

# Nursing Assistant Program



## **NURSING ASSISTANT HANDBOOK**

**UtahStateUniversity®**  
**HEALTH PROFESSIONS**

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## **WELCOME**

Welcome to the Nursing Assistant Course at USU. This Nursing Assistant Training and Competency Evaluation Course (NATCEP) is a 16-week in-person or 7-week hybrid course approved by the Utah Nursing Assistant Registry (UNAR). The next semester promises to be an exciting, growing and rewarding experience for students interested in learning and practicing the basic skills of patient care.

The information in this student handbook will serve as a guide to courses, policies, standards, and expectations of the nursing assistant program to assist you through-out the semester. It is hoped that as students understand their responsibilities and adhere to the policies, they will successfully obtain their educational goals. Constructive suggestions for changes in any policy are welcomed by the faculty.

Whether this next semester be the beginning or the continuation of a long and satisfying career in the health-care industry, our goal is to help each student succeed in this course to be eligible to take the State Certification Tests.

Sincerely,

Nursing Assistant Course Instructors

Utah State University

Dianne Wright, MS, RN

Mindy Gurley, NP-C

Jennifer Roberts, RN

Casey Hinkins, BSN, RN

Jodene Johnson, RN

Christine Haskell, LPN

**Nursing Assistant (NA) Program Faculty/Adjuncts and Staff**

**USU Health Professions Director**

Shelley Heath, BSN, RN  
[shelley.heath@usu.edu](mailto:shelley.heath@usu.edu)  
435-613-5295

**NA Program Coordinator/Instructor (USU Blanding, Whitehorse HS)**

Jodene Johnson, BSN, RN  
[jodene.johnson@usu.edu](mailto:jodene.johnson@usu.edu)  
435-678-8208

**NA Program Instructor (USU Price Campus, Carbon HS)**

Jennifer Roberts, RN  
[jennifer.roberts@usu.edu](mailto:jennifer.roberts@usu.edu)  
435-613-5733

**NA Program Instructor (USU Blanding Campus, San Juan and Monticello)**

Christine Haskell, LPN  
[chris.haskell@usu.edu](mailto:chris.haskell@usu.edu)  
435-678-8210

**NA Program Instructor (USU Blanding Campus & Industry)**

Mindy Gurley, NP-C  
[mindy.gurley@usu.edu](mailto:mindy.gurley@usu.edu)  
435-678-8173

**NA Program Instructor (USU Moab Campus, Grand County HS)**

Dianne Wright, MS, RN  
[dianne.wright@usu.edu](mailto:dianne.wright@usu.edu)  
435-260-8381 (Text ONLY)

**NA Program Instructor (USU Price Campus, Emery HS)**

Casey Hinkins, BSN, RN  
[casey.hinkins@usu.edu](mailto:casey.hinkins@usu.edu)  
801-631-2533

**Health Professions Staff Assistant**

Jilaine Evans  
[jilaine.evans@usu.edu](mailto:jilaine.evans@usu.edu)  
435-613-5326

**Student Advisor (USU Moab)**

Shanda Thompson  
[shanda.thompson@usu.edu](mailto:shanda.thompson@usu.edu)  
435-797-4198

**Student Advisor (USU Blanding)**

Marla Palomares Ruiz  
[marla.ruiz@usu.edu](mailto:marla.ruiz@usu.edu)  
435-678-8221

**Student Advisor (USU Price)**

Kim Mortensen  
[kim.mortensen@usu.edu](mailto:kim.mortensen@usu.edu)  
435-630-0794

## **Course Description**

In many healthcare settings, Nursing assistants work under the supervision of licensed nurses to take care of patients' basic needs; measuring vital signs & assisting with Activities of Daily Living (bathing, feeding, hygiene, etc.) This 16-week in-person or 7-week hybrid Nursing Assistant Training & Competency Evaluation program (NATCEP) approved by the Utah Nursing Assistant Registry (UNAR) provides a minimum of 100 hours of training including: lectures, skills lab & pass-offs; aimed at preparing students to pass the State written & skills exams for certification.

## **NA Program Objectives**

As an integral part of the Utah State University (USU), the nursing faculty assumes the responsibility for following the University's philosophy, goals, and objectives. Our faculty believes in providing quality, lifelong education and enrichment opportunities to the citizens and students the program serves.

Utah State University (USU) is committed to the highest standards of instruction and learning. USU faculty strives to prepare students through certifications, degrees, and transfer programs and seeks to provide a complete learning experience for both traditional and non-traditional students. The faculty educates and assists students with their social, physical, intellectual, cultural, emotional development. USU strives to help instill the curiosity and skills necessary for a student to continue learning throughout life. The University is committed to respond to the educational needs of the communities it serves.

Based on the philosophy and mission of Utah State University, our regional campus aims to provide access to higher education by delivering a wide range of relevant high-quality courses, degree programs and research opportunities that combine instructional excellence with innovative technologies. USU Health Professions faculty have developed and accepted the following philosophy to give direction to the Nursing Assistant Program. The philosophy addresses the faculty's beliefs regarding the human being, health, nursing, education and nursing education.

Nursing Assistant education at the USU incorporates nursing theory and its application, as well as integrating knowledge from other biological, physical and behavioral sciences. The USU Nursing Assistant Program respects an individual's cultural heritage as well as personal goals and aspirations. Various experiences prepare the student to function as a Nursing Assistant in a variety of structured settings where guidance of more experienced health care providers is available. Successful completion of the program will allow Nursing Assistants to function within the framework of their role as specified by the State of Utah Nurse Practice Act. The program of learning enables the student to build on a knowledge base and to allow continuing personal and professional growth and development.

The program provides learning experiences, which enable the student to develop critical thinking abilities. The instructors provide support, direction and creative learning experiences, and along with the learner, are responsible for determining the best method to assist in acquiring attitudes, knowledge and psychomotor skills to become competent Nursing Assistants. The instructor, whose roles include advisor, facilitator and role model, augments learning. The student must assume responsibility for learning and to recognize his/her abilities as well as limitations and establish/evaluate goals to achieve his/her full potential.

The USU Nursing Assistant Program provides any person who meets admission criteria, the opportunity to prepare for the state written and skills exams for certification, without

discrimination or harassment, based on gender, marital or parental status, color, religion, national origin, age, or disability status as long as the student is able to carry out the academic and clinical requirements of the program. The faculty believes that the student has the right to question, the right of a voice through the student organization, and the right to evaluate the curriculum and instruction.

### **Students with Disabilities**

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires reasonable accommodation, that student should contact the Disability Resource Center (DRC) for information on appropriate policies and procedures. Students may contact the DRC to determine if they qualify for accommodations. Disabilities covered by ADA may include learning, sensory, emotional, physical or medical impairments. Students may call directly to the USU DRC at 1-435-797-2444. Students should contact the DRC as early in the semester as possible.

### **Admission Requirements**

Students must be at least 16 years of age in order to enroll in the Nursing Assistant course. He/she must have a 3.0 grade point average on a 4.0 scale if he/she is in high school in order to enroll in the Nursing Assistant course. If he/she is under 18 years of age a waiver/permission record must be signed by his/her parent in order to enroll in the course. This waiver/permission record is found at the end of this handbook and must be on file in the Health Professions Department within two weeks of starting the course in order to participate fully. Students must take an English placement test that scores them at a 10th grade reading, writing and math level. Additionally prospective concurrent credit and early college students are encouraged to have taken NURS 1008 Medical Terminology, HEAL 2988 Health Foundations, HEAL1500 Anatomy & Physiology or courses with comparable content as assessed by the University approved, designated instructor of the class. Comparable content courses must be taught by an accredited High School instructor at the school of attendance.

### **Tuition, Books and Fee Payments**

Each student is responsible for meeting the deadlines for payments of tuition, books, and fees. The Health Professions Department cannot be responsible if fees are not paid or books not purchased at the specified times. If the student is being funded by an agency such as Rehabilitation, Workforce Services, etc., it is the student's responsibility to obtain the necessary forms from the agency. The student can request information as to costs of the course, including fees, and books by calling the registrar's office at (435) 678-8100 (Blanding) or (435) 613-5207 (Price).

### **Scholarships and Financial Aid**

Financial aid is available and is awarded on a need basis as well as the availability of resources. Scholarships are also available on a limited basis at the Financial Aid Office. Application must be made to receive a scholarship or other financial aid. The deadline for scholarships: March 1.

### **Clinical Requirements**

Nursing Assistant Students are required to have the following tests/immunizations in order to practice in any facility unless contraindicated for medical reasons:

- A. 2-step PPD/ TB skin tests. If the PPD skin test is positive, a chest x-ray is needed.
- B. Hepatitis B, series of three (3) shots. The first (2) two shots must be documented before entering the clinical setting.
- C. MMR immunization is required if serological testing does not indicate immunity.

- D. Varicella vaccination or immunity. This may be a note indicating the student has had chicken pox in the past. \*Must be signed by parent if student is under age 18.
- E. Annual Influenza (Flu) shot --if clinical rotations between Oct to March of following year
- F. Tetanus shot (Tdap)
- G. Covid-19 per CMS requirements

In addition, the student must have the following:

- A. Letter of permission from parent or guardian to attend class and clinical training if still in high school or under 18 years of age.
- B. CPR Health Care Provider level must be current.
- C. There is a course mandated National Background Check that the students over the age of 18 will be instructed how to complete at the beginning of the course.
- D. There is a course mandated Drug screening (Urine Test) that students will be instructed how to complete at the beginning of the course.

### **State Board Certification Competency Evaluations**

The nursing assistant certification process in the state of Utah requires that upon completion of your nursing assistant training, you demonstrate minimum competency by passing both parts of the competency evaluation which consists of a written knowledge exam and a manual skills demonstration exam.

You have one (1) year from the date of completion of your training program to pass both portions of the competency evaluation. Individuals who test soon after completing are more likely to have a higher pass rate than those who wait more than three (3) months.

Test candidates have three (3) chances to pass each exam. The test candidate is responsible for paying the current testing fee for any retests that may be needed.

Students can also access certification information from the Utah Nursing Assistant Registry (UNAR) website: [www.utahcnaregistry.com](http://www.utahcnaregistry.com)

### **Student Records**

A cumulative record is kept on file for each student who has entered the Nursing Assistant course. This record contains information regarding: test scores, student handbook and code policy, agreement of understanding, parent waiver/permission paper, immunization records, attendance records and other pertinent information. The information is confidential and will be released only through a student's written request and permission from University Administration. Complete files of students are kept for a minimum of three years. After three years, the files may be shredded.

### **Student Health**

As a student, you should strive to maintain optimum health. Your grade may be affected if you are absent and miss the learning experience. If situations arise in which your health or a client's health may be in danger, your instructor will be responsible for determining whether or not you may stay in the clinical area. These situations may include but are not limited to: back injuries, injuries requiring a cast, infectious diseases, and draining wounds. In many cases, the clinical agency's policy may require that you remain at home.

Honesty about one's health problems is expected. Any pre-existing problems, (i.e., severe emotional stresses, drug related problems, back injuries, disabling diseases, even though in an arrested state), must be documented at the time of entrance into the class. Failure to do so may be cause for dismissal. It is our concern for students which leads us to request this information.

Should a health situation arise, it is better to be equipped to manage it than to know nothing about what is happening. USU embraces both the letter and spirit of the Americans with Disabilities Act. Students with disabilities needing accommodations should contact the Center for Students with Disabilities at (435) 797-2444 (Logan) or (435) 613-5337 (Price). (See page 6)

### **Criminal Background Check & Drug Screen Requirements**

USU Health Professions Department has adopted the following criminal background and drug screen policy.

- Many clinical facilities are now requiring criminal background checks and/or drug screens for students participating in clinical settings.
- Students must accurately disclose and describe any criminal background records and/or results of an approved drug screen where required, to the Health Professions Department.
- Criminal background checks must be submitted where required by your state law before being allowed to test for the state exams.
- Drug screens may be done prior to participating in clinical experiences where they are required.
- Failure to provide a clear background and/or drug screen may result in a student not being placed successfully in a clinical setting to meet course requirements. If this occurs the student will not be able to successfully complete academic course work.
- USU may disclose the results of the criminal background check and/or drug screen to any clinical agency that requests them prior to students participating in clinical training at that facility. The clinical placement facility agency makes the final determination about accepting students for placement in their facility.
- If a student's criminal background check shows a criminal history record, the student must contact the Utah Nursing Assistant Registry (UNAR) to disclose findings and seek advice regarding eligibility for Nursing Assistant state certification testing and continued education/progression in the nursing profession.
- The decision about eligibility for Nursing Assistant Certification is determined by the Utah Nursing Assistant Registry (UNAR) for Utah students. Students may become aware of the Nurse Practice Act – Rules and Regulations. The location of the document is found at [www.dopl.utah.gov](http://www.dopl.utah.gov) in Utah.
- A copy of the Scope of Responsibilities for Nursing Assistants is included in the addendum for further reference.
- Upon completion of the Nursing Assistant Program, the Utah State Board of Nursing may require a national background check but it is not mandatory at this writing. Prospective employers may also require updated background checks upon hire.

### **Grading Policy**

A grade of "C" or 75% minimum is necessary on all required didactic exams to remain in the Nursing Assistant program. A student cannot receive a "C- "grade or lower and remain in the program. Grades WILL NOT be rounded up. For example, if a student gets 74.9%, they do not pass. Exams/tests must be completed in sequence.

A minimum of 80% is required on the skills final exam and the written final exam to successfully complete the course and be eligible for state certification testing in Utah. Please review the following grading scale to see how your grade will be determined:

<b>Grading Scale GRADE</b>	<b>Percentages</b>
A	93-100
A-	90-92.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	75-76.9

### **Student Conduct Policy**

The Health Professions Department adheres to USU Student Rights and Responsibilities (under the heading: Campus Policies) accessible on the University web site:

<https://www.usu.edu/student-conduct/student-code/> The discussion of professional conduct for students will be incorporated in the Nursing Assistant course.

The Health Professions Department adheres to the current Utah Nurse Practice Act (58-31-B501 & 502). It defines unlawful conduct and “unprofessional” conduct as:

#### *Unlawful Conduct:*

*Using the following titles, names or initials, if the user is not properly licensed under this chapter: nurse; licensed practical nurse; or L.P.N.; registered nurse or R.N.; registered nurse practitioner, N.P., specialist, and advanced practice registered nurse, nurse anesthetist, certified nurse anesthetist, certified registered nurse anesthetist; or C.R.N.A., or other generally recognized names or titles used in the profession of nursing, using any other name, title or initials that would cause a reasonable person to believe the user is licensed under this chapter if the user is not properly licensed under this chapter, and conducting a nursing education program in the state for the purpose of qualifying individuals to meet requirements for Licensure under this chapter without the program having been approved under Section 58-31b-601).*

This means you may not call yourself a nurse nor may you teach nursing. To do so is against the law. You are a student and may not call yourself a Nursing assistant until successful completion of the course and successful completion of the state written and skills examinations and you have been notified by the State Board of Nursing that you have received Certification.

**You may only call yourself a Nursing assistant after you have been notified by your particular State Board of Nursing that you have received Certification.**

#### **Unprofessional Conduct:**

1. Failure to safeguard a patient’s right to privacy as to the patient’s person, condition, diagnosis, personal effects, or any other matter about which the licensee is privilege to know because of the licensee’s position or practice as a nurse; (this includes submitting assignments with personal health information to the instructor.)

2. Failure to provide service in a manner that demonstrates respect for the patient’s human dignity and unique personal character and needs without regard to the patient’s race, religion,

ethnic background, socioeconomic status, age, sex, or the nature of the patient's health problem;

3. Engaging in sexual relations with a patient during any period when a generally recognized professional relationship exists between the student and patient.
4. Exploiting or using information about a patient or knowledge of the patient obtained while acting as a Nursing Assistant Student.
5. Unlawfully obtaining, possessing, or using any prescription drug or illicit drug. In Colorado students may not use marijuana while in the class, lab or clinical setting. Impairment while in the course is grounds for dismissal from the course.
6. Unauthorized taking or personal use of nursing supplies from an employer or clinical facility.
7. Unauthorized taking or personal use of a patient's personal property.
8. Knowingly entering into any medical record any false or misleading information or altering a medical record in any way for the purpose of concealing an act, omission, or record of events, medical condition, or any other circumstances related to the patient and the medical or nursing care provided.
9. Unlawful or inappropriate delegation of patient care.
10. Aiding an unqualified person to practice as a Nursing Assistant.
11. Failure to report or file or record any medical information as required by law, or impeding or obstructing the filing or recording of such a report, or inducing another to fail to file or record such a report.
12. Breach of confidentiality with respect to a person who is a patient unless ordered by a court.

### **Attendance Policy**

*NATCEP programs in the state of Utah require a minimum of 100 hours of **documented** training in theory, lab and clinical settings for course completion.*

### **Theory Class**

Because of the critical relationship between time and learning, the Health Professions Department faculty believes that students cannot miss planned experiences and gain the knowledge needed to care for human lives. Regular attendance is expected of all students. A student is responsible for work that may be missed if an absence is unavoidable due to a grievous situation (emergencies do not include: work or vacations, non-emergent doctor or dental appointments, being too tired to come to class, getting married or other special events). Each student is responsible for maintaining the attendance requirements for their state of residence.

Disruptive behaviors are distracting for other students and inconsiderate to those presenting the information. For this reason, children are not to be brought to class, seminars, evaluations, or examinations. Beepers, cellular phones, etc. are not appropriate in class or clinical training, and must be turned off. Laptops are to be used for note taking only. Inappropriate laptop use will result in not being able to bring the laptop to class.

### **Laboratory Experiences**

Attendance is mandatory for each laboratory experience. Each un-excused absence will result in an automatic ten percent (10%) grade reduction for the experience. The student is still required to make-up this absence. Make-up days are the responsibility of the students and must be scheduled with the instructors on site, and must occur within 2 weeks of scheduled lab day that was missed. Students must wear appropriate navy scrubs, white shoes, name tags, and hair grooming to the lab. If not garbed appropriately a student will be dismissed until they have the appropriate clothing and professional appearance. (See Student Appearance Policy) More than three lab absences per semester may require a specific probationary consultation as determined by the Program Coordinator or the Health Professions Department Director. A student should check with the instructor for work that may be missed if an absence is unavoidable due to a grievous situation (emergencies do not include: work or vacations, non-emergent doctor or dental appointments, being too tired to come to class, getting married or other special events). A deduction will be taken if students leave lab area early without permission of the instructor.

### **Clinical Experiences**

Attendance is mandatory for each clinical experience. Each un-excused absence will result in an automatic ten percent (10%) grade reduction for the experience. Because clinical dates occur at the end of the semester, make-up dates for any missed clinical time are not always possible. Students must wear appropriate navy scrubs, white shoes, name tags, and hair grooming to the clinic. If not garbed appropriately a student will be dismissed until they have the appropriate clothing and professional appearance. (See Student Appearance Policy) Persons not enrolled in the Nursing Assistant Program will not be allowed in the clinical site. If a student does not attend a scheduled clinical day without express permission given from the clinical instructor it could result in failure of the course/or may require a specific probationary consultation as determined by the Program Coordinator or the Health Professions Department Director. A student should check with the instructor for work that may be missed if an absence is unavoidable due to a grievous situation (emergencies do not include: work or vacations, non-emergent doctor or dental appointments, being too tired to come to class, getting married or other special events). A deduction will be taken if students leave the clinical area without permission of the instructor.

### **Student Appearance Policy**

#### Clinical and Lab Areas

1. Uniform: should be clean and wrinkle-free
  - a. Navy blue scrub pants and navy-blue scrub or uniform top. A white long-sleeved t-shirt can be worn under the uniform if the sleeves can be pushed up.
  - b. No jeans or sweat suits.
  - c. Only white socks and shoes (used only for lab and clinical training)
2. Name Tag: USU approved name tag must be worn at all times in all clinical settings. Name tag must identify "**Student**" status
3. Jewelry
  - a. Acceptable:
    - i. Watch with second hand. Band should be as simple as possible.
    - ii. Minimal jewelry. No necklaces, no bracelets, no dangling earrings, etc.
    - iii. One small, inconspicuous post earring may be worn in each pierced ear lobe. No other visible piercing is allowed.

4. Makeup: In order to maintain a professional appearance; makeup should be conservative, including no highly scented lotions or perfumes.
5. Fingernails should follow CDC guidelines: Health care personnel should avoid wearing artificial nails and keep natural nails less than one quarter of an inch (1/4) long, with only clear polish when used.
6. Hair:
  - a. Clean, neatly combed and controlled, so that hair does not fall forward when bending forward or one is not constantly pushing hair away from face.
  - b. Long hair must be pulled back or worn off the collar.
  - c. Barrettes may be worn if color is close to hair color.
  - d. No hair ornaments, ribbons, or colored scarves.
  - e. Mustaches and beards should be neatly trimmed.
7. Classroom Dress  
The way you dress sends a message to those around you. As a student nursing assistant, you need to send the message that you are a **professional**. Being well groomed and well-dressed influences the way others accept you and helps develop confidence in your skills. Even in the classroom, modest dress and grooming may affect how others view your abilities. In the lab you will be expected to wear your scrubs/uniform to allow you to concentrate on the skills being learned and not be concerned about whether you are exposing more of your body than you care to or others care to see.
8. The clinical instructor will dismiss the student from the clinical area until the student meets compliance with the dress code. This will be reflected in the clinical grade and may necessitate make up hours.
9. Professional behaviors:
  - a. Warm, friendly image
  - b. Honor commitments.
  - c. Polite, courteous.
  - d. Professional demeanor.
  - e. Respect to patients, staff, and peers.
  - f. Maintain confidentiality.
  - g. Professional speech – good grammar.
  - h. NO gum chewing.
  - i. NO loud, excessive laughter, disruptiveness.

### **Student Organizations and Activities**

Students are encouraged to join their state chapter of Health Occupations Student Association (HOSA).

### **Suspected Drug & Alcohol Abuse Policy**

Nursing Assistant Students are directly involved in the safety of clients in a clinical setting. The Nursing Assistant Program must be certain that students are free from impairment due to drug

and/or alcohol use/abuse while caring for patients. Admission into the Nursing Assistant Program implies willingness to accept reasonable drug and alcohol testing.

Besides any routine drug screens, a drug screen will be required if there is reasonable suspicion that a student is abusing drugs and/or alcohol (i.e., indications from reliable individuals, behavior changes that are indicative of drug use, such as: disorientation, paranoia, hallucinations, unexplained drop in clinical performance, sharp rise in the number of absences, chronic lateness or early departures, work-related accidents, etc.) rule out physical causes for symptoms – diabetes, for example – before subjecting the student to tests. (See USU's Nursing Student Handbook for procedures that will be implemented in this case.)

### **Dismissal Policy**

Students may be dismissed from the Nursing assistant Program if:

- The student fails to maintain a 2.67 in clinical/laboratory courses or theory courses.
- The student fails to maintain attendance according to the State Board of Nursing Requirements.
- A cooperative agency requests that the school withdraw any student whose work and conduct may have a detrimental effect on its patients or personnel and whose progress, achievement or adjustment does not justify his/her continuance within the school.
- The student is in violation of the USU Student Conduct Policy (general catalog) or for unlawful and/or unprofessional conduct (Nursing Conduct Policy).

### **Re-admission of Students**

Students who have been dismissed due to grades or conduct from the Nursing Assistant Program and desire re-admission must request permission from the Health Professions Department for re-entry to the program. Students must show evidence of an increased level of functioning through further education, counseling, employment or other criteria. Health Professions Department faculty consensus is required for re-admission to the Nursing Assistant Program.

### **Withdrawal Policy**

The Health Professions Department complies with the USU withdrawal policy found in the General Catalog.

### **Student Grade Appeal Procedure or Student Grievance Procedure**

The Health Professions Department complies with the USU Student Grade Appeal Policy and Student Grievance Procedure found in the General Catalog found on the USU website for further instructions. The chain of command that should be followed for any grievance is to refer to the facilitator or on-site nurse first. Then a student may refer to the instructor and then the Program Coordinator if the grievance has not been resolved. For further information refer to the General Catalog.

### **Completion Requirements for the Nursing Assistant Course**

Students are required to:

1. Have documentation in their files of:
  - A. Immunizations that are current to include:
    - a. Twinrix (Hepatitis A & B) series.

- b. Varicella or proof of immunity/Hx of Chicken Pox
  - c. Measles/Mumps/Rubella or proof of immunity
  - d. 2-step PPD skin-testing that is negative and has been placed (dated) within 7 months of the beginning of class or sooner, or a letter from their physician stating they are undergoing treatment and are not contagious at that time
  - e. Meningococcal (1 dose)
  - f. Current year influenza (Flu) vaccination
  - g. Tetanus (Tdap)
  - h. Covid-19-per CMS requirement
- B. Current Health Care Provider Level CPR Certification from either the American Red Cross or the American Heart Association. This must be current through the end of the course.
  - C. Proof of attendance record for total minimum requirements of 100 hours/UT (38 didactic, 38 lab, 24 clinical)
  - D. Complete Lab Skills competency/pass off sheets
  - E. Permission slips from the USU
2. Complete all didactic tests at 75% or above.
  3. Complete all lab pass offs at 75% or above
  4. Complete a didactic comprehensive final exam at 80% or above
  5. Complete a skills final exam at 80% or above
  6. Complete a clinical rotation satisfactorily on a pass/fail basis

## **Utah State Board of Nursing Requirements**

### **N.A. Examination and Certification**

Testmaster Universe (TMU©) is the software program that is used by the Utah Nursing Assistant Registry (UNAR) to provide certification testing and maintain registry records. Upon completion of a training program, qualification for a waiver to test as per R435-45, or qualification for reciprocity, a TMU account will be created for you. Your account must be set up using your legal name, phone number, and email. The username and password will be sent to the email you have indicated.

Once you receive your username and password, you will need to log in and set up your TMU account. It is recommended you use an email address that you will be able to access throughout your NA career. It is your responsibility to keep your address, phone number, and email address up to date and entered accurately so that renewal notifications/alerts can be delivered to you in a timely manner.

Students can also access TMU information from the Utah Nursing Assistant Registry (UNAR) website: [www.utahcnaregistry.com](http://www.utahcnaregistry.com)

### **Fees**

Information about fees can be found at:

[https://www.usu.edu/budget/files/tuition\\_and\\_fees/2024-25-usu-tuition-fee-schedule.pdf](https://www.usu.edu/budget/files/tuition_and_fees/2024-25-usu-tuition-fee-schedule.pdf)

(Scroll down to Statewide Campuses (Blanding, Price, Moab))

### **Health Professions Department Policies**

1. The University library on all campuses is the primary source of study and research for nursing students and faculty.
2. The Nursing Assistant Laboratory is available for practicing Nursing Assistant skills. Specific times should be scheduled with Clinical Instructors &/or department personnel.
3. The Health Professions Department will not accept nor be responsible for conveying messages to students.

### **Laboratory Guidelines**

1. All labs will have a Clinical Instructor present during the entire scheduled lab session and attendance, progress and participation with all skills will be documented by an approved LPN or RN.
2. All concurrent enrollment students registered with USU from the high schools will have to attend lab sessions at their assigned centers.
3. All in-person and broadcast class students will have lab experiences at their assigned centers.
4. It is expected that all students will be on time. A late entrance disrupts the entire class.
5. The lab is a simulated clinical situation, dress and conduct should follow the regulations for clinical experience; uniforms will be required. **Professional behavior and respect must be maintained by the students and instructors at all times!**
6. All bedside units, work areas, equipment, and supplies are to be left clean and tidy. Personal belongings and trash should be properly handled or disposed of at the end of the lab session. Food and beverages should not be brought into the laboratory.
7. Except for emergencies, absences must be arranged with the instructor prior to lab day. Make-up time must also be scheduled with the instructor, and be done within the week of the scheduled lab.
8. Mannequins should be left in correct alignment and be covered and cleaned properly.
9. Assigned students will be responsible for cleaning or making sure identified areas are cleaned.
10. The laboratory is restricted to assigned students. Students will not be allowed to disrupt lab sessions to obtain necessary equipment. Prior planning is the responsibility of the student. If a conflict in use arises, notify the Clinical Instructor as soon as possible.
11. Lab activities outside of the scheduled lab session must be completed during regular office hours (8am – 4pm).

### **Required Payment**

Students accepted into the program are required to have their tuition paid to the school in full prior to the first day of class or submit a letter from the financial aid office that scholarships, grants, or other reimbursement is in place. If tuition is sponsored by an agency/facility, a signed letter of commitment must accompany the application. Students that have not paid in full and who have not acquired all necessary supplies and screening prior to the first day of class will not be permitted to attend without special permission and will be voluntarily withdrawn from the program.

**NURSING ASSISTANT PROGRAM**

**FORMS**

**Handbook and Code Policy**

**Lab Experience Consent**

**Clinical Experiences Consent Form**

**Confidentiality and Non-Disclosure Agreement**

**Handbook and Code Policy  
AGREEMENT OF UNDERSTANDING**

**Please sign and return this portion to the Health Professions Department or your instructor.**

I, the undersigned, have read and understand the writings in this handbook. I realize that failure on my part to comply with the policies and expectations of USU & Health Profession Department, and my role as a Nursing Assistant student could result in disciplinary action.

I understand that failure to attend scheduled lectures and lab could result in my being dropped from the course.

I understand that my State Board of Nursing or national certification mandates that specific lecture, lab and clinical hours must be completed successfully in order to be allowed to take the state written exam and skills tests.

I understand that I must maintain a minimum of 75% on my didactic tests and 75% on my skills exams and satisfactory evaluations on all of my skills competencies in lab and clinical training to remain in the course. Failure to do so will result in being dropped from the course.

I understand that I must have at least a 80% on my final comprehensive exam and 80% on my skills final for successful completion of the Nursing Assistant Course.

Only if the above criteria are met will I be allowed to apply for and take the state written and skills nursing tests for certification in my state.

I understand that a background check will be performed prior to admittance into the Health Professions Program. Upon the examination of a background check, if any criminal offenses are found, this could result in a student not being able to enter clinical rotations, which would prohibit my admission to the program.

I further understand that this handbook and code policy agreement of understanding must be on file in the Health Professions Department at the USU campus before I will be allowed to participate in this course.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Birthdate: \_\_\_\_\_

\*Signature of parent or guardian: \_\_\_\_\_

\*Required for students under the age of 18

### Lab Experiences Consent Form

Lab experiences are vital in the preparation of health care workers who will work with patients. This course has a required lab experience component in which the student will perform specific health care procedures that may include:

- o Personal care
- o Patient bathing
- o Bathroom assistance
- o Questions about bodily functions
- o Specimen collection
- o Assistance with procedures such as bed making
- o Other types of personal contact between students such as feeding each other

Each high school student who participates in a course-required lab experience must have the signature of a parent or legal guardian in order to participate in and complete the lab experience.

I give permission for my student \_\_\_\_\_ to  
(Student's name)

participate in discussions, study, and experiences regarding personal care. I acknowledge that these are duties and responsibilities of health care providers. I also understand that if I do not consent to have my student participate in these discussions and experiences, my student may not be eligible to become licensed or certified in the program in which they are enrolled.

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

\*Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Required for students under the age of 18

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Clinical Experiences Consent Form

Clinical experiences are vital in the preparation of health care workers who will work with patients. This course has a required clinical experience component in which the student will observe and/or perform specific health care procedures in direct contact with patients that may include:

- o Personal care
- o Patient bathing
- o Bathroom assistance
- o Questions about bodily functions
- o Specimen collection
- o Assistance with procedures such as pap smear
- o Other types of personal contact between student and patient

Each high school student who participates in a course-required clinical experience must have the signature of a parent or legal guardian in order to participate in and complete the clinical experience.

I give permission for my student \_\_\_\_\_ to  
(Student's name)

Participate in discussions, study, and experiences regarding personal care. I acknowledge that these are duties and responsibilities of health care providers. I also understand that if I do not consent to have my student participate in these discussions and experiences, my student may not be eligible to become licensed or certified in the program in which they are enrolled.

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

\*Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Required for students under the age of 18

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Confidentiality and Non-Disclosure Agreement**

I hereby certify that I have been granted access to patient and facility Protected Health and Financial information.

This access is dependent on the following:

- HIPAA initial and on-going training
- Understanding of Policy/Procedure
- Understanding the need for confidentiality
- Understanding my role in the sharing/usage/disclosure of information
- Understanding my responsibility regarding the security of confidential information
- Understanding that failure to comply with these conditions may result in the denial of access to patient or facility information

Understanding that if the terms of this agreement are violated, they may lead to:

- Grounds for disciplinary action, including:
  - Termination of clinical access
  - Loss of privileges
  - Legal action for monetary damages, injunctions or both
  - Any other remedy available to the facility

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Student Name (Print)

Date

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Student Name (Signature)

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Title/Position

Original of this signed agreement to be filed in the student's file and a copy will be provided to the student.