



BMCC Nurse Aide Training Student Policy

1. Unless otherwise specified, the student is not an employee of Bay Mills Community College or the clinical facility. As such, neither BMCC nor the clinical facility will provide the student with health insurance.
2. During any time that a student is in course for 8 consecutive hours, students will have two fifteen-minute breaks and one half-hour lunch break. A student common area equipped with refrigerator is located on both the lower level and ground floor of the main campus. A student must label each lunch with name and date.
3. This campus is a non-smoking facility.
4. Students are to park in lots to the south or west of the building. When at the clinical site (MediLodge), students are to park in front of the building, in the back rows first.
5. You are not allowed to receive personal phone calls during class. Electronic devices must be shut off during class. Cell phones can only be used on breaks and lunch.
6. Students need to wear scrubs or professional uniforms of choice for clinicals at MediLodge. Questions regarding the dress code are to be directed to the instructor.
7. Clean tennis shoes or comfortable nursing shoes are to be worn for clinicals.
8. Students must satisfactorily complete a minimum of 16 hours of lecture and 16 hours of lab prior to clinical experience. Pre-clinical instruction will include, but not be limited to all MIOSHA required training and blood borne pathogen training.
9. During class, and while and the clinical facility, students must:
 - a. Comply with all existing policies, rules, and regulations of the clinicals facility as presented to them upon orientation. This includes but is not limited to the confidentiality of patient and clinical facility records and information.
 - b. Comply with all directives of the clinical facility regarding conduct
 - c. Refrain from touching in any way any patient except with the patient's consent and with the authorization of the clinical facility or facility personnel
 - d. Not be considered an employee of the clinical facility of any purpose of the Nurse Aide Training program education
 - e. Respect the patient's right to confidentiality and comply with the Federal HIPPA (Health Insurance Portability and Accountability Act of 1996) law
 - f. Not disclose any information without written authorization of the clinical facility regarding any patient's care including the identity of the patient or the services performed
 - g. Upon request, leave an area of the facility
 - h. Be financially responsible for their own medical insurance and health costs in the event of an injury or illness which occurs as a result of their participation in this educational experience

- i. Be supervised by a BMCC faculty member at all times while on clinical facility premises. Students are prohibited from being present in the clinical facility unless they are in the immediate presence of a college faculty member or a designated clinical facility employee.
 - j. Not have any contact with clinical facility residents without direct supervision.
 - k. Have the statuses of trainees, and are not to replace clinical facility staff in their duties and are not to render resident care and/or services except in accordance with Nurse Aide Training program rules.
 - l. Provide services in a professional, ethical and competent manner and in accordance with all applicable law, rules ordinance and regulations, including without limitation 42 CFR Part 483.
 - m. Provide services without regard to race, color, creed, sex, age, disability, status, national origin or payor status of any individual requiring services. Students and faculty member shall comply with all applicable laws prohibiting discrimination.
 - n. Shall not operate mechanical lift at clinical location
10. Casual dress may be worn at the discretion of the instructor. No tank tops please. Attire should be in good taste. Please see BMCC student handbook for more information.
11. Students shall follow and comply with all testing, appropriate use of Personal Protective Equipment (PPE), and observe social distancing, in addition to any other state and federal requirements while they are in effect.
12. Hair is to be neat and clean. If your hair is shoulder length or longer, or if it falls in your face when giving care, it must be pulled back. Beards and mustaches must be kept neatly trimmed.
13. No artificial fingernails. Fingernails are to be cut short, to prevent injury to the residents during care. You may wear on ring for class. Wedding rings are allowed.
14. Body must be clean and free of odor. Perfumes, colognes, and aftershaves need to be conservative. Some residents and other students have allergies.
15. The student must wear a name tag daily that identifies you as a student or trainee.
16. During the first week of class students must:
- a. have a negative TB test or chest x-ray
 - b. submit vaccination records
 - c. comply with clinical site COVID-19 vaccination policy, and submit vaccination status, including approved medical or religious exemptions, and comply with CMS vaccine mandate regulations and other state and federal laws and regulations when they are in effect.
 - d. Complete a criminal background check. Records will be kept on file at BMCC and share with clinical facility. To comply with State and Federal statutes, clinical privileges will be denied for any of the following:
 - i. Any felony convicted within 15 years + three years' probation prior to application to program
 - ii. Any misdemeanor within ten years prior to application that involved or is similar to the following:
 - 1. Abuse, neglect, assault, battery
 - 2. Criminal sexual conduct
 - 3. Fraud or theft against a vulnerable adult

The aforementioned (a-d) requirements are set by the clinical facility. Students will not be able to gain access to clinical skills learning until the actions above (a-d) have been completed. Failure to complete items above (a-d) will result in removal of the student from the Nurse Aide Training program. Records of the aforementioned (a-d) requirements may be provided to the clinical facility upon request.

17. Students will be supplied with the necessary books for the program. These will be signed out to the students with the number of the book or books recorded next to their names. Students must return textbook upon completion of the course or may be fined a replacement fee. Students who do not complete the class must return the book or books within two days of dropping or withdrawing from the course or may be fined a replacement fee. Workbooks belong to students.
18. Attendance must be 100% or you will automatically be dropped from the program unless there is an emergency. Speak with the instructor regarding emergencies. It will be necessary to decide based on the situation, the time into the program, and the time required to be off. All hours off and information, lab, clinicals, etc, must be made up.
19. If you are 10 (ten) or more minutes late for class, lab, or clinicals you will be considered absent. If you are 10 (ten) or more minutes late returning from lunch or break during class, lab, or clinicals, you will be considered absent.
20. In the event the class is cancelled for the day, you will be notified. The instructor of facility will try to contact you. BMCC's general form of notification is through Moodle Messaging.
21. Your training will consist of a minimum of 90 hours, which will be divided between lecture instruction, lab, and clinical training. A proficiency of 75% average on all written tests and quizzes and a minimum of 75% on the comprehensive final will be necessary to successfully complete the class. IN the lab and clinical settings return demonstration without assistance must be complete satisfactorily. Each of the tasks on the Student Achievement Record as written in the Michigan Nurse Aide Training Curriculum Model 2006 is required to be eligible for clinical and written examination. At the end of the course, you will be able to take both the written and clinical tests necessary for certification.
 - a. You will be given a test takers guide, Headmaster, Clinical Skills Exam and the Written Skills exam. This bulletin will guide you in applying to take the written skills exam and the clinical skills exam.
 - b. The clinical skills exam and the written skills exam are taken at designated locations listed in the Headmaster website.
 - c. When both tests are passed your name will be placed on the Michigan Registry and you will receive a certificate designating you as a Competency Evaluated Nurse Aide in Michigan.
 - d. Once a student completes the Nurse Aide Training program and is working at a Long Term Care Facility, the student must complete testing within two years of the date of program completion. After the two year period, the student must re-take the course in order to test.
22. For the Clinical Skills and Knowledge testing, the Nurse Aide candidate must bring in a photo ID, a signed Social Security card with your present name, and a second form of identification with your signature (i.e., Driver's license, state ID, Tribal card, military ID.)
23. Tutoring and special assistance is available for those students requiring it. It is the student's responsibility to inform the instructor, in private, of learning disability to receive

accommodations. Please see the BMCC student handbook and course syllabus for more information.

24. If a student is found cheating it will result in dismissal from the program.
25. If a student has an unexcused absence and missed a test, the student will be terminated from the program. An excused absence will allow the student to take the test after class hours. All hours, class, lab, or clinical time missed must be made up, at instructor's discretion.
26. Students may check Moodle for missed assignments, to be accepted at instructor's discretion.
27. Information within the Student Policy is in addition to the course syllabus.
28. The student will sign and date the Student Policy on the first day of class and return it to the instructor. The instructor will sign and date the policy. The original will be photocopied. A photocopy of the signed Student Policy will be returned to the student before the end of the class on the second day.
29. Based on Federal rules, all Nurse Aide Training Program files must be held for three years.

Student: _____ Date: _____

Instructor: _____ Date: _____