**Frederick County Public Schools**

**Dowell J. Howard Center**

**Nurse Aide Program Contract**

|  |  |  |
| --- | --- | --- |
| **Home High School** | **Grade** | **Date** |
| **Last Name** | **First Name** | **Middle Initial** |

**Nurse Aide Contract**

1. Students are expected to adhere to all expectations of the FCPS Student Conduct Handbook and the below listed behavior expectations contained in this contract.
2. Students in the Nurse Aide Program must practice by example. Therefore, any student having difficulty complying with the basic expectations as stipulated in the FCPS Student Conduct Handbook will receive disciplinary action. This will impact their level of participation opportunities in the CNA Program.
3. Students participating in the Nurse Aide Program must be able to demonstrate a level of maturity and self-motivation expected in the professional healthcare workplace setting. Every student will be responsible for demonstrating behaviors that support an environment of safety, wellness and security for themselves, fellow students, faculty, staff of the clinical setting and above all else, the residents/patients with whom we have contact. These are included in the Workplace Readiness competencies included in this course. Students will receive a grade for these competencies that will determine their level of participation opportunities in the Nurse Aide Program.
4. Any behavior not in compliance with the listed expectations found in the ***Nurse Aide Student Behavior Expectations* section** will impact their grade, may result in disciplinary action, as well as impact their continued participation in the Nurse Aide Program.
5. Attendance is taken seriously in the Nurse Aide class. Anytime a student is not in class (or online), they are not present for the exchange of valuable information related to this course of study. Student absences also impact the flow and progression of material covered, and does not allow the student to receive the necessary instruction for the care of residents in the clinical setting. Instructor’s assessment of student learning is required for proof of student curriculum competency and is a vital evaluation tool for granting student participation in resident/patient care. **At no time will any student be permitted to attend the clinical setting if they are not found proficient by the instructor per the Virginia Board of Nursing regulation (18VAC90-26-10 et seq.).**

Student absences are therefore a safety issue and will affect a student’s ability to complete the program. Attendance during this period is vital. Anytime a student is not in class or not participating in asynchronous instructional activity, it is considered an absence. This includes:

* Late arrivals/tardies (regardless of reason).
* Early releases (regardless of reason).
* Full class absences (regardless of reason).
* While excused absences with a doctor’s diagnosis satisfy FCPS attendance guidelines, an absence will still be recorded as an absence and may result in the removal from the program if required hours are not met per Board of Nursing regulations.
* Doctor/dental appointments, family trips, sports participation, field trips, and any other time out of class will be considered an absence. Please schedule appointments on non-nursing class days.

*The Virginia State Board of Nursing Laws and Regulations for Certified Nurse Aides, Title 54.1, Chapter 30* states that students are required to complete a minimum of 120 hours of instruction. Those hours include 80 hours of theory/skills lab instruction and 40 hours of direct patient care in the clinical setting. If students do not meet the required hours, in accordance with their scheduled time during classes at Dowell J. Howard Center, they will be removed from the program and will not be eligible to take the certification exam at the end of the year.

***If a student is going to be absent on a classroom or clinical day, they must notify their instructor by 7:00 am on the day of their absence. They may do so by emailing or Remind messaging their Nurse Aide instructor.***

1. The Virginia Board of Nursing requires that students participate in a **minimum** of one 8 hour clinical day during the Nurse Aide II portion of the program. This is part of the 40 required clinical hours. Students may drive themselves to the clinical facility and must arrive by 6:45 am or they will arrive at DJH at 6:15 am on the scheduled day(s) to board a bus to their clinical facility and will return at 3:30 pm. Parents will be responsible for dropping off/picking up their student at DJH at these times on the scheduled days. If students are able to drive to DJH to board a bus, they must fill out the appropriate form and receive permission from school administration per DJH policy.
2. Student preparation and demonstration of successful learning related to the course curriculum is a semester on-going expectation. Course work must be completed on an assigned timeline.

We have a number of factors to consider as we evaluate each student for clinical

readiness:

* We evaluate a student's *behavioral readiness* as well as *academic achievement.*
* Students will need to prove both mastery of classroom material and lab

competencies of the skills to allow them to attend clinical.

* The clinical component of this course consists of supervised performance

of hands on nursing skills for residents at a local nursing facility.

Please refer to ***Nurse Aide I and II Course Syllabus and Grading Scale.***

1. Students are required to obtain several screenings required by the clinical facility prior to providing direct patient care in a clinical setting. They include:

* Tuberculosis (PPD) 2 step - student will receive 2 injections, 1-2 weeks apart.
* Drug Screen
* Criminal Background Check - this will be done by CastleBranch, Inc in Wilmington, NC. We will send CastleBranch the student’s name and personal email address and they will email the student directly to obtain personal information required to do the background check (date of birth, social security number, etc…)
* American Heart Association CPR certification (done in class)
* Possibly other immunizations required by the clinical facility

Results of these screenings and tests will determine whether a student is eligible to participate in the clinical portion of this class. Students will be prevented from taking the NA II course should these results be unsatisfactory.

1. Students will wear scrubs to class, skills labs, and the clinical setting. They will be fitted and ordered through the school during class time. The cost of one pair of scrubs is included in the class fee. Additional pairs of scrubs may be purchased at additional cost to the student.
2. If the student has any illness or injury that requires them taking a narcotic, they **CANNOT** attend clinicals if the medication is taken by the student. Even prescribed narcotics, when administered, render the individual under the influence of a narcotic. Taking the narcotic will cause the student to be unable to care for patients!! This negatively impacts the student’s attendance in the clinical setting.
3. Students will encounter and/or participate in performing tasks in sensitive areas while caring for patients. These situations will include, but are not limited to:

* Students will care for male and female patients, which will include bathing, dressing, changing briefs with urine and bowel movement, and assisting to the bathroom which includes wiping.
* Students will encounter patients with Dementia and may experience unwanted advances or lewd comments. Students should report this immediately to their instructor.
* Students may experience care for a patient that is dying or passes away during care. Post-mortem care is in the Nurse Aide’s scope of practice.
* Students will be exposed to blood and body fluids. They will be taught appropriate use of Personal Protection Equipment (gloves, gowns, masks) prior to entering the clinical setting. Although universal precautions are used, students could be exposed to Hepatitis, HIV/AIDS, etc.

1. As the country deals with the fluid COVID-19 pandemic situation, changes can occur at any time. The school district and nurse aide program will do everything possible and within our power to make accommodations to have students complete the program. We are obligated to follow the rules and regulations of several agencies/facilities, which include:

* Virginia Board of Nursing
* Virginia Department of Education
* The Health Department
* Lord Fairfax EMS Council
* The clinical facilities

If there are any delays to the Nurse Aide Program, the certification process will be delayed as well.

Any delays that alter the certification process will be communicated to the student and parents via

written letter.

**Nurse Aide Student Behavior Expectations**

I understand that I am expected to maintain standards of professional conduct at all times while a student at Dowell J. Howard Center.

My performance will include:

* Adhering to all Dowell J. Howard Center expectations as they are in place to promote student success, workplace readiness, and safety. There will be NO exceptions to these rules.
* Arriving prepared for class and clinicals daily.
* Wearing clean, neat scrubs and appropriate shoes **(no slippers, not even hard soled moccasins)** in class and clinicals.
* No gum chewing in the clinical setting.
* **No cellphone use in the school, on field trips, or in the clinical setting.**
* Keeping information about clients and all matters related to him/her confidential.  **Failure to do so is a violation of federal HIPAA Law and includes all forms of social media.**
* Demonstrating behaviors that support an environment of safety, wellness and security for myself, fellow students, faculty, staff of the clinical setting and above all else, the residents/patients with whom we provide care.
* Communicating with my instructor about planned absences and being responsible for collecting the work missed and completing those assignments as required by the instructor.
* Using appropriate language and controlling my physical and emotional behavior.
* Cooperating well with other members of the health care team.
* Accepting and benefitting from constructive criticism.
* Complying with instructor direction regardless of environment.
* Performing skills within my level of capability or seeking instructor/preceptor for clarification and/or advice.
* Interacting with assigned patients/clients/residents with respect for his/her values, rights, and dignity.

I understand that failure to comply with these performance standards may result in my dismissal from the Nurse Aide Program sponsored by Frederick County Public Schools.

**Use of Communication Devices and Social Media/Networking**

Due to the increasing use of social media, electronic communication and the associated risk to privacy in the healthcare industry, DJH has a ***NO CELL PHONE*** policy in the Nurse Aide I/ II and WBL/Co-Op programs. This includes, but is not limited to: all buildings, classrooms, labs/skills rooms, student center, clinical settings, field trips and any other activities during the student’s training.  **DJH has a zero tolerance policy on cellphone use OR the posting of patient information on any social media site.** Any non-compliance to this expectation will be handled as a disciplinary issue. If any cell phone or social media use occurs in the clinical setting or in relation to a resident/patient, the student will be immediately removed from the program.

You have been given the NCSBN pamphlet “A Nurse’s Guide to the Use of Social Media”. Please take a few minutes to read this information and then discuss this important subject with your student.

**Uniform Regulations**

The appearance of all nursing students must conform to the highest standards of cleanliness, neatness, good taste, and safety.

1. ID badges will be provided and must be worn at all times in the clinical setting.

2. Students will wear Dowell J. Howard logo scrubs

3. Uniforms must be clean and wrinkle free. Please do not pack them into your book bag

and then expect to wear them wrinkled.

4. You must wear **white or light gray** athletic or nursing shoes that tie or slip on with back strap

No Crocs, clogs or mules are permitted. Students are responsible for keeping their shoes clean.

5. No nail polish, no long nails, and no artificial nails (you could damage your patient's skin and they harbor

Infectious pathogens).

6. No perfume or aftershave will be worn while in uniform.

7. The uniform is to be worn to and from the home schools. Students are not permitted to

change from scrubs at DJH or the facility after clinicals, unless contaminated and with instructor permission.

8. All students must be clean, neat and free of odor.

9. Hair should be clean, neat and off the shoulders. Hair longer than collar length must be pulled

back and up. No extreme styles or colors (only natural colors) are permitted, no large or

numerous decorative hair ornaments are allowed.

10. Small silver, pearl or gold stud earrings (only one per ear) may be worn with the

uniform. No rings, necklaces or other jewelry is permitted (**this includes ALL facial and tongue piercings**), with the exception of a wrist watch with a second hand. 11. Each student will assume responsibility for his/her own health care. Should you become

ill or injured during class or clinical hours notify your instructor **immediately.** Your parent/guardian will be contacted as needed. No personal calls (other than health related by instructor) are permitted in the clinical facility.

**Any deviance from these expectations will be addressed by your clinical instructor(s). Students who do not arrive at DJH appropriately groomed, attired and otherwise prepared for clinicals may remain at DJH that day. Students will complete written assignments due at the end of the class period. The student would not receive the required clinicals hours for that day.**

My signature indicates that I have read and understand all sections of this document regarding the Nurse Aide student behavior expectations **and that I give consent for my child to obtain the required screening tests for the clinical portion of the program.** I have been given time to ask questions and understand that any violations of this agreement may result in student discipline as outlined above.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_