

# NURSING ASSISTANT ARTICULATED MASTER PLAN OF INSTRUCTION 2023 – 2024

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## MISSION

The mission of Fort Myers Technical College is to provide high quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.

The School Board of Lee County, Florida does not discriminate nor tolerate discrimination on the basis of race (including anti-Semitism), color, ethnicity, national origin, sex, sexual orientation, gender identification, gender expression, disability (physical or mental), pregnancy, marital status, age (except as authorized by law), religion, military status, socioeconomic status, linguistic preference, genetic information, ancestry, or any other reason protected under applicable federal, state, or local law in the provision of educational programs, activities or employment policies as required by Title II, Title VI, and Title VII Civil Rights Act of 1964 including, Title IX of the United States Education Amendments of 1972, Age Discrimination in Employment Act of 1967 (ADEA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Florida Civil Rights Act of 1992, Genetic Information Nondiscrimination Act of 2008, Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAAA), and the Florida Educational Equity Act of 1984. The School Board also provides equal access of its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act. Any sections of the District's collectively bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above. As required by Florida's Educational Equity Act, the Superintendent shall submit an annual equity report addressing the District's educational and employment practices. The School Board of Lee County, Florida, prohibits retaliation by any District personnel against a person for reporting, filing or being a witness in a discrimination (including harassment) charge, complaint, investigation or lawsuit associated or in connection with this policy. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity, Academic and Student Support Services or the Equity Coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to: For Employees: Office of Civil Rights & Equity Compliance at (239) 337-8134 or at [CivilRightsEquity@leeschools.net](mailto:CivilRightsEquity@leeschools.net). For Students: Office of Positive Prevention at (239) 939-6858.

Lack of English language skills will not be a barrier to admission and participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.



Fort Myers Technical College  
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# Nursing Assistant Articulated

## INTRODUCTION

We believe that the "future belongs to those who prepare for it," and we welcome you to your new future as a student in the Articulated Nursing Assistant program.

There has probably never been an adult student who did not have misgivings about going back to school. I'm sure most of your classmates are feeling the same way. The mature students feel that they are competing with youth who have more recent schooling; however, both youth and maturity have advantages. It has been proven time and time again that a mature student has NOT lost the ability to learn, although sometimes it takes a little longer. Some of you will find, to your surprise, that studying is actually fun. We believe that all of you will find it rewarding. The faculty and staff of Fort Myers Technical College and its affiliating health agencies will do all in their power to make this educational experience both pleasant and profitable. Please call on us for help at any time.

The School District of Lee County (SDLC) and its employees are committed to do everything within their power to treat all persons fairly without regard to race, color, age, religion, sexual orientation, national origin, or handicap.

Fort Myers Technical College functions under the Adult and Career Education Department of the School District of Lee County. It is given direction and approved by two agencies: The Florida Department of Education and The Florida Board of Nursing. The Commission of the Council on Occupational Education (COE) and Cognia are the accrediting bodies. The Nursing Assistant Articulated program is designed to prepare students to take the certification examination and gain employment as certified nursing assistants. Persons having successfully completed the program are eligible to take the Nursing Assistant Examination for Certification in the state of Florida.

This master plan has been prepared to help you in your orientation to the school and to the healthcare industry. The policies included herein are closely aligned with healthcare facility regulations so that a student may become familiar with workplace expectations prior to employment. The policies and procedures of our program are all designed to assist you toward success and to ensure your employability in the healthcare field upon graduation and licensure. The objective of the Nursing Assistant Articulated Master Plan is to provide written policies concerning admission of students, student health and welfare, attendance, and student progress. Each student must be aware of these policies and refer to this plan to clarify information. Faculty members are available for conference and/or to answer questions.

## PROGRAM MISSION

The mission of the Nursing Assistant Articulated program is to prepare men and women for employment as nursing assistants in acute and long-term care facilities. This program is available to all individuals who meet entrance standards.

## PROGRAM PHILOSOPHY

The faculty acknowledges the importance of the contribution articulated nursing assistants make by the successful completion of this program. We believe that every human being has individual worth, has needs for self-esteem and respect, and should be given an opportunity to realize his or her potential.

We believe that each student is a potential learner with individual differences to be recognized and respected. We believe that education is a continuous learning process, dependent upon motivation and ability, and best occurs under the guidance and direction of a qualified teacher. Learning results in changes in the behavior of the learner. The teacher sets the stage by planning a logical sequence of meaningful educational experiences, using a variety of teaching methods, centered around clearly defined teacher and student objectives designed to develop student potentials.

Since the nursing assistant functions on the nursing team as an assistant to the nurse, the assistant

must be one upon whom the nurse can rely to perform safely and respectfully those tasks assigned. We believe that the successful completer of this program must meet well-defined minimum standards of attitude, behavior, knowledge, skill and performance to function in this role and to insure the highest possible quality of nursing care as directed by the nurse.

We believe, therefore, that through good instruction, closely supervised clinical practice, observation of employment attitudes and habits along with counseling to meet individual needs, that we can accomplish our purpose of preparing both men and women in a rewarding health occupation field.

### **PROGRAM CONTENT**

- |   |   |
|---|---|
| ■ Healthcare delivery system and health occupations | ■ Restorative (rehabilitative) activities                           |
| ■ Communication and interpersonal skills            | ■ Verbal and written communications specific to nurse assisting     |
| ■ Legal and ethical responsibilities                | ■ Supervised organizational functions                               |
| ■ Wellness and disease concepts                     | ■ Legal and ethical responsibilities specific to nurse assisting    |
| ■ Infection control specific to nursing assisting   | ■ Physical comfort and safety functions specific to nurse assisting |
| ■ Safety and security procedures                    | ■ Personal patient care and patient care procedures                 |
| ■ Emergency situations                              | ■ Following the patient care plan                                   |
| ■ Infection control procedures                      | ■ Principles of nutrition   |
| ■ Information technology applications in healthcare | ■ Care for geriatric patients                                       |
| ■ Employability skills                              | ■ Biological, psychological, and social support                     |
| ■ Blood borne diseases, including HIV/AIDS          | ■ Healthcare emergencies and vital signs                            |
| ■ Basic math and science skills                     |   |

### **ESSENTIAL TRAINING FUNCTIONS AND PHYSICAL REQUIREMENTS**

Working in healthcare occupations may be emotionally and physically strenuous. The following is a list of required functions, tasks and abilities that are requirements of the Nursing Assistant Articulated program and its clinical affiliates. It is important to review the following list prior to enrolling in the program.

- Visual: visual ability sufficient for observation and data collection necessary to provide safe client care such as: read fine print/writing and the ability to distinguish colors.
- Auditory: ability sufficient to monitor and meet client needs such as: receive verbal communication from patients and members of the health care team and to collect data through the use of monitoring devices such as B/P monitor, stethoscope, emergency alarms, patient call lights and a verbal call for help.
- Gross and fine motor coordination: to practice safe and efficient patient care such as: respond promptly and implement skills including the manipulation of patient's equipment, perform CPR, measure vital signs, collect data such as peripheral pulses, patient skin differences and palpitation. Able to utilize computer technology.
- Communication: communication abilities sufficient for interaction with patients, family, and other healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds in a coherent and concise oral and written format. Must be able to follow spontaneous verbal and/or written instructions accurately.
- Critical thinking: plan and implement care in the decision-making process, and exhibit adequate emotional stability to react appropriately in an emergency and in situations of high stress. Able to make decisions under pressure, have the ability to handle multiple priorities, be flexible, and cope with others in a professional manner.
- Mobility: physical abilities to ambulate from room to room and department to department independently, maneuver in small spaces, navigate stairwells, re-position/lift patients in bed, and perform CPR. Reach above the head and push/pull/lift without restrictions, flexibility to squat and to bend at the knees. Have the ability to push/pull/lift 25-50lbs and stamina to be on

your feet for 8-12-hour shifts.

If any of these Essential Functions are impossible for the program applicant to perform, it will be necessary to consider enrolling in another program. In the event that the use of special equipment compensates for noncompliance with the Essential Functions, it is the responsibility of the program applicant to purchase this equipment (e.g. electronically enhanced stethoscopes, hearing aids or other adaptive devices) in order to meet the Essential Functions criteria.

Latex Advisory: the use of latex based products may exist in the healthcare facilities, as well as Health Science classrooms/labs. Individuals with latex allergies should seek expert advice from their health care provider so that they may receive information to make an informed decision regarding their exposure to latex.

### **ACCOMMODATIONS**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or post-secondary student's accommodations plan to meet individual needs to ensure equal access. Post-secondary students with disabilities must self-identify, present documentation, required accommodations if needed, and develop a plan with their post-secondary service provider. Accommodations received in post-secondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and services provided are maintained in a confidential file.

### **TUITION AND FEES**

Tuition and fees are charged for adult students at a reasonable rate that may vary slightly from year to year and is due prior to the first day of each cohort. Current fee information is available from Student Services. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

Students withdrawing after the first two days of class will not be entitled to any refund. Students withdrawing before the first two days of class can receive a full refund, minus the application fee. Costs associated with parking tag, name badge, and/or books will be deducted from the refund if not returned.

Basic classroom supplies and uniforms are required to be purchased by the student. Name badges and parking tags will be provided by FMTC and must be returned when withdrawing or completing the program. If parking tags or name badges are lost, a replacement must be obtained for a reasonable fee.

Replacement of lost certificates earned in the program will incur a reasonable fee.

Any equipment or supplies checked out from the classroom must be returned, free from damage, by the end of the program before a Certificate of Completion is awarded. Failure to return items obligates the student to reimburse the school for the cost of the item(s).

The admission fee covers liability insurance during classroom and clinical assignments. The student is responsible for providing their own automobile insurance if driving. FMTC pays for accident insurance that covers students while on campus and while at instructor-supervised off-campus activities. The cost of taking the State of Florida Certification Examination, including any subsequent retakes, shall be the responsibility of the student.

## ADMISSION

Applicants must be 18 years of age or a high school graduate (or its equivalent) by the first day of class. Admission is contingent upon background and drug screen results, required immunizations, and seat availability.

## CLASS SCHEDULE

Lecture days on campus meet Monday through Friday from 8:00 A.M. until 2:30 P.M. Lunch breaks are 30 minutes in length. No other breaks are given. Clinical times will vary.

## ATTENDANCE POLICY AND PROCEDURES

### Purpose

Health care workers must be reliable and dependable employees. Reporting to work as scheduled and arriving on time are critically important employability characteristics to maintain. The administration, faculty, and staff at FMTC believe that it is essential within the nursing assistant curriculum to teach employability skills as an integral part of the educational program, and to practice these skills throughout the program. The patient's welfare is dependent on the worker being in the right place at the right time with the right knowledge and skills. In order for the student to get the maximum benefit of this course, the attendance policy must be followed

### Policies

Attendance is defined as the span of time a student is under the jurisdiction of the instructor. An occurrence is any time missed from class including tardies, absences, and/or leaving early.

- If a student is unable to attend the first day of class, student enrollment will be forfeited.
- A student must be in attendance at least 90% of class, lab, and simulation time. **Absences in excess of 10% (16.5 hours) or more of the course will require withdrawal**, and the student must reapply for admission in the next available cohort if readmission is desired.
- A student must be in attendance for final exams and competency tests or a zero will be given, and the student will be withdrawn.
- A student may not miss any clinical time; however, if an emergency does arise, notify the instructor or program director immediately. Verifiable documentation of the emergency must be provided to the administration.
- Disciplinary review will take place on the 2<sup>nd</sup> occurrence.
- Administrative review will take place on the 3<sup>rd</sup> occurrence and consequences (up to and including withdrawal) will be determined on a case by case basis.

### Student Attendance Responsibilities

- Students shall be in school or at the assigned location every day and on time.
- Any student who will be late or absent must notify the instructor at least 30 minutes prior to the scheduled start time for each day. Failure to notify the instructor will be reflected in the student evaluation, and employability points will be deducted.
- Students shall be responsible for obtaining and completing all assignments missed during an absence. All missed work will receive a grade of zero until submitted by the student.
- Students must bring appropriate materials to all classes and clinical experiences and be prepared to work. Failure to do so may result in the student being asked to leave.
- Students are responsible to clock in and out of the attendance kiosk to receive credit for class time.
- Student appointments must be made prior to or after class or clinical so that attendance time will not be lost.
- Students are responsible for keeping up to date with their attendance via Focus in regards to tardy, absence, and employability point deductions. Any discrepancies or concerns should be brought to the attention of the instructor ASAP and prior to the end of each course. Changes must be made before advancement to the next course if an error has occurred. Once the

student has advanced, past hours will not be changed or re-evaluated.

### **HOLIDAYS, TEACHER DUTY DAYS AND HURRICANE DAYS**

The Nursing Assistant Articulated program generally follows that of the Lee County School District student calendar; however, days may differ as dictated by program needs. A program calendar will be provided at the beginning of each cohort which covers the program length. The calendar is subject to change and notifications will be made to the student as soon as possible if modifications are necessary.

Holidays: Holidays will be observed according to the Lee County School District.

Teacher Duty Days: Students will not attend class on planning or in-service days. These may differ from the Lee County School District student schedule.

Hurricane Day(s): In the event of school closing(s) due to a hurricane, the day(s) will be made up as scheduling permits. If the Lee County School Board announces SCHOOLS AND ALL SCHOOL OFFICES ARE CLOSED, the student should NOT report to school or to the clinical agency.

### **PLAN OF INSTRUCTIONAL PRACTICES**

#### **Teaching Methods**

Pre- and post-testing, lecture, demonstration and return, discussion, group interaction, audio-visual materials, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, anatomical models and charts, individualized instruction, self-directed learning activity packages and clinical experience are among the teaching methods utilized.

Teaching and instructional aids include textbooks, workbooks, projects, reports, simulations, hands-on computer experience, collaborative learning, videotaped instructions, films, guest speakers, board examples, cooperative on-the-job training and other methods are used for instruction as appropriate.

#### **Safety**

Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards along with workplace safety will be taught and reinforced throughout the program enrollment.

#### **Evaluation**

All student work is considered when determining student grades. Oral and written tests, group discussions, computer assignments, worksheets, skills checklists, return demonstrations, homework, student projects and employability behaviors are all representative means which may be used to determine student grades. Clinical competencies and exams are utilized to evaluate program progression. The Nursing Assistant program includes a 40-hour clinical component in which the instructor for the program is responsible for student assignments, guidance, supervision and evaluation.

### **GRADING PROCEDURE**

Each student is responsible for being aware of his/her academic status for classroom theory courses and for clinical practicum. A student should seek advice/help from the instructor at any time.

The grading system is as follows:

A = 100% - 90%

B = 90% - 80%

U = <78% and below

**An 80% in each mandatory competency is required to complete OCP A and OCP B. Failure to meet these benchmarks will result in withdrawal from the program.**

#### **Grade Formula:**

##### **OCP A**

55% Assessment

20% Career Application

25% Employability

##### **OCP B**

55% Assessment

## 20% Career Application

## 25% Employability

### **Mandatory Competencies:**

Students must perform and earn the following grades on specific exams or assignments to successfully progress from OCP A (Basic HealthCare Worker (BHCW)) to OCP2 (Nurse Aide Orderly(NAO)) and then complete the NA-A program:

- 80% in BHCW Assessment
- 80% on BHCW Skills Final
- 80% on BHCW Final Exam
- 80% on NAO Skills Final
- 80% on NAO Final Exam
- 80% on Clinical Practicum

### **Assignments:**

Assignments are to be turned in by 0800 on the due date. Late assignments will be graded as follows:

- On the due date after 0800: 25% reduction in grade
- First day after the due date: 50% reduction in grade
- Second day after the due date: 75% reduction in grade
- Third day or later after the due date: grade will be 0%.
- Being late or absent for quizzes or tests will result in a 10% reduction in grade

### **Homework Policy**

The expectation is that you come to class prepared pre-reading the material and completing the workbook questions. There are nightly workbook homework assignments, clinical skills videos, and weekly CEUFast requirements.

- On the due date after 0800: 25% reduction in grade
- First day after the due date: 50% reduction in grade
- Second day after the due date: 75% reduction in grade.
- Third day or later after the due date: grade will be 0

### **Make-up Policy**

All testing and assessments will be scheduled per course outline. Make-up work is not allowed unless the instructor gives prior approval. The instructor may assign additional outside work to be completed for each absence

## **EMPLOYABILITY CRITERIA**

Employability skills are essential in obtaining and maintaining a successful healthcare career. As such, employability comprises a significant part of a student's grade. Employability comprises the majority of clinical practicum grades.

### **Professional Appearance**

1. Refer to the sections on Employability Points, Professional Appearance and Grooming, as well as Student Conduct.

### **Attitude/Communication**

1. Sets a good example for other students and staff in composure and tact.
2. Maintains confidentiality and complies with ethical code of conduct.
3. Demonstrates loyalty to the school and health care facility.
4. Demonstrates a positive attitude toward school, facilities, and peers.
5. Exhibits a spirit of cooperation, offering assistance to others.
6. Displays interest in assignments and new work experiences.
7. Performs procedures as instructed.
8. Follow test directions.
9. Follow the "chain of command" when problems arise.
10. Is flexible and adaptable.
11. Accepts constructive criticism and demonstrates growth from it.
12. Maintains personal control during difficult situations (evaluations).

**Reliable/Dependable**

1. Shows up to class and clinical at appointed time.
2. Accepts responsibility for own actions without blaming situations or others.
3. Handles difficult situations by making professional judgments.
3. Takes only allotted break and lunch periods and returns promptly.
4. Completes school assignments on time.
5. Comes to school/clinical with proper equipment.
6. Demonstrates knowledge in facility/classroom
7. Come to class prepared by reading text material for the scheduled lecture.
8. Always completes clinical assignments and reports off to the preceptor.

**Initiative/Resourceful**

1. Uses all time productively (lab and clinical).
2. Knows how to find answers (text, materials, care plans, etc.)
3. Displays correct assertive behavior.
4. Acts as resident advocate.
5. Remains alert, displaying interest, seeks out learning situations at clinical and in classroom.
6. Shows ability to adjust situations using correct principles.
7. Demonstrates ability to communicate effectively with residents and staff.

**Quality of Work**

1. Performs care tasks, paying attention to details, individual needs, and making appropriate adaptations for each resident.
2. Demonstrates genuine interest in residents and their needs.
3. Demonstrates progression with fundamental skills.
4. Can handle assignments expected of students at the postsecondary level.
5. Applies principles of infection control, rights and safety.
6. Follows patient preference and comfort choices.

**Quantity of Work**

1. Begins and ends patient care assignments on time.
2. Exhibits ability to organize assignments according to patient priority.
3. Demonstrates ability to find new experiences and practice skills (as instructed) when assignment is complete.

**Respect**

1. Treats residents, their belongings and space with respect and dignity.
2. Demonstrates respect for the person in charge as well as co-workers/classmates.
3. Does not distract or annoy others.
4. Demonstrates respect for facility, school, classroom and environment.
5. Follows policies of facility, school and classroom.

**EMPLOYABILITY POINTS**

Students start each course section (BHCW and NAO) with a 100% employability grade. Employability for BHCW is evaluated on Professional Appearance and Professional Behavior. Employability for NAO is evaluated on Professional Appearance, Professional Behavior and Clinical. Employability Points are deducted for infractions as follows:

**1. Professional Appearance (-1 for each violation)**

- A. Name Tag present
- B. Correct jewelry & watch (see dress code)
- C. Nails appropriate
- D. Correct & well-fitting uniform & shoes that are neat & clean; no unauthorized attire



- E. No perfume/odors
- F. Hair neat and contained
- G. Phone/smart devices away during instruction and skill time

**2. Professional Behavior** (-2 for each violation)

- A. Attitude, communication (verbal and non-verbal)
- B. Reliable, dependable, punctual (-1 advanced notification\*)
- C. Initiative, Resourceful
- D. Quality of Work
- E. Quantity of Work
- F. Respect (this includes the use of cellphones or smart watches during class)

\*This is based on circumstance and communication with the instructor.

**3. Clinical** — in addition to above for each violation

- A. Cell phone (CP) use during clinical setting: -5 for each
- B. NO call NO show (NCNS): - 10 or withdrawal
- C. Tardy: -5 (per five minutes) greater than 30 minutes will result in being sent home from clinicals

### **PROGRAM PROGRESS**

Fort Myers Technical College is a postsecondary institute designed to provide trained individuals to industry. The approved postsecondary program grading requirements must be met if the student is to receive a certificate. Theory and clinical practicum must be passed at 80% average before the student can progress to the next course or complete the program. Clinical competency tests at the end of each course must be passed with an 80% to continue to the next course or complete the program. An 84% must be earned on AHA BLS and any remediation performed at FMTC. AHA BLS is a mandatory requirement to attend clinical.

Students are required to complete the program of training within the hours allotted by the state of Florida for completion. Progress must be at a rate that will allow completion of the program with the number of membership hours stated in the Curriculum Framework. Failure to progress at this rate will require the student to meet with the program instructor, career specialist, and an administrator in order to identify an appropriate completion point or to assist the student in selecting a more appropriate training program.

Successful completion of Occupational Completion Point B of Nursing Assistant Articulated qualifies the student to take the state certification examination for nursing assistant. Such certification is required for employment in a nursing home, in accordance with chapter 464.203, Florida statutes.

### **REQUIREMENTS FOR A CERTIFICATE**

All competencies specified in the Curriculum Framework for this program must be successfully completed before a Certificate of Completion from Fort Myers Technical College is awarded. Successful completion is at least an 80% average in the areas of skills, knowledge, and work habits. Proficiency in the competency standards listed in the Master Plan of Instruction must be demonstrated. In addition to the requirements above, the recommendation of the instructor for certification includes: consideration of personal appearance, willingness to learn and to work, punctuality, cooperative attitude, and appropriate work habits.

### **STUDENT CONDUCT**

Students must comply with all school, program, classroom, and training facility regulations to be allowed the privilege of attending the Nursing Assistant Articulated program. Students are expected to read and adhere to the policies contained in the Master Plan of Instruction. Classroom rules will be posted by the instructor. Students will be expected to maintain professional conduct while in attendance without regard to location or activity.

## **STUDENT HEALTH**

Each student is responsible for their own health and related problems. The student must:

1. Provide documentation of immunizations and health verification as required at admission.
2. Be able to perform required tasks and functions as listed on the Essential Functions and Physical Requirements form. Physician documentation may be requested to verify abilities.
3. Provide written clearance from the care provider if a student seeks medical care for pregnancy, injury or illness outside of school. Injuries during school hours will be reported immediately and an incident report generated.
4. Refrain from using substances which may impair the student's ability to perform classroom or clinical duties. Abuse of prescription or over the counter medications will be dealt with in the same manner as illegal substances or alcohol. Staff members reserve the right to judge the level of impairment and intervene accordingly to protect the safety of students, staff, and patients.

## **STUDENT DRESS CODE**

Health Sciences is a highly regarded profession. As such, we are viewed as role models for health. The faculty takes great pride in the profession and will make every effort to instill this pride in the students as they prepare for a healthcare career. By maintaining the following standards, the student will continue to make their first impression to the community a positive and lasting one. Any deviation from this standard will result in loss of employability points and/or to be sent home. Students will adhere to the listed policies while on campus and during clinical assignment. The instructor will require that the student correct inappropriate uniform/appearance prior to allowing entry into class or clinical.

1. Identification: School issued identification badges must be visible on the upper part of the chest for easy viewing and must be worn at all times while on campus or at a clinical site. If a student comes to class without the proper identification, a temporary ID must be obtained and worn. A student may be denied admission to the clinical site without the appropriate ID.
2. Uniforms must be scrubs in solid colors. Tops are ceil blue and bottoms are black. The uniform must be fitted to allow for reaching and bending without showing additional skin or undergarments. Undergarments must be simple and unnoticeable through the uniform. Pant legs must not be a length in which the pant legs drag on the floor.
3. Hair: Must be contained off the face, in either a bun or braid, or if of a short length, secured so that it does not fall forward and is kept out of the eyes at all times. Safety and infection control standards may apply to hair, including facial hair.
  - a. Hairstyles and color should not detract from patient care.
  - b. Hair apparel should be plain, without embellishments of any kind, and be of uniform color.
  - c. Facial hair (beards/mustaches) may be worn if kept neatly trimmed.
  - d. Facial hair is not allowed if it interferes with masks not fitting properly.
4. Nails :Must be clean, short, and not extending beyond the fingertips. Clear colored polish is allowed. Artificial nails, acrylic nails, gels, or nail enhancements of any kind are not allowed.
5. Tattoos that are suggestive, biased, sexually related, or that may be considered offensive must be covered.
6. Jewelry must not interfere with the student's ability to safely perform nursing functions.
  - a. The instructor may request that ear and facial piercings that detract from acceptable care standards be removed.
  - b. No visible chains or necklaces.
  - c. No bracelets.
  - d. One small post earring in each ear. Large and/or dangling earrings are not allowed.
  - e. One small nasal post is allowed.
  - f. Medic alert bracelets, wedding, or engagement rings are allowed, but should not endanger any client.
7. Scents: Perfume, cologne, or fragrant lotions must not be worn in the classroom or clinical areas.
8. Gum is not permitted in the clinical areas or in the classroom.

## **WITHDRAWAL AND READMISSION**

The school reserves the right to withdraw the student for any of the following reasons:

1. Unsatisfactory academic or clinical performance.
2. Unsatisfactory demonstration of student conduct.
3. Unethical, illegal conduct, or social misdemeanor including but not limited to drug use, cheating, plagiarism, or patient/person mistreatment.
4. Violation of attendance policy.
5. Violation of school/clinical facility policies.
6. Breaching patient or facility confidentiality.

Readmission is dependent upon seat availability and administrative/faculty approval on an individual basis. If a student is applying for readmission after 6 months, the background and drug screen must be repeated. If a student is applying for readmission after 12 months, the entire program must be completed. Once a student has attempted to complete the program three times, additional enrollments will be subject to the approval of administration and the Health Science Department Head.

## **JOB DESCRIPTIONS**

OCP A Basic Healthcare Worker (BHCW) (90 Hours)

Students completing OCP A will be able to obtain advanced standing in other medical courses.

OCP B Nurse Aide and Orderly (NAO) (75 Hours)

Successful completion of OCP B of Nursing Assistant Articulated qualifies the student to take the state certification examination for nursing assistant. After the student has obtained state certification they may gain employment in long-term care, acute care, or home health settings.

The nursing assistant provides patient care duties under the guidance and direction of the nurse. The nursing assistant is responsible for implementing components of the plan of care through the initiation/completion of procedures relating to basic human, mental health, social needs, comfort, safety and emergency measures; activities of daily living; personal care needs; nutrition and fluid and elimination needs.

## **JOB PLACEMENT**

Each teacher, administrator, and other staff continually assists students in seeking employment. Instructors have contacts in the business community and often assist students in finding employment. There is also a Career Specialist on staff to assist you. Please note, however, that completion of the course does not guarantee employment.

## **REQUIRED MATERIALS**

Textbooks (Ordered by the Instructor):

ISBN: 9781604251371 Hartman's Nursing Assistant Care: Long Term Care, 5th ed. 2022

ISBN: 9781604251388 Workbook for Hartman's Nursing Assistant Care: Long Term Care, 5th ed. 2022.

ISBN: 9781616694074 Basic Life Support (BLS) Provider Manual, 2020. Clinical Training Record

Equipment/Supplies/Resources Provided by the Student:

Watch with a second hand, earbuds, computer/internet access at home, uniforms, notebook, black pens.

## **PROGRAM OBJECTIVES**

See the attached Florida Department of Education Curriculum Framework for program objectives and competencies.