

Welcome to Nurse Aide I

We are pleased to have you in our program. It is important that you read this entire packet carefully.

***Please note: All students must wear their uniforms to every class, beginning on the first day!**

Please bring the following documentation on the first day of class.

Day 1 check list-

- ___ Driver's License- May be expired for 2 years past July 1, 2025
- ___ Social Security Card- signed/not laminated
- ___ Back ground check- non-certified/1 year
- ___ Immunization record
- ___ Complete Uniform

You will also need your Modules Packet on the 1st day. This is your book.

****After you are registered, we suggest that you go to the bookstore on campus and purchase the following items. You can also have your ID badge made. Make sure that it designates you as a Nurse Aide I student. These are made in the Library at Caldwell, and in W460 at Watauga.**

***Students should contact Accessibility Services at 828-726-2746 if they require special accommodations. Instructors are not allowed to give accommodations without specific direction from Disability Services. This is the student's responsibility.**

MUST BE PURCHASED AT COLLEGE BOOKSTORE

Nurse Aide 1 Modules Packet (loose leaf w/3-hole punch)	\$7.50
Five (5) Green Scantrons	\$1.30
College ID -Worn on Left chest -Take Correct Change (<i>Caldwell Bldg. E in Library</i> (<i>Watauga W460 Bldg.</i>)	\$2.50

***Prices are subject to change**

REQUIRED PURCHASES (may be purchased off campus)

- 2 or 3-inch 3 Ring Binder for your Modules Packet (student's preference)
- One or Two (2) sets of scrubs.

Nurse Aide uniform color is **Ceil blue beginning January 2026.**

Outer wear at clinical must be white or Ceil blue.

Again-

(2025 classes wear Pewter gray)

(2026 classes wear Ceil Blue)

-Closed toe & heel, non-skid shoes. (NOT CLOTH) Any color as long as they are kept Clean and in good shape.

-One Gait Belt

-Watch with a second hand (Smart Watches are not allowed in class, lab or for State Testing)

-Stethoscope & Blood Pressure Cuff (Sphygmomanometer) Some cuffs have scopes - attached to them. Don't get this kind. They should be separate pieces.

Non-Certified Criminal Background Check – This can be obtained at the Clerk of Courts office in the County where you have lived for the last year. Ask them to run your background check and print the screen.

Must be within 1 year of last day of class. Again, Non-Certified.

Background checks

Clinical education is a vital component in the training of health services students. The college maintains a formal clinical affiliation agreement with each facility where students are sent for clinical instruction. These affiliation agreements specify requirements similar to those required of facility employees and may include immunization requirements, and a criminal background check.

Not all facilities impose the same requirements, and these requirements may change with little or no notice.

Any of the following positive findings may cause a student to be ineligible for clinical:

- Felony conviction (class A-E)
- Class A1 misdemeanor conviction (examples: assault inflicting serious injury with a deadly weapon, assault on a female, assault on a child under 12 years of age, assault on a state officer or employee, assault by pointing a gun, violation of a valid protective order)
- Class 1 misdemeanor conviction (examples: breaking or entering buildings, larceny of property, unauthorized use of a motor vehicle, worthless checks for \$2,000 or less from a closed account, willful and wanton injury to real property, communicating threats, possession of drug paraphernalia, misrepresentation to obtain employment security benefits [worth \$400 or less])
- Listing on the national sex offender list
- Listing by the Office of Inspector General (OIG) disbaring individual from participation in health care programs

Furthermore, successful completion of a CCC&TI Nurse Aide program alone does not guarantee that the student has met all eligibility requirements for taking the State Exams. Per the NC DHSR, all students must have the required Identification in order to register for the Exams. Prospective students should contact the appropriate agency prior to enrollment if they have any questions concerning their eligibility for credentialing examinations and legal ability to practice.

****All required documentation including the immunization record and back ground check must be completed and turned in by the 2nd week of the course or the student will be withdrawn from the class. Don't wait. Bring it the first day.**

*This class utilizes Moodle, the college's online learning system; therefore, you will need to have access to an internet connection.

Course Length: 174 hrs.

There are 5 parts:

- Theory
- Skills Lab
- Skill Set Proficiency
- Clinical
- State Exam Preparation

Theory

- Unit tests: Students are required to obtain a minimum grade average of 80% to satisfactorily complete the theory portion of the course. Your grades consist of:

Five exams	15% each
Average of all Moodle activity quizzes	25%

Skills Lab

- Participation in lab is required. Students not only practice skills but also play the role of the patient.
- Missed skills **must** be made up in lab. A Make-up lab is available on Fridays. Missed Lectures and skills can be made up at this time. **All missed skills must be made up within 2 weeks of absence. All missed theory must be made up within 1 week of absence. Please note that the make-up lab is on Friday morning 0800. If a student is absent- he/she must make arrangements to be at this make-up lab or risk being withdrawn from the course for failure to make-up missed material within the designated time.** Time missed is time missed. Coming to the make-up lab does not give students missed time back. Once it's gone, it's gone.
- Students must demonstrate Proficiency in all required skills in order to complete the course. (Your instructor will explain)

Skill Set Proficiency Evaluation

- To qualify for clinical, students will have 30 min to demonstrate proficiency of 5 randomly chosen skills. They will have 3 opportunities to pass this skills exam. Students who do not pass this level will not be allowed to progress to clinical and will be dismissed from the program.

Clinical

- We have 32 hours of Clinical. If you are tardy to clinical, you are absent for that day. Students can only miss one clinical day. A clinical makeup day will be built into your class schedule. Students must attend this designated clinical make up day if they miss a day of clinical. It will be on the weekend following your clinical rotation. If you are unable to attend on your class's designated makeup day, you will be dismissed from the course. Therefore, always have a backup plan for your family and your car. Take care of yourself. You cannot come if you are sick.
- Your instructor decides where you will go for clinical. We are guests at these clinical sites. You will be dismissed from the program if you do not follow CCCTI clinical procedures or facility rules. If you are disrespectful to the clients or employees or violate HIPPA laws, you will be immediately dismissed.

State Prep

- CCC&TI is an In-Facility test site. It is a 2-part exam. You will take the Skills portion at your campus. The Written portion is online. Students will make arrangements for this exam. The cost for both exams is \$140.00. You must pay Credentia for the exams when you register by Credit/Debit card or Voucher from your sponsor.
- Sponsored students should contact their WIOA advisor to get instructions for payment PRIOR to signing up

Physical Requirements for the program:

- ❖ Students are required to lift 50 lbs., stoop, bend or stand for long periods of time. Students with physical issues should verify with their health care provider that they are safe to take this course prior to registering.
- ❖ Clinicals are held in nursing homes. Students will give showers, stand on wet floors, make beds, transfer and ambulate patients, all of which can have a fall/accident risk.
- ❖ Students may be exposed to various infectious agents during the course that may become a problem for you if you are immunocompromised or are pregnant.
- ❖ It is the student's responsibility to inform your instructor and the program coordinator of any health conditions that could impact your ability to meet the program's physical requirements or put you at risk.
- ❖ All students must practice and show proficiency in all skills in order to complete the course. Therefore, make sure that you can meet the physical requirements before you register.

This information will be kept confidential among your Instructors and Health program administrators.

Please be aware of CCC&TI 's policies. We are visitors at our clinical sites and must adhere to their rules and regulations. Your clinical site may require a urine drug screen prior to allowing you into their facility for your clinical rotation. They may perform this onsite.

Attendance ***Read this!!**

- Students are expected to attend all scheduled class/lab/clinical time including designated on-line requirements. Students are expected to be ready to start class on time and remain for the entire class/lab/clinical session.
- A tardy is defined as arriving after start time or leaving before the class ends. It also applies to bathroom breaks and mealtimes. Three tardies will automatically receive a 4-hour absence plus tardy time.
- Students must notify their instructor, as soon as possible, if they will be absent.
- Again, students must make up ALL missed lectures, exams and work included in theory within 1 week of absence. Missed skills must be made up in lab within 2 weeks of absence. A Skills lab is available on Fridays. Missed lectures can also be made up at this time. Failure to make up all missed work/skills will result in an unsatisfactory grade for the course, and the student will be dismissed from the course.
- Students who miss more than 16 hours of class/lab/clinical will be automatically dismissed from course.

Dress Code (Uniforms are required everyday)

Fall 2025- color Pewter gray Spring 2026- Uniform color changes to Ceil blue

- Dress in the appropriate attire required in class/lab/and clinical. This includes CCC&TI ID badge worn on the left upper chest, Ceil blue colored scrubs with CCC&TI patch pinned to right side of the chest (this will be provided for you prior to clinical), closed-toe closed-heel non-skid shoes. Shoes may be any color. They must be clean and in good shape. Uniforms should be laundered, pressed, and in good repair and appropriate in length (not dragging the floor, etc.).

- Fingernails must be short, no longer than finger tips, clean, and with clear polish only.

No Exceptions. No Exceptions. No Exceptions. This policy includes class and lab time.

- Hair must be up or pinned back so that it will not fall forward when bending over.

- Avoid all perfumes or colognes

- Do not wear jewelry that will scratch or rip skin. Visible facial or other body jewelry (except a single pair of stud earrings) are Not allowed in clinical. Don't ask. Yes, we will notice. Other students have effectively camouflaged them or removed them. You can too.

❖ *If you have no intention of following these rules, please be advised that you will not be allowed to go to clinical and will be dismissed from the course.*

CLASS / LAB / CLINICAL PARTICIPATION & STUDENT EXPECTATION POLICY

- Suspected use of alcohol, illegal drugs or being under the influence of drugs which impacts a student's ability to function in a normal capacity will be addressed by and is subject to class dismissal per college policy.
- Students must bring required materials and equipment to each class/lab/clinical session
- The use of profanity and tobacco products in the class/lab/clinical setting is prohibited.
- Disruptive, disrespectful, or insubordinate behavior is prohibited. Any open displays of prejudice, harassment, or discrimination against any person or persons because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin will not be tolerated, and appropriate action will be taken.
- Students will work towards performing all skills correctly and safely in the class/lab/clinical setting. It is the student's responsibility to ask for guidance from the instructor.
- Cell phones will be turned off during class time and stored in backpacks and/or pocketbooks during class and lab time. Breaking this rule 3 times will result in the student's dismissal from the course.

Caldwell Community College & Technical Institute

Immunization Health Record for Health Services

You may use this form or one provided by your Health Care Provider to verify you have all the required immunizations for your program.

***Your Health Care Provider Must sign and date the record that you turn in to your Instructor.**

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Date of Birth (M/D/Y)</i>	
Name of Vaccine	Received Date #1	Date #2	Date #3	OR Positive Titer
<i>MMR Vaccine (2): (Measles, Mumps, Rubella)</i>	#1 _____	#2 _____	N/A	_____
<i>Hepatitis B Vaccine (3):</i>	#1 _____	#2 _____	#3 _____	_____
<i>Or Hepatitis B Declination: Date: _____</i>				
<i>Varicella Vaccine (2):</i>	#1 _____	#2 _____	N/A	_____
<i>Tetanus/Tdap (3-5):</i>	#1 _____	#2 _____	#3 _____	#4 _____
	#5 _____	<i>Tetanus Booster (1 within the past 10years): #1 _____</i>		
<i>TB Skin Test (current/negative): #1 _____</i>				
<i>Or Negative Chest X-Ray: Date: _____</i>				

Note: Nurse Aide I requires one-step TB Skin Test or current/negative CXR

Student may be required to get a seasonal flu vaccination prior to clinical rotation. This is not required within the first 2 weeks of class. It is subject to clinical site requirements.

****Health Care Provider Signature _____**

Date: _____