

Nursing Assistant Program Requirements

WHY THIS IS TIME SENSITIVE:

- Some health requirements take up to 4 weeks to complete
- Immediate completion ensures you're ready for day one

Program Requirements

- Pass math test
- English proficiency (English 98 or above)
- Pay tuition and fees on time
- BLS provider CPR card will be a part of the curriculum (American Heart Association only)
- Up-to-date immunizations and BBCC physical form (detailed below)
- Wear BBCC name badge (will be provided during class), Scrubs, and gait belt
- Submit all health records to heidw@bigbend.edu or via Canvas

Physical Requirements

- Lift 25 lbs. independently, 50 lbs. with assistance
- Physical exam by a doctor (using the provided form)
- Ability to sit, stand, bend, and walk for extended periods
- Good manual dexterity
- Normal or corrected vision and hearing

Critical Health Requirements

Deadline: Completion is Mandatory Before the start of Clinical Rotations (which begin 2-3 weeks after the program start date). (Student should plan for a 4-Week Completion Window)

Begin these immediately - they take time to complete!

Health Requirements

Allow up to 4 weeks to complete all health requirements. Start immediately to ensure completion before clinical rotations begin!

1. **COVID-19 Vaccine** (optional decline form available)
 - Complete full vaccination series
 - Pfizer/Moderna: Both doses required

- Johnson & Johnson: Single dose
- 2. **Physical Examination**
 - Must be completed by your doctor on the required form
 - Download form: [Physical Form Revised 6-4-19.pdf](#)
 - If the link doesn't work, go to Canvas modules to find the form
 - All immunization records must be on separate forms
- 3. **Tuberculosis (TB) Testing** - Choose ONE option:
 - **Option A: Two-Step PPD Skin Test**
 - First test must be read within 48-72 hours
 - Second test given 2 weeks later (not 1 week)
 - Second test must also be read within 48-72 hours
 - If you miss any reading appointment, you must restart the entire TB testing process
 - **Option B: QuantiFERON Gold Blood Test (Recommended)**
 - One-time blood test
 - No follow-up visit required
 - **If you have a history of positive TB tests:**
 - Get QuantiFERON Gold Test (recommended), OR
 - Provide physician documentation (less than 12 months old) confirming:
 - No TB symptoms
 - Clearance to work in healthcare
 - **IMPORTANT:** Complete TB testing BEFORE getting MMR vaccine
- 4. **Tdap Vaccine**
 - If never vaccinated with tetanus/diphtheria vaccines, need 3-dose series
 - If previously vaccinated, you need a Td booster if it has been more than 10 years since your last Tdap
- 5. **Hepatitis B**
 - 3-vaccine series OR
 - Titer lab report (6 weeks after final injection)
- 6. **Varicella (Chicken Pox)**
 - 2 vaccines OR
 - Titer lab report
 - History of chickenpox is NOT acceptable
- 7. **Measles, Mumps, Rubella (MMR)**
 - 2 vaccines OR
 - Titer lab report
 - **IMPORTANT:** Complete TB testing before MMR vaccination
- 8. **Annual Flu Shot** (optional decline form available)
 - Per clinical facility regulations, students who decline the flu shot MUST wear a mask during clinical sessions.

Document Submission

- Submit all documentation via Canvas or e-mail to heidew@bigbend.edu

Program Schedule

- **Spring Quarter Classes:** Mondays & Wednesdays, 2:15 PM - 6:15 PM
- **Other Quarters Classes:** Tuesdays & Thursdays, 2:15 PM - 6:15 PM
- **First 2-3 Fridays:** 8:30 AM - 2:30 PM (Includes CPR/BLS course)
 - Students will obtain their BLS provider certification from American Heart Association during one of these Friday sessions (not a clinical day)

The AHA BLS Provider card is a wallet-sized credential with the American Heart Association logo that displays your name, certification date, and expiration date

Important Note for Nursing Program Students: If you are in the Nursing Program, your BLS Provider certification must be renewed before every 12 months while in the program.

- **Remaining Fridays (Clinical):**
 - Day shifts: 6:00 AM - 2:30 PM
 - Evening shifts: 2:00 PM - 10:00 PM

Required Materials

Textbooks (Obtain before class starts)

- **Main Textbook:** Hartman's Nursing Assistant Care: Long-Term Care, 5th Edition
 - ISBN: 978-1-60425-1371
- **Workbook:** Hartman's Workbook
 - ISBN: 978-1-60425-138-8
- **Purchase from:**
 - Amazon
 - Hartman Publishing (800-999-9534)
 - Vendor of your choice

Equipment

- Gait belt (vinyl or carbon fiber ONLY - cotton not allowed) - [Example of correct gait belt](#)
- 2 pairs of hunter green scrubs (professional style only - no joggers, no sweat pants, no sweat suit styles) - Search "Hunter Green Scrubs" on Amazon or your preferred vendor
- Professional, supportive shoes for walking and standing with closed-toe, closed-heel, non-slip soles.

Dress Code

- First week: Regular clothes acceptable
- After first week: Professional scrubs required daily (any color acceptable, but must be professional style and not joggers)
- Clinical uniform:
 - Hunter green scrubs (professional style only)
 - Nursing shoes (closed toe, full heel coverage, non-slip soles)
 - Hair neat and pulled back
 - Limited jewelry
 - No artificial nails or nail polish
 - Cover tattoos and piercings
 - BBCC name badge must be worn (will be provided during class)

Academic Requirements and Attendance Policy

Passing and Grading Requirements:

Students must meet all of the following criteria to pass the course:

- Maintain a minimum of 75% in each of these components:
 - Maslow's Pyramids and Class Group Assignments
 - Participation and Professionalism
 - Homework
 - Quizzes and Exams
- Maintain a minimum of 80% in the Skills component
- Achieve an overall course grade of at least 75% with an 80% minimum in Skills.

Failing to meet the minimum percentage in ANY component will result in course failure, regardless of the overall grade.

1. Attendance Policy

- Seven mandatory clinical shifts with NO exceptions
- Missed clinical shifts result in program failure - no makeup opportunities available
- Only exception: Life events that the Director of the Nursing Program excuses via a student provisional contract
- Must complete all clinicals to pass program
- Notify instructor of absences 30 minutes before class
- Tardiness is not tolerated. Tardiness is defined as not arriving at the designated time.
 - Two incidents of tardiness will result in a 10% deduction in grade
 - Three incidents of tardiness will result in an "incomplete" grade, and the student will be dropped from the program
- Consequences for unexcused absences:

- 1st: 10% grade deduction
 - 2nd: 20% grade deduction
 - 3rd: Failing grade and program dismissal
 - Plan accordingly for childcare, appointments, transportation, and family obligations
2. **Academic Honesty**
- No cheating or plagiarism
 - Report mistakes in lab situations and clinical

Clinical Behavior

- Maintain patient confidentiality
- No personal discussions with patients
- No accepting gifts from patients
- Be punctual and respectful
- No cell phones in clinical settings
- Follow dress code and clinical agency policies
- Wear scrubs, gait belt, name tag, and nursing shoes

Skills Lab/Classroom Requirements

- Wear scrubs and gait belt
- No food or drinks in lab
- Keep noise levels down
- Mandatory attendance
- Complete all lab duties (cleaning, laundry, equipment care)
- Daily participation and professionalism points awarded
- Active participation in skills lab, clinical, and classroom
- Points deducted for sleeping or doing unrelated work
- No early dismissal without instructor approval

Cell Phone and Electronic Devices Policy

Mandatory Restrictions and HIPAA Compliance Policy

- Cell phones and unapproved electronics are prohibited:
 - During class/lab times
 - Use allowed only during breaks
 - Not permitted at clinical sites (HIPAA compliance)
 - Emergency contact: Share instructor's number or facility assigned number with family
- Violation = Removal from session with no credit for that day

Steps to Success

1. CPR/BLS Certification (American Heart Association only)
2. Nursing Assistant Registered (NA-R) license application (if applicable)
3. Washington State Skills and Written Exam
4. Nursing Assistant Certified (NA-C) License application

Questions or Concerns?

Contact Carmen or Heidi:

- Email: carmens@bigbend.edu
- Phone: 509-793-2132
- Email: heidw@bigbend.edu
- Phone: 509-793-2137

TAKE ACTION NOW: After reviewing these requirements, complete the quiz immediately. Your understanding of these requirements is crucial for program success.

Note: Some requirements may take up to 4 weeks to complete - start immediately!