



## **Academic Affairs Division**

### **Nursing Aide Certificate Student Handbook**

**2024-2025**

**Revised 4/2024**

**SOUTH PIEDMONT COMMUNITY COLLEGE  
NURSE AIDE CERTIFICATE PROGRAM  
STUDENT HANDBOOK**

**WELCOME**

Congratulations on being accepted into the Nurse Aide Certificate Program at South Piedmont Community College. During your time here, you will experience preparation for entering the field of nursing through classroom, lab, and clinical settings.

This Student Handbook will acquaint you with the various policies and procedures that are relevant to South Piedmont Community College (SPCC) and the Nurse Aide Certificate Program.

You should refer to the SPCC Student Handbook for all policies and procedures relating to college academics, student behavior, and other areas. Copies of the SPCC Student Handbook may be obtained in the Student Services Division or may be viewed on the website at [www.spcc.edu](http://www.spcc.edu). Limited policies may be found in this handbook or in course syllabi.

During your time at SPCC, you will be expected to continuously acquire knowledge and understanding related to nursing. You will develop skills related to nursing practice, communication, interpersonal relations, and the use of good judgment. Evaluation of your performance will be based on tests covering all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing.

Upon successful completion of this program and competency evaluation, graduates are eligible to take the state exam and apply for listing as a Nurse Aide I in the state of North Carolina with the Division of Facility Services. The graduate will possess the knowledge, skills, and attitudes to function as a provider of care performing a variety of assistive skills under the direction of a registered nurse.

Students who do not wish to be listed on the NC Nurse Aide Registry may exit the program with successful completion of the class, lab and clinical experiences and receive a certificate of Completion of Nursing Assistant Training.

**MISSION STATEMENT**

South Piedmont Community College's mission statement is to foster life-long learning, student success, and workforce and community development. All while promoting life-long learning experiences and inspire in its students an active desire for continuing personal growth and development, enhancing self-worth, occupational proficiency, and responsible citizenship. The Nurse Aide Certificate Program provides for excellence of educational opportunity by adherence to the principle of the school philosophy and by the competence and dedication of its faculty in preparing NA students to assist in the care of patients. It is the mission of this program to prepare individuals to successfully complete the state-approved Nurse Aide I competency evaluation program requisite for listing on the Nurse Aide I Registry.

## **PHILOSOPHY STATEMENT**

The faculty at South Piedmont Community College is committed to the preparation of the Nurse Aide I student to meet the diverse and changing health care needs of the community. We believe that nursing is a caring profession and a practice discipline. We believe that the graduate of South Piedmont Community College with a certificate as Nurse Aide I is able to provide the fundamental nursing skills essential for providing client care under the direction and supervision of a registered nurse.

The faculty believes that the environment has a significant impact on wellness. The environment of health care consumers consists of internal and external stressors that affect the state of wellness. The consumer responds holistically to the interactions with the environment through the ability to adapt to stressors. The practice setting includes community-based facilities, long term care facilities and home health care.

The faculty believes that students learn best in an educational climate that fosters respect, accountability, collaboration, and self-direction. Education for a Nurse Aide I requires clinical laboratory experience and experiential learning as an integral component in the curriculum. This is achieved through the use of various modes of teaching taking into account the student's learning styles.

The program philosophy is to provide entry level Nurse Aide I students with the fundamental skills essential for providing resident care services under direction and supervision of an RN.

Teaching will focus on innovative ways to deliver services that are consistent with the provision of compassionate, quality, cost effective care. The goal is to prepare participants to successfully meet the requirements for listing on the Nurse Aide 1 Registry.

## **NURSING ASSISTANT I PROGRAM OUTCOMES**

The Nurse Aide Certificate Program at South Piedmont Community college will provide supervised classroom, lab, and clinical experiences consistent with standards of practice upheld by the North Carolina Board of Nursing and inclusive knowledge and skills required under OBRA. The experiences will prepare individuals to successfully complete the State Approved Nurse Aide I Competency Evaluation Program requisite for listing on the Nurse Aide 1 Registry.

Upon completion of the Nurse Aide I program; the student will be able to competently:

- ❖ Describe the role of the Nurse Aide in the health care system.
- ❖ Provide for the basic hygiene, personal care, grooming needs of the client.
- ❖ Demonstrate knowledge and unassisted competence of the critical elements in the basic health care skills introduced in this course.
- ❖ Apply precautions to prevent accidents, injuries, and infections in caring for the client.
- ❖ Communicate effectively with the client and health care team members.
- ❖ Participate in the individualized restorative care plan for the client.
- ❖ Demonstrate values, attitudes, and personal qualities essential to being a Nurse Aide and a member of an interdisciplinary health care team.

## **PERFORMANCE REQUIREMENTS**

The following are examples of activities that you will be required to perform in order to successfully complete any Allied Health or Nursing program:

1. **Critical Thinking:** Possess critical thinking ability sufficient for class, lab, & clinical judgment.
2. **Ethical Behavior:** Provide services with respect for human dignity and the uniqueness of the patient/client unrestricted by consideration of socioeconomic status, personal attributes, or the nature of health problems. Example: You will care for patients/clients assigned regardless of race, religion, or diagnosis.
3. **Legal Behavior:** Provide care within the scope of practice of a nursing assistant in the state of North Carolina.
4. **Interpersonal Skills:** Possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of psychosocial cultural backgrounds. Example: You will establish rapport with patients/clients, patient's families, and health care team members by behaving in a professional, courteous manner.
5. **Communication Skills:** Possess communication abilities sufficient for verbal and nonverbal interaction with others, regardless of language or physical barriers. You will need to be able to verbally communicate the needs of the patient to the nursing staff.
6. **Mobility:** Possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time. Example: You will be able to ambulate within the room, transfer, lift, push, and pull patients, as well as assisting with procedures.
7. **Motor Skills:** Possess gross and fine motor skills sufficient to provide safe and effective patient care.
8. **Hearing Skills:** Possess auditory ability sufficient to monitor health needs and collect data. Example: You will be able to listen for alarms, listen to heart sounds such as apical pulse and you must be able to hear blood pressure through a stethoscope, and hear a cry for help.
9. **Visual Skills:** Possess visual ability sufficient for observation and data collection. Example: You will be able to observe the integrity of skin and read a sphygmomanometer.
10. **Tactile Skills:** Possess tactile ability sufficient for data collection. Example: You will be able to detect pulsation and feel skin temperature.
11. **Weight Bearing:** Possess the ability to lift and manipulate/move 40-50 pounds. Example: You will be able to move and lift equipment and supplies, position patients, etc.

## **STUDENT CONDUCT EXPECTATIONS**

While in class, lab, or clinical setting, you are required to maintain standards of dress and grooming that are consistent with good hygiene and professional conduct.

### Dress Code

Classroom and Lab: You are expected to dress neatly and appropriately for classes and other school functions. You are to wear your uniforms to class starting the third week.

Clinical: While in the clinical setting, you will wear the South Piedmont Community College student uniform for the Nurse Aide I program. You must follow the agency's dress codes.

- ❖ While in uniform, you may not chew gum or smoke.
- ❖ I.D. badges are to be worn at all times at chest level.
- ❖ Wear the designated uniform, white shoes (closed toes and heels, and white socks. No canvas shoes may be worn).

## SPCC ALLIED HEALTH/NURSING Appearance Guidance Chart

ITEM	ACCEPTABLE	NOT ACCEPTABLE
<b>Uniform</b>	Adhere to program specific uniform selection. Clean, neat, non-wrinkled, in good repair and appropriate size.	Soiled, wrinkled, noticeably worn, and too tight or too loose. When standing, sitting, stooping, bending, or reaching, skin shows around the waistline or at the cleavage or mid-chest line.
<b>SPCC I.D. Badges</b>	Worn in an easily visible spot, on an outer layer of clothing at or above the chest. Must be worn during class, lab, clinical, community service events and functions of the Allied Health/Nursing programs.	No SPCC I.D. badge, or worn in a place that is difficult to read (for example, waistband, lower pocket of lab coat).
<b>Hair</b>	Hair (male and female) must be worn at or above the collar in a professional style. Long hair must be worn up and pulled back away from the face, in a secured tight manner. No ribbons or colorful ornaments. Artificial weaves/wigs must be conservative, natural color, clean, secured and not a safety hazard. Hair must be of a natural, conservative color. Beards, moustaches, and sideburns must be kept neatly trimmed.	Extremes in hairstyles or color, messy buns or loose hair hanging below collar length. Colorful ribbons or ornaments (for example, bands, shells, etc.) Unkempt facial hair.
<b>Hygiene</b>	Use of deodorant and good oral and body hygiene.	Not using deodorant or heavy scent of tobacco smoke, body odor,

		perfume, fragrant lotions, aftershaves and mouth odor.
<b>Jewelry</b>	Engagement, wedding ring, wrist watch and earrings that are no more than one-half inch in diameter and conservative in style and only wore in the ear lobe.	Multiple bracelets, necklaces or rings. Dangling earrings and larger than one-half inch earrings. Multiple piercings in the ear (for example, cartilage piercings).
<b>Make-up</b>	Natural looking	Excessive make-up
<b>Fingernails</b>	Clean and cut so they do not extend beyond the fingertips. No fingernail gel or polish, artificial nails, or nail tips. This starts when the student starts wearing their uniform to school.	Not clean, extended beyond the fingertips. Polished or gel and artificial nails.
<b>Body Piercing</b>	No observable body piercings including facial piercings. Any stud nose piercings, stud eyebrow and cartilage piercings must be covered with a clear retainer at all times during class, lab, clinical and community service or program functions. Earlobe expanders with open holes larger than that of an ear piercing is covered.	Body piercings not covered with a clear retainer. Tongue jewelry
<b>Tattoos</b>	Tattoos covered	Tattoos uncovered
<b>Head gear</b>	None – no hats, ball caps, or cowboy hats	In any class, lab or clinical.
<b>Undergarments</b>	Adequate and appropriate undergarments are worn. No exposed undergarments.	Visible underwear, including thongs, etc.
<b>Shoes</b>	Program approved, clean and polished.	Scuffed, dirty, unpolished, untied, visibly worn shoes. Open toed/heel shoes, shoes with holes such as crocs.
<b>Necklines</b>	Conservative necklines that does not reveal underwear, cleavage or excessive chest hair	Plunging neckline or tops that expose cleavage or chest hairs.
<b>Sunglasses</b>	None, unless prescribed by a physician or optometrist.	Sunglass not prescribed.

## ATTENDANCE

Regular attendance and participation are essential to student learning and successful completion of a course. South Piedmont Community College recognizes that students are adults with many responsibilities and occasionally absences are unavoidable. However, absences in no way lessen the student's responsibility for meeting the requirements of the course. Detailed attendance records are maintained during the program. Students are expected to attend all scheduled learning experiences. **Absences and tardies should only occur in extreme circumstances.**

### **Nursing Class and Lab Attendance**

It is critical that you attend class. A student absent for more than *8 hours* of classroom/lab/clinical or online experiences will be dropped from the program. (Online students must complete assignments by the due date to be accepted.) If there is an emergency and you cannot attend class, it is necessary to call the instructor and notify him/her. Should you find it necessary to miss class, you are responsible for all assignments and material covered during the absence. Students must have an average of an 80 in order to pass the course and proceed to clinical.

### **Nursing Clinical Attendance**

Students must pass with 100% unassisted mastery of **critical** elements of skills and 80% of other steps on the Skills Performance Checklist in order to participate in clinical experiences.

Lab and clinical absences are highly discouraged. Students are encouraged to attend 100% of the clinical/lab experiences.

Students who miss clinical/lab should make arrangements (if other clinical times are available) to fulfill the clinical hours. If a clinical day should be missed, students cannot complete the course until hours are made up. You may do so by contacting the instructor or the Program Coordinator.

You are expected to report to your clinical site on time as designated each semester by your instructor. Staff members are relying on your presence, and the patient/client is relying on you for his/her care. If you are going to be late or absent due to an emergency or illness, you must notify your instructor at least 2 hours prior to the beginning of the clinical time. Failure to comply with this procedure may result in dismissal from the program. If you are 30 minutes late to clinical and have not notified the instructor, you could be sent home and the time missed will be counted against you.

Make up clinical for extenuating circumstances is made based on space availability. To schedule a make up clinical, contact the Program Coordinator for placement in a clinical group.

**Faculty must be notified any time you leave the clinical site if other than at the scheduled departure time.** Leaving clinical experiences before the scheduled completion time will be considered an absence.

You are responsible for complying with parking regulations at the clinical facility. SPCC will not be responsible for tickets or towing as a result of illegal parking.

**Appointments and personal business need to be scheduled at times other than class, lab, or clinical time.**

## **COURSE EXPECTATIONS**



## **Assignments**

All assignments--class, lab, or clinical--are due as specified in the course syllabus.

All assignments have due dates and are due by the due date in canvas and class schedule, late assignments will not be accepted. All homework assignments must have the students' name, date assigned, and date turned in included in the paper.

## **Testing**

It is your responsibility to arrange a time with your instructor to make up all missed testing, announced or unannounced. If you are absent on the date of a scheduled test, you must contact the instructor prior to the end of the time scheduled for the test in order to receive full credit when it is taken. You must be prepared to take the test on the first day you return to campus or at the discretion of the instructor.

Daily quizzes that are missed with absences are not allowed to be taken late, and a zero will be given.

Students must have an 80% average on all tests, quizzes, projects and final exam to progress to clinical.

## **Final Exams**

It is mandatory that you take the final exam during the scheduled time for the exam. If there is some extraordinary reason you cannot be present for the final exam, arrangements should be made with the instructor to take the exam at the earliest possible time. The grade from this exam is final.

## **Lab Evaluation**

Lab time is critical in preparing you for your clinical experience. You are expected to practice each skill in the lab in the manner in which the skill is taught. You are responsible for perfecting your technique for each skill. Seek the instructor's assistance as needed prior to check off day.

## **Clinical Evaluation**

During the clinical experience, you will have the opportunity to demonstrate the skills that you are learning in the class/lab portion of the program. Evaluation of the clinical performance will be based on achievement of the course objectives. Clinical experiences are evaluated as pass/fail.

You will receive a clinical progress report from your clinical instructor if needed to assist you in identifying areas that need improvement. These reports are designed to keep you informed of your progress in meeting the course objectives and receive no grade.

## **PROGRESSION GUIDELINES**

The following guidelines apply to students enrolled in the Nurse Aide I program at South Piedmont Community College. These guidelines supplement the Student Code of Conduct as stated in the SPCC Student Handbook.

## **Program Progression**

Progression in the Nurse Aide I program is dependent on each of the following. Failure to meet program progression requirements will forfeit your seat in the Nurse Aide Certificate Program regardless of the time spent in the program.

- ❖ Satisfactory completion of all class and lab requirements in order to progress to the clinical sites.
- ❖ Passing all courses in the Nurse Aide Certificate program with a grade of “80” or higher.
- ❖ Ability to complete a clinical rotation at all required clinical sites.
- ❖ Demonstrating safe nursing practice.

## **Dismissal from the Program**

Dismissal from the Nurse Aide I program may occur if you demonstrate unsafe or unsatisfactory behavior that conflicts with safe nursing assistant practices. Unsafe or unsatisfactory behavior includes, but is not limited to, the following:

- ❖ Violation of the academic integrity policy.
- ❖ Violation of the HIPAA confidentiality policy
- ❖ Falsification of any school records or clinical agency records
- ❖ Willful destruction of school or clinical agency property
- ❖ Intoxication or use of illegal drugs while in the clinical area or on school property
- ❖ One incident of gross unprofessional conduct, i.e., raising voice in an inappropriate manner (shouting/screaming); hitting or cursing a client, student, SPCC faculty or staff, and/or health care team member, unwillingness to cooperate with the faculty and/or clinical site preceptors/personnel, etc.
- ❖ Any willful or intended act that endangers the health, safety, or well-being of another person (physical, verbal, or sexual harassment or abuse)
- ❖ Physical and/or emotional problems that do not respond to appropriate treatment and/or counseling within a reasonable period of time
- ❖ Violation of school or clinical agency policies
- ❖ Violation of accepted standards or institutional policies for implementation of nursing assistant care, including but not limited to asepsis and treatments.
- ❖ Omission of essential components of nursing assistant care regardless of whether actual injury to the patient is established
- ❖ Failure to protect the patient’s well being
- ❖ Repeated failure to recognize and/or promptly report significant patient information allowing for potential patient harm
- ❖ Inability to complete a clinical rotation at all required clinical sites. This includes the refusal of any clinical site to allow you to begin participation, continue, or return for clinical rotation at their site.
- ❖ Failure to demonstrate awareness of one’s own limitations in nursing assistant practice or to seek appropriate assistance when limitations are recognized
- ❖ Requiring an inordinate amount of faculty supervision/time due to inadequate preparation for clinical practice, poor clinical decision making skills, or violations of safety principles and practices that jeopardizes the required supervision of other students by faculty. An “inordinate amount of faculty supervision/time” indicates that the student consistently requires a significantly longer period of time to complete healthcare assignments than would other students at the same point in the program.
- ❖ Consistently documented failure to apply previously learned principles and practices of nursing assistant care.

SPCC reserves the right and the responsibility to dismiss any student whose health, conduct, or behaviors are deemed unsafe and/or unsatisfactory for the field of nursing, a threat to patients/clients and their families, the staff or clinical agency, SPCC faculty or staff, or a threat to themselves. Students who are dismissed have the opportunity to due process and the right to appeal.

## GENERAL INFORMATION

### Supplies

The key to a smooth beginning is organization with folders/notebooks for each subject and lab material kept separate from theory material.

- ❖ Book bag for books, composition books or notebook paper for notes, highlighters (assorted colors), pencils, or pens
- ❖ A tape recorder **may** be used in class **if** you receive permission from the instructor before the beginning of each class, and while traveling (optional).

### Copier Usage

- ❖ The copiers in the faculty work areas are not for student use.
- ❖ There is a copier for **student use** located in the Library at the OCH campus. There is a minimal charge for each copy.

### Transportation to School Activities

Transportation to class and clinical affiliates is your responsibility. The travel time from point of residence to class or clinical assignment is not school activity time; therefore, it is your own time. You may be assigned rotation through a clinical affiliate outside your own county of residence as a requirement of the curriculum. It is your responsibility to arrange transportation to all assigned sites.

### Electronic Communication Devices

South Piedmont Community College is committed to fostering a learning friendly environment. Electronic communication devices can be detrimental to the learning environment. Therefore, the use of any electronic communication device in the classroom, lab and clinical area is prohibited unless approved by course faculty.

### Academic Integrity Procedure

It is the student's responsibility to learn more about how to avoid academic dishonesty. If upon investigation the instructor determines there is an academic integrity violation, the student will be held accountable as stated below:

- Step 1: The instructor, after consulting with his/her supervisor, will notify the student in writing of the details of the academic integrity violation, which may include a formal warning, a reduced grade on an assignment, or a reduced grade in the course.
- Step 2: The instructor will send the student's name along with detailed evidence and documentation of the violation to his/her supervisor, Dean, and the Assistant to the Vice President of Student Services to be added to the student's permanent academic record.
- Step 3: The Assistant to the Vice President of Student Services will notify the appropriate Dean if there are previous documented offenses in the student's file. The Dean will determine the disciplinary action for the violation. Sanctions range from the minimum of

a reprimand to a maximum of suspension depending on the severity and number of violations.

Step 4: The Dean will notify the student in writing electronically of the disciplinary action for the violation. Notification will be sent to the student's college email address. A copy of the disciplinary action letter will be sent to the Vice President of Student Services and the Assistant to the Vice President of Student Services to be added to the student's permanent academic record.

### **Appeal of Academic Integrity Violation**

Students may appeal the academic integrity violation and/or the disciplinary action resulting from the violation, if the reason for the appeal meets one of the following: policy and/or procedure were not followed or procedural irregularity that affected the outcome; sanction too severe for the charge; evidence of a conflict of interest or bias that affected the outcome; or, new evidence that was not reasonably available at the time of the determination that could affect the outcome. Students should appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Wellness and Advocacy for guidance. Once the appeal is received, the appeal is reviewed by the Vice President of Academic Affairs to ensure the reason for the appeal meets the criteria for an appeal. Requests that do not meet the criteria for an appeal may be denied without input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for a hearing.

Step 1: A formal appeal of the academic integrity violation and/or the disciplinary action must be received within five (5) business days after the notification to the student of the violation. This appeal may be submitted through the Formal Academic Integrity Appeal form found here and on the web.spcc.edu website under Student Panel/Appeal Forms. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Vice President of Student Services or the Director of Student Wellness and Advocacy.) The student will receive notification of receipt of the appeal.

Step 2: Within ten (10) business days of receipt of the appeal, the Student Appeals Team will review the appeal through a hearing. The student and the instructor will be notified of the date, time, and location of the hearing, whether to be held in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.

The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.

Step 3: The Vice President of Academic Affairs/CAO will notify the student (by student SPCC email) and the instructor (by SPCC email) of the decision on the appeal within five (5) business days after the review. The decision of the Student Appeals Team will be final.

### **Name/Address/Telephone Change**

Any change to your name, address, or telephone numbers should be reported to the instructor and program director of Nursing assistant and the Office of Student Services so that your records can be kept current.

### **Exposures/Biohazards**

Any exposure to blood or body fluids must be reported immediately to the clinical site and the clinical instructor. An incident report must be completed with the clinical site and SPCC.

### **Inclement Weather Policy**

SPCC ensures the safety of students and employees by implementing a policy and procedure to be observed during inclement weather conditions. Alternate considerations dictate weekend procedures.

For inclement weather occurring on the day of a scheduled class and/or event, SPCC will notify the public of closing or delays as early as the situation permits by posting on the College's website at [www.spcc.edu](http://www.spcc.edu) and by announcing on local TV stations WBTW (3) Charlotte; WSOC (9) Charlotte. Nurse Aide Certificate students will see a class make-up assignment in Canvas. Be sure to check the SPCC website and announcements in your course.

At all times, students and employees should use sound judgment when making travel decisions. Additionally, they should exercise caution when traveling to and from campus during periods of inclement weather.

**\*\*Although the campus may be closed, online classes continue. Each on-campus class has a Canvas site, and make-up work for missed classes is done through Canvas.** When the campus is closed, students should log in to their classes on Canvas to avoid falling behind.

### **Drugs and Alcohol**

Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, at any official function sponsored by the College, or on all college premises. Any employee or student violating this policy is subject to disciplinary action up to and including termination/expulsion and referral for prosecution.

### **Smoking/Tobacco-Free Campus**

South Piedmont Community College recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and college facilities.

No student, employee, or college visitor is permitted to use any tobacco product at any time, including during non-college hours:

- in any building, facility, or vehicle owned or leased by South Piedmont Community College
- on any College grounds or property –including athletic fields and parking lots – owned or leased by South Piedmont Community College
- at any College – sponsored or College related event, on campus or off campus

### **Social Media Guidelines**

The use of social media by nursing students can be beneficial to promote professional networking, exchange of ideas and knowledge, discussion of healthcare related topics, evidenced based

practice, research and education. These benefits enhance student learning and promote professional relationships and conduct. However, the nursing student must understand that with these benefits comes responsibility for social media use.

Social media includes web-based services that allow individuals to connect and communicate with other individuals or groups in various geographical locations. Forms of social media include but are not limited to, texting, blogging, chat rooms, video, social networking, and podcasting. Although the use of smart phones, tablets, and computers with access to the internet is allowed in the health care facility, it is beneficial for the nursing student to use caution with these devices and avoid inappropriate use that can be viewed as unprofessional or unethical conduct. Inappropriate use of social media includes inaccurate information, breach of patient confidentiality and privacy, and comments about health team members, faculty and other nursing students.

In order to minimize risks when utilizing social media, the Nursing Department of SPCC has adopted the following guidelines. The student will:

1. Maintain patient privacy and confidentiality at all times.
  - a. No transmission of patient related images (photos) or patient information.
2. Limit use of cell phones, smart phones, tablets, computers, or any electronic communication devices with internet access to nursing practice, research, and education.
3. Refrain from posting on either a personal page or site any disparaging remarks about faculty, the healthcare team, and other nursing students, even if the individual or group is not identified. This includes threatening, harassing, embarrassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive remarks.
4. Avoid online social contact with patients or former patients.
5. Refrain from stating personal opinions as being endorsed by any faculty or the college
6. Immediately report any breach of confidentiality or privacy and any inappropriate use of social media to appropriate nursing faculty.

**Violation of any of the above behaviors may result in disciplinary action and possible dismissal from the nursing assistant program.**

### **Accepting Gifts**

Gifts of money or any gifts of significant monetary value should not be accepted by students in the clinical setting.

### **Identification**

You must provide SPCC with a copy of your original government issued Social Security Card and an official government issued photo identification to be eligible to complete Competency Evaluations. The names on each of these documents must be the same.

For additional information on these and other policies to include Family Educational Rights and Privacy Act (FERPA), please visit the SPCC College Catalog and Student Handbook located at on the College website.

## **Student Wellness, Advocacy, and Support:**

Counseling staff in this area support overall student wellness in the following areas:

- Accessibility Services—Students with disabilities who are seeking academic accommodations should reach out to the counseling staff at [counselors@spcc.edu](mailto:counselors@spcc.edu), who coordinate the application and ongoing interactive process to support students' access to and participation in their courses and programs of study
- Advocacy—Students seeking an appeal (final grade appeal, program dismissal appeal, academic integrity violation appeal) should reach out to the Director of Student Wellness and Advocacy at [eclodfelter@spcc.edu](mailto:eclodfelter@spcc.edu) for guidance through the appeal process
- Academic and Personal Counseling—Students may meet with counselors to create academic success plans to counter their challenges with college success skills and to address other barriers such as
  - Time and stress management
  - Test anxiety
  - Adjusting to college
  - Mental health concerns
  - Academic probation and intervention
  - Course withdrawals
  - Community resource referrals
- Title IX—(Sex discrimination, sexual harassment, and Pregnancy-related issues)—Students may contact the Title IX Coordinator, Elaine Clodfelter, at [eclodfelter@spcc.edu](mailto:eclodfelter@spcc.edu), or the Title IX Deputy Coordinator, Lauren Sellers, at [lsellers@spcc.edu](mailto:lsellers@spcc.edu), should you have any questions or concerns regarding issues related to Title IX

### **Academic Support**

Services provided:

1. Tutoring services with CRLA Certified professional tutors (walk-ins, virtual, and in person appointments available).
2. Research paper review through ReadMe Paper Review.
3. Group review sessions to prepare for exams.
4. Writing and math workshops.
5. CASAS and TEAS preparation assessments.

### **Program Dismissal Appeal Procedure**

Students who have been dismissed from an academic program due to reasons other than charges of a violation of academic integrity and a final grade may appeal, if the appeal meets one of the following: policy and/or procedure were not followed or procedural irregularity that affected the outcome; sanction too severe for the charge; evidence of a conflict of interest or bias that affected the outcome; or, new evidence that was not reasonably available at the time of the determination that could affect the outcome. Students should appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Wellness and Advocacy for guidance. Once the appeal is received, the appeal is reviewed by Vice President of Student Services to ensure the reason for the appeal meets the criteria for an appeal. Requests that do not meet the criteria for an appeal may be denied without input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for a hearing.

Step 1: A formal appeal of the program dismissal must be received within three (3) business days after the dismissal. This appeal must be submitted through the Formal Appeal for Program Dismissal form found on the spcc.edu website under Student Panel/Appeal Forms. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeal process. The student will receive notification of receipt of the appeal.

Upon the receipt of the appeal, the student will be placed on the status of dismissal pending. While in this status, the student may not attend any program activities (classroom, clinical, lab or club activities),

Step 2: Within three (3) business days of the receipt of the appeal, the Student Appeals Team will review the appeal. The student and the instructor will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.

The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.

Step 3: After a decision is made by the Student Appeals Team, a student may appeal to the Vice President of Academic Affairs, who will consider the procedural aspects of the appeal process ONLY in his/her review. No new documentation or information, outside of the procedural aspects of the appeal process, will be considered in the Vice President of Academic Affairs' review of the appeal. The decision of the Vice President of Academic Affairs is final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.)





## **NURSING ASSISTANT**

### **Handbook Contract**

I have received a copy of the Nurse Aide Certificate Student Handbook. I have read the Handbook and have been given the opportunity to ask questions about its contents.

I understand the information in the Handbook and will abide by the rules and regulations.

It is my responsibility to maintain current knowledge of these policies.

Student \_\_\_\_\_  
(Print Name)

Student \_\_\_\_\_  
(Signature)

Date \_\_\_\_\_

Sign, date, remove page and submit to instructor  
no later than the first day of class.



**Academic Affairs – Nursing/Nursing Assistant  
Social Media Guidelines**

The use of social media by Nursing Assistant students can be beneficial to promote professional networking, exchange of ideas and knowledge, discussion of healthcare related topics, evidenced based practice, research and education. These benefits enhance student learning and promote professional relationships and conduct. However, the Nursing Assistant student must understand that with these benefits comes responsibility for social media use.

Social media includes web based services that allow individuals to connect and communicate with other individuals or groups in various geographical locations. Forms of social media include but are not limited to, texting, blogging, chat rooms, video, social networking, and podcasting. Although the use of smart phones, tablets, and computers with access to the internet is allowed in the health care facility, it is beneficial for the Nursing assistant student to use caution with these devices and avoid inappropriate use that can be viewed as unprofessional or unethical conduct. Inappropriate use of social media includes inaccurate information, breach of patient confidentiality and privacy, and comments about health team members, faculty and other Nursing/Nursing Assistant students.

In order to minimize risks when utilizing social media, the Nursing/Nursing Assistant Department of SPCC has adopted the following guidelines. The student will:

1. Maintain patient privacy and confidentiality at all times.
  - a. No transmission of patient related images (photos) or patient information.
2. Limit use of cell phones, smart phones, tablets, computers, or any electronic communication devices with internet access to Nursing practice, research, and education.
3. Refrain from posting on either a personal page or site any disparaging remarks about faculty, the healthcare team, and other Nursing students/Nursing Assistant students, even if the individual or group is not identified. This includes threatening, harassing, embarrassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive remarks.
4. Avoid online social contact with patients or former patients.
5. Refrain from stating personal opinions as being endorsed by any faculty or the college.
6. Immediately report any breach of confidentiality or privacy and any inappropriate use of social media to appropriate Nursing/Nursing Assistant faculty.

**Violation of any of the above behaviors may result in disciplinary action and possible dismissal from the Nurse Aide Certificate Program.**

References

ANA. (2011). *Principles for social networking and the nurse*. Silver Spring.  
 NCSBN. (2011). *White paper: a nurse’s guide to the use of social media*. Chicago.



I, \_\_\_\_\_, have read and understand the above policy.  
(print name)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Sign, date, remove page and submit to instructor  
no later than the first day of class.





**L. L. Polk Campus**

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680 US 74, Polkton, NC 28135  
704.272.5300 or 1.800.766.0319

**Old Charlotte Highway Campus**

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4209 Old Charlotte Hwy., Monroe, NC 28110  
704.290.5100 or 1.800.766.0319

**Lockhart-Taylor Center**

514 N. Washington St., Wadesboro, NC 28170  
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**Center for Technology & Health Education**

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