



# **Academic Affairs Division**

## **Nursing Aide Certificate Student Handbook**

**2025-2026**

**Revised 6/2025**

**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 promotes life-long learning experiences and inspires 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 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

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 experiences 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 I 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 I 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 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 agency 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
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<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>Fingernails</b>		
<b>Body Piercing</b>	No observable body piercings including facial piercings. Any stud nose piercings, stud	Body piercings not covered with a clear retainer. Tongue jewelry

	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.	
<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.

### **Dismissal Appeal Procedure**

1. A formal appeal of the grade must be made in writing within three (3) working days after the dismissal. This appeal may be submitted to the Vice President of Academic Affairs/Chief Academic Officer by U. S. Postal Service, by email or in person. The appeal must list the (1) student's full name, mailing address, phone number, email address and SPCC student identification number; (2) course number, title, section, and time scheduled; (3) instructor; (4) reason for dismissal; (5) date and time of the incident; (6) any corrective action being requested; and (7) request for on campus, conference call, or electronic review by the Allied Health and Nursing Appeals Team. The letter must also include all documentation supporting the reason for the appeal, including copies of graded work, syllabus, etc. The student will receive notification of receipt of the appeal letter.
  - a. Upon the receipt of the appeal letter, the student will be placed on the status of dismissal pending. While in the status, the student may not attend any program activities (classroom, clinical, lab or club activities)
2. Within two (2) working days of the receipt of the appeal by the Vice President of Academic Affairs/CAO, the Allied Health and Nursing Appeals Team will review the appeal. The student and the instructor will be notified of the date, time, and location of the hearing. Both parties may present pertinent information. At the discretion of the Allied Health and Nursing Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call or electronically.
  - a. The appeal meeting is a conflict resolution and not a judicial proceeding. The student may bring one support person (not an attorney) to this meeting. The support person is not to be active in the meeting discussions. The student may not record this meeting but may take notes.
3. The Vice President of Academic Affairs/CAO will notify the instructor and the student of the decision on the appeal within five (5) working days after the review. The decision of the Appeals Team is final.

The Allied Health and Nursing Appeals Team is an ad hoc team appointed by the Vice President and will consist of five members to include three Allied Health and Nursing faculty members, one Student Services staff member, and one student. A quorum of the Allied Health and Nursing Appeals Team will be necessary to hear an 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**

Students enrolled at South Piedmont Community College are responsible for upholding standards of academic integrity. An academic integrity violation includes but is not limited to the following: cheating, plagiarism, fabrication/falsification, and complicity in academic dishonesty. It is your responsibility to learn more about how to avoid academic integrity violations by referring to the current SPCC Student Handbook, enrolling in one of SPCC's Study Skills classes, or contacting library staff for help.

If upon investigation your instructor determines that you committed an academic integrity violation, you will be held accountable as stated below:

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.

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 Academic Affairs to be added to the student's permanent academic record.

The Assistant to the Vice President of Academic Affairs 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. Refer to the SPCC catalog (opens in new window, direct link: <https://spcc.edu/student-resources/catalog-schedule/>) or the current SPCC Student Handbook (opens in new window, direct link: <http://www.spcc.edu/student-rights-and-responsibilities/>) for the complete Academic Integrity Policy and disciplinary sanctions.

All work for this course must be original to this course. In rare instances, instructors may allow students to reuse research or portions of assignments from other classes, past or present, if it fits within the learning outcomes and objectives of a course assignment. To reuse material, students must receive approval from instructor before submission occurs to avoid a self-plagiarism charge.

### **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 WBTV (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.

### **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.

### **Counseling & Disability Services**

Students who need accommodations due to disabilities, chronic medical conditions, or pregnancy complications resulting in difficulties with accessing learning opportunities should contact Disability Services at [counselors@spcc.edu](mailto:counselors@spcc.edu) or 704-290-5844 and apply for accommodation. Students can find information and the application for accommodations on the disability services web-page.

### **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.



## **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.

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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**

Mail: PO Box 126, Polkton, NC 28135  
680 US 74, Polkton, NC 28135  
704.272.5300 or 1.800.766.0319

**Old Charlotte Highway Campus**

Mail: PO Box 5041, Monroe, NC 28111-5041  
4209 Old Charlotte Hwy., Monroe, NC 28110  
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