



**Nurse Assistant Course Program Requirements
and Student Memo of Understanding
*Bring this with you to the Program Orientation.***

Schedule:

Course Dates: November 2 – December 22, 2013.

Classroom Times: Lecture and Lab: Friday Evenings, 5:30 – 9:30pm, November 8th, 15th, 22nd, December 6th and the following weekends (Saturday/Sunday, 8:00am – 4:30pm.): November 2nd, 3rd, 9th, 10th, 15th, 16th, 23rd, 24th, 30th.

Clinical Experiences: Five 8-hour shifts on December 8th, 14th, 15th, 21st, 22nd.

Program Description:

In the 8-week Nurse Assistant Training course, students will learn how to care for residents in long-term care settings and be eligible to obtain Massachusetts certification as a Nurse Assistant. The Massachusetts state certification exam is a separate fee and is not included in the tuition. Instructional topics will include the roles and responsibilities of the Nurse Assistant, understanding the elderly, safety, food service, personal care, elimination, restorative nursing, use of assistive devices, hygiene and infection control, and work ethics of a professional member of the nursing and health team. Students must be able to lift 50+ pounds.

Program Costs:

- Tuition - \$950
- Textbook - \$50
- Uniform, patch, name tag - \$50
- State Certification Exam Fee \$93

Withdrawal/Refund policy:

If the course is cancelled or the student withdraws before the first class meeting they are issued a 100% refund. If the student withdraws at any time after the first class meeting (November 2) there is no refund.

Program Requirements Before Acceptance:

- Be at least 18 years of age and have a high school diploma or GED
- Have a current Healthcare Provider CPR card.
- Complete the CORI and SORI forms to authorize a search of records for past criminal offenses. Depending on the results of the CORI and SORI check, participation in the program's clinical component may be denied.
- Pass a pre-registration reading and math exam at 100%. MassBay accuplacer assessment scores or college-level reading or English course may be substituted.
- Meet all technical standards.
- Read and sign the Memo of Understanding.

Please turn over.

Program Requirements After Acceptance:

- Have reliable transportation.
- By November 15th, submit all required health, immunization and CPR certification to Certified Background, a secure online platform. Instructions will be provided.
- Complete a national county background check.
- Purchase the required textbook
- Purchase the required uniform, patch, and name-tag and have them for the third class meeting.
- 100% attendance at all class and clinical sessions.
- Successfully pass all course tests and quizzes at 75% or better.
- Obtain 100% in skills lab competency prior to participating in clinical sessions.

Students who do not meet the above requirements will not be awarded a certificate.

Expectations of Students:

Students are expected to communicate in clear, precise oral English within a conversational setting and exhibit appropriate professional and social skills in all interactions. Students are expected to adhere to all policies written in the College Handbook and the Division of Health Sciences Student handbook and policy manual (to be distributed). These include the Affective Domain Standards: Accountability; Adaptability; Effective Communication, Compassion/Empathy; Diligence and Dependability; Honesty and Integrity; and Respect.

Insurance:

Students are expected to provide documentation of health insurance coverage at time of registration or will be billed for the College's health insurance. MassBay Community College provides malpractice/professional liability coverage for activities related to clinical sessions that occur during the clinical schedule.

Background Checks:

As indicated above, in order to be eligible to participate in a clinical program that involves potential unsupervised contact with children, the disabled or elderly, the student is required to undergo a Criminal Offender Record Information (CORI) check and a Sexual Offender Registry Information (SORI) check. A government-issued photo ID such as a driver's license or passport is required to complete the CORI. Students will also be required to undergo a National County Background check. The outcome of these checks may impact the student's ability to participate in the clinical portion of the program.

Please complete the following High School/GED Information:

Did you earn a High School Diploma or GED (circle one)? YES NO

Date of High School Diploma or GED Certification (enter): month: _____ Year _____

AGREEMENT: I have read and understand the information provided in this document. I understand the program requirements and expectations. I certify that the high school/GED information provided to MassBay CC on this form is accurate and complete:

NAME (print): _____

SIGNATURE: _____ DATE: _____



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