooming issues are resolved.
9. Failure to comply with the dress code will result in removal from the clinical site.

Supplies

Student is expected to provide supplies for their personal use in lab during certain units.

Unit 5: a watch with a second hand, short sleeved shirt

Unit 6: bath towel, wash cloth, soap, lotion, t-shirt, shorts, plastic bag

Unit 8: food to share with the class

Secondary Technical Education Program
Nursing Assistant Expectations Form

I acknowledge that I have read and understand the policies and procedures of the Nursing Assistant program and understand that failure to comply with these rules will result in removal from the class, an incomplete grade or failure of this course.

Signature of student _____

Date _____

Signature of Parent _____

Date _____