Nurse Aide Criteria
Criminal Background Checks

The State of Iowa requires a criminal history, child and dependent adult abuse record checks prior to a student beginning a certified nurse aide training program. Criminal convictions or documented history of abuse may prevent students from participating in the Nurse Aide course.

If a student has a criminal record or a record of founded child or dependent adult abuse, the student shall not be involved in a clinical education component of the Nurse Aide training program unless an evaluation has been performed by the Department of Human Services. The Department of Human Services has final authority in determining whether prohibition of the student’s involvement in clinical is warranted. If DHS determines the student is prohibited or is unable to provide approval for a student, the student is unable to attend clinical component of the Nurse Aide course.

If a student is convicted of a crime or has a record of founded child or dependent adult abuse entered in the abuse registry after the record checks and any evaluation have been performed, the student shall inform the Program Director, Long Term Care/Vocation Health at: 319-398-4970 within forty-eight hours of the criminal conviction or entry of the record of founded child or dependent adult abuse.

Attendance

Due to the volume of material covered and the speed at which it will be presented, attendance at each session will be expected. The instructor and Program Director reserve the right to evaluate students continuing on if 10% or more of the class is missed. Late arrivals will be documented and are included in time missed. It is the student’s responsibility to make up missed material.

Personal Appearance for Clinic

Uniform Requirements (male/female)
1. Uniform. Approved Galaxy blue top and pant scrub or may be print scrub top with Galaxy blue scrub pant.
2. Shoes. All white non-canvas. No sandals, clogs, or open heels.
3. Socks. White
4. Name tag including Kirkwood Nurse Aide Student status.
5. Students may wear a white long sleeve turtleneck or white T-shirt under the approved top.
6. Cardigan sweaters may not be worn while giving patient care.
7. No hats.

Hygiene (male/female)
1. Hair. Clean hair, short or pulled back; unable to fall forward. No abnormal hair color allowed in clinic. Beards must be well trimmed.
2. Nails. Clean short nails, no nail polish or artificial nails.

Permitted
1. Minimal jewelry. Wedding set, engagement or promise ring, small chain necklace, medical alert bracelet or necklace. No visible body piercings other than earrings (maximum of one small earring per ear.) Additional visible body jewelry must be removed or covered appropriately with a Band-Aid and must conform to policy of facility hosting clinical.
2. Hair Ornaments. Minimal hair ornamentation (must be white or pastel, if cloth).
3. Watch with second hand required or a watch that will count down the seconds for taking vital signs.

Absence Of
1. Wrinkles on Uniform
2. Body Odor
3. Cologne or Perfume
4. Gum Chewing
5. Pagers, cell phones, radios or other portable communications equipment.
6. No visible tattoos. All visible tattoos must be covered.
**Physical Examination**

A complete physical examination must be completed by the first day of class. Necessary forms will be provided. If you have had a physical within the last 11 months, this will be acceptable to use, provided it addresses all areas outlined on KCC physical form. Negative TB test (Mantoux) is required or Chest X-Ray showing no evidence of active TB or negative Quanterferon Gold test.

Any student with back injury, currently pregnant or other physical limitations cannot participate in the clinical setting without a separate doctor’s release stating there are **NO Lifting Restrictions**.

**Grading**

*Classroom:*  
**Pass/fail.** Pass: 79% or greater. Total points of all exams will give the student the course grade.  
Fail: 78% or less

Student must be successful in the classroom portion (79% or greater) to attend clinical. Student must also demonstrate all skills at a level 3 or 4 (skill # 1, 2, 5, & 30 must be demonstrated at a level 4 to proceed to the clinical area).

*Clinical:*  
**Pass/fail.** Each clinical day an instructor will evaluate the students in six major main areas of application. **If two (2) clinical days are evaluated as a No pass the entire Nurse Aide class must be repeated in order to receive a certificate of Completion.** To pass clinical for the day, you must successfully pass 5 of the 6 major categories.

**Skills Checklist**

Students must achieve competency level of Level 3 or above on each skill. See Blue evaluation form.

**Documented Learning Disability**

If you have a documented learning disability and would like to receive accommodations, please contact Learning Services: 319-398-5574. If the exam is being read to you, it must be scheduled outside of regular class time.

**Equal Opportunity**

Kirkwood Community College declares and reaffirms to its students, employees, and to the public that it is firmly committed to equity in recruitment, employment, and promotion in all job classifications and in all educational programs without regard to race, creed, color, religion, sex, age, national origin, sexual orientation, marital status, or disability. In order to assure that equal opportunity is afforded to all students, employees, and applicants, Kirkwood Community College recognizes the need for, and the implementation of, an Equal Employment Opportunity/Affirmative Action Program.

**Follow-up for Injuries and Infection Control**

*Purpose:*  
To provide a uniform approach to reporting and recording injuries of Kirkwood students. This includes a follow-up for any break in the skin produced by a needle, knife blade, or other piece of equipment that has been contaminated by use on another person.

*Policy:*  
Each injury will be reported on a Kirkwood Medical Report Form. Kirkwood will provide diagnostic tests and/or treatment when appropriate. This includes an assessment for Hepatitis B or other infectious disease risk.

**Infectious Disease**

Students who may have AIDS, ARC, or a positive HIV antibody test, whether they are asymptomatic or not, are allowed regular classroom attendance when their contact with others is casual. However, risk of transmission factors must be individually evaluated with respect to the infected individual and instructional program practices and procedures.
**Personal Injury**

Students sustaining personal injury or illness while in the classroom or clinical setting for the nurse aide program are responsible for the cost of any medical coverage.

**Sexual Harassment**

Kirkwood Community College students have the right to be free from sexual harassment by colleagues, supervisors or teachers. Kirkwood does not condone actions and/or words which a reasonable person would regard as sexually harassing or coercive.

**Drug/Alcohol**

Any student attending class who is suspected of being under the influence of drugs or alcohol may be asked to leave at the discretion of the instructor.

If the behavior continues, the student will be asked to withdraw from the course.

If anyone has any concerns or problems, please discuss them with your instructor, or, if needed, call the Program Director for Long Term Care/Vocational Health at: (319) 398-5438 or toll free 1(800) 332-2055, ext. 5438.

*Kirkwood Community College is a nonsmoking campus, campus cites, & clinical sites including parking lots of these areas.*

*Kirkwood Community College strives to help our students be successful*

Good luck to all of you!