



# WAKE TECH

## Nurse Aide I

### COURSE SYLLABUS

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COURSE: NAS-3240A3

COURSE FORMAT: **Blended**

#### CONTACT INFORMATION

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Please refer to your Blackboard course “FACULTY INFORMATION” for your faculty contact information.

#### Nurse Aide Program:

Phone: 919-747-0120

Email: [nurseaide@waketech.edu](mailto:nurseaide@waketech.edu)

#### Department Head/Program Director:

Kim Smith, RN, MSN

[nurseaide@waketech.edu](mailto:nurseaide@waketech.edu)

#### Office Locations:

Scott Northern Wake Campus  
Building E, Room 135

Public Safety Education Campus  
PSEC, Room 1731

Perry Health Sciences Campus  
Allied Health Building D, Room 313

#### *Other offsite locations:*

Vernon Malone College and Career Academy

#### PRE-REQUISITES

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- Read, understand, and follow the syllabus.
- Student must be at least 16 ½ by the first day of class.

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### Course Overview

This course provides training in the fundamental nursing skills needed to deliver safe, effective, and person-centered care. Topics include the aging process, communication, infection prevention, safety and emergency procedures, legal and ethical responsibilities, vital signs, elimination and nutrition, restorative care, dementia and mental health, and end-of-life care. Upon successful completion, students will be eligible to take the North Carolina Nurse Aide I Registry competency exam.

### English Language Proficiency

The Nurse Aide I curriculum requires advanced English language proficiency. Students must be able to effectively speak, read, write, and understand English to succeed in this course.

Wake Technical Community College offers **free** English language instruction to help students improve and enhance their readiness skills for college-level coursework and career advancement. Classes are available in both in-person and online formats.

For more information about Wake Tech's English as a Second Language (ESL) program, visit their website: [esl.waketech.edu](http://esl.waketech.edu)

### Resources

The student curriculum, class homework, and make-up work are in Blackboard.

### Student Learning Objectives

1. Spell and define key terms important to the role of Nurse Aide I.
2. Recognize the different Nurse Aide I tasks.
3. Demonstrate competency in Nurse Aide I skills as delineated by DHSR.
4. Collaborate safely to provide care to individuals and assist the interdisciplinary team.

### Required

The Wake Technical Community College website has access to Blackboard, where your assignments and grades will be posted.

<https://www.waketech.edu/>

It is mandatory that all students have access to Blackboard. Each student will be required to go online and register for Blackboard access and maintain a Wake Tech email account.

**Access to Microsoft Teams:** As a student at Wake Technical Community College, you are given access to Microsoft Teams through your Microsoft Office 365 account. You will meet frequently with your instructors on Microsoft Teams. All students must utilize and maintain their access to Microsoft Teams.

The Class Text is available on Blackboard. Wake Technical Community College students have access to Blackboard, where the PowerPoint presentations, assignments, and grades will be posted. All students must utilize and maintain their access to Blackboard.



**NOTE:** To access Blackboard, it is recommended that you use Microsoft Edge, Google Chrome, or Mozilla Firefox.

### Course Format & Hours

The non-degree Nurse Aide I course is offered in the following format:

BLENDDED: In-Person & Online

- In-Person components include reviews, exams, skills lab, clinical rotation, and competency evaluations
- Online assignments and theory content are delivered through Blackboard and must be completed by the posted due dates.

Total Course Hours: 168

**NOTE:** Attendance is mandatory. Access to the online course content will not be available until the official first day of class.

### Listing on the Nurse Aide I Registry

In North Carolina, individuals who complete a state-approved Nurse Aide I course and pass the state competency exam are listed on the **North Carolina Nurse Aide I Registry**, which is maintained by the **Division of Health Service Regulation (DHSR)**, a division of the **North Carolina Department of Health and Human Services (NCDHHS)**.

While many people and employers commonly use the term **CNA (Certified Nursing Assistant)**, it's important to note that:

- **Nurse Aides are not licensed**
- They work under the supervision of a **Registered Nurse (RN)**
- Listing on the **Nurse Aide I Registry** is required for employment in many healthcare settings

For more information about job responsibilities and salary expectations for Nurse Aides, visit the U.S. Bureau of Labor Statistics' page: <https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-1>

### Upon Successful Completion of the Program:

*Students may take the State Competency Exam administered through "Credentia"*

- The State Exam includes two parts:
  - 70-question computer-based test
  - Skills evaluation (five tasks)
- Registration must be completed online at least 12 days before the exam date.
- Exam fee is \$140 (not included in Nurse Aide I tuition); payment is made via debit or credit card directly to **Credentia**.
- Students must bring a current state-issued ID and Social Security card on test day.



## Nurse Aide Program

- The exam is offered in English and Spanish and may be taken at the Scott Northern Wake Campus.
- Upon passing both parts, students will be listed on the North Carolina Nurse Aide I Registry.

For more information regarding the NC Competency Exam, visit <https://credentia.com/test-takers/ncna>

## Class Withdrawal, Refund Eligibility, and Transfer Policy

Students may withdraw from the course and receive:

- **100% refund:** If the withdrawal request is submitted before the class start date.
- **75% refund** (registration fee ONLY - excludes college access and other course fees): If the withdrawal is submitted before the **10%** point of the class.

## How to Submit a Withdrawal Request

1. Electronically:
  - a. Log in to the *Workforce Development electronic refund system*:  
<https://selfserve.waketech.edu/Student/Planning>
  - b. Click “Go to Plan & Schedule”
  - c. Select the term for the class (Fall, Spring, or Summer)
  - d. Drop the course
2. Via email:
  - a. Send an email to the Nurse Aide Office at [nurseaide@waketech.edu](mailto:nurseaide@waketech.edu) with the following information:
    - i. Your full name, mailing address, phone number, course number with the class dates, and a short sentence stating your intent to withdraw.

## Class Transfer Request

Students may request a transfer to another section prior to the 10% point of the course if space is available. The student must speak with the current instructor first. The instructor will send an email to the coordinator and director for determination. Transfers are subject to availability and must be approved by the Nurse Aide Program Director.

## Clinical Paperwork and Class Requirements

### Submission Process

All clinical paperwork must be uploaded to **CastleBranch**: <https://portal.castlebranch.com/WL15>

- All required paperwork must be submitted by the assigned deadline (*two weeks prior to clinical orientation*).
- Allow up to **one** week for review and approval. *Waiting until the last minute may delay or prevent your ability to attend clinical.*
- Students are responsible for monitoring their approval or rejection status.



**IMPORTANT:** If documents are not submitted and approved by the due date, the student will not be allowed to attend clinicals and will be dismissed from the program. A grade of **NG** (No Grade) will be assigned. **Be proactive!**

### Vaccination Requirement

In alignment with the clinical site policies and a commitment to “zero harm,” students must submit proof of required vaccinations through **CastleBranch**, along with any additional immunizations required by clinical affiliates.

***Religious exemptions are not accepted*** for mandatory clinical vaccinations or documentation. Students must meet all clinical compliance standards and understand that clinical sites reserve the right to deny access if requirements are not met.

### Clinical Rotation Eligibility

If a student is denied access to a clinical site for any reason — including non-compliance with health requirements — they will be **withdrawn from the Nurse Aide I program** and will not be permitted to complete clinical training.

For more information on criminal background checks and drug screening, please refer to **page 8** of this handbook.

### List of Clinical Requirements

*Due two weeks prior to clinical orientation.*

ITEM/FORM	REQUIREMENTS
<b>Verification of State-Issued ID</b>	Students will show proof of Identification to the instructor. The instructor will document the type of U.S Government-issued ID shown.  Example: Driver’s License, State Issued ID, or Passport. A Social Security Card can be shown to make sure it matches the verified ID.
<b>Copy of Student WTCC Photo ID</b>	Student ID can be obtained at multiple campuses.
<b>Health Insurance</b>	Medical share plans are not accepted as proof of insurance. Please plan accordingly.  Example of health insurance: Healthcare.Gov



<b>WTCC Physical Form</b>	<p>Must be accurately completed and fully filled out.</p> <p><i>The form can be downloaded and printed from you CastleBranch account.</i></p> <ul style="list-style-type: none"><li>✓ Vision/Color Vision</li><li>✓ Hearing</li><li>✓ No. 1-12 must be addressed</li><li>✓ A-E must be done. If B is Yes, the explanation must include a statement that the condition under treatment is stable or under control.</li><li>✓ If C is limited, the explanation must include a statement that the students can lift 30 lbs.</li><li>✓ D must be yes</li><li>✓ E must be completed with a date within 1 year of the last day of class and “yes” checked.</li></ul>
<b>Copy of CPR Certification</b>	<p><b>The American Heart Association Basic Life Support for the Health Care Provider</b> course is the <b>only</b> CPR certification accepted by Wake Tech for the Nurse Aide Program.</p> <p>An online CPR is not accepted, as you must demonstrate CPR on a manikin in front of an instructor for your certification to be accepted.</p> <p>If you need to take a class, Wake Tech offers CPR classes (<a href="https://cpr.waketech.edu">https://cpr.waketech.edu</a>). Be sure to choose <i>BLS for the HCP CPR (SEF-3001A4)</i>.</p>
<b>Professional Liability Insurance</b>	<p>Provided by Wake Technical Community College.</p>
<b>Criminal Background Check</b>	<p>Valid for <b>one</b> year. Must remain current for the duration of the course.</p> <p>May need to be repeated for:</p> <ul style="list-style-type: none"><li>✓ Agency contractual agreement requirement</li><li>✓ Readmission</li><li>✓ Transfer from another school or one program to another with the same school</li><li>✓ Students must notify school if there has been a change in status including charges or convictions within 5 days per academic policy</li></ul> <p>*For more details, refer to <b>page 8</b>.</p>
<b>Drug Screen</b>	<ul style="list-style-type: none"><li>✓ Amphetamine, Methamphetamine, Barbiturates, Benzodiazepines,</li><li>✓ THC, Cocaine, Opiates, Methadone, Oxycodone, Propoxyphene, PCP,</li><li>✓ MDMA (Ecstasy)</li><li>✓ Fentanyl, Methaqualone, Phencyclidine, Marijuana Metabolite,</li><li>✓ Extended Opiates are defined as codeine, hydrocodone, hydromorphone, morphine, oxycodone, and oxymorphone</li></ul> <p>*For more details, refer to <b>page 7</b>.</p>



## Clinical Rotation Requirements

Immunization requirements are outlined in the **Student Annual Orientation Checklist** provided through the **Consortium for Clinical Education and Practice (myAHEC)**. Students can access this checklist via **Blackboard** on the first day of class or in advance at:

<https://www.wakeahec.org/hctriangeclinical.htm>

- Instructions to create myAHEC account: [PDF Instructions](#)

## Immunizations Required

*Due two weeks prior to clinical orientation.*

TYPE	REQUIREMENT
<b>MMR</b> <ul style="list-style-type: none"> <li>• Measles</li> <li>• Mumps</li> <li>• Rubella</li> </ul>	2 doses or positive titer (proof of immunity in values)  <b>NOTE:</b> CDC requires at least 28 days between doses, and vaccines must be completed AND approved in CastleBranch by the clinical deadline.
<b>Varicella</b>	2 doses or positive titer (proof of immunity in values)  <b>NOTE:</b> CDC requires at least 28 days between doses, and vaccines must be completed AND approved in CastleBranch by the clinical deadline.
<b>TDAP</b> <ul style="list-style-type: none"> <li>• Tetanus</li> <li>• Diphtheria</li> </ul>	1 dose TDAP and TDAP booster within the last 10 years. TDAP cannot expire before the class ends or the student will be expelled.
<b>HBV (Hepatitis B Series)</b>	3 doses or positive titer If incomplete series, then 2 doses 4 weeks apart. OR Signed declination waiver. The waiver can be downloaded and printed from your CastleBranch account.
<b>Influenza</b>	Flu shot for all classes with clinical dates between October 1 and April 30. *Unless otherwise specified
<b>TB (Tuberculosis)</b>	2 of the 2-step TB skin tests (given 1-3 weeks apart, minimum and maximum time respectively). <b>NOTE:</b> The 1-week period begins after Skin Test #1 is placed.  All TB test results must be valid through the last day of the course. Example: If you placed your test February 6, 2024, and your clinical rotation ends February 7, 2025, you will need to retest. <b>Please plan the tests accordingly.</b>  WTCC will accept the <b>QuantiFERON Gold TB Blood Test</b> . Chest x-rays are required for all <b>past positive</b> evaluations.

## CastleBranch: Criminal Background Check and Drug Screening

All Nurse Aide I students must submit a criminal background check and urine drug screening through **CastleBranch**. Please note that **no** other provider is accepted. **You must go through CastleBranch:** <https://portal.castlebranch.com/WL15>





Select: Nurse Aide

Order Package Code: WM83

Create an account/Sign In

Estimated Cost: \$119 (non-refundable, lifetime access)

\* Price subject to change

### Re-ordering Codes & Fees

If you need to retake your background and drug screen, use the following codes:

- Background Check Only: **WM83re** (\$5)
- Drug Screen Only: **WM83dt** (\$44)

### Criminal Background Check

The criminal background check is valid for one year and must remain current for the duration of the course. All felony or misdemeanor convictions, pending charges, or questionable histories will be reviewed by the clinical site, which will determine eligibility for clinical participation.

**The clinical facility's decision is final.**

### Likely Disqualifiers

The following criminal histories will likely disqualify a student from participating in the clinical component:

- Any pending criminal charges
- Convictions/deferred adjudications involving crimes against persons (physical or sexual abuse, neglect, assault, murder, etc.)
- Convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Convictions/deferred adjudications related to the sale, possession, distribution, or transfer of narcotics or controlled substances (drug-related convictions).
- Registered sex offenders

*Any student with a flagged criminal background check that has been declined by the clinical location will be contacted by a Wake Tech staff member.*

### Drug Screening

The urine drug screening must be completed **before** clinicals begin. The test is good for one year and must be valid throughout your entire class.

*Any student with a positive drug test will be contacted by CastleBranch and a Wake Tech staff member.*

### Student/Instructor Communication

Students will have access to their assignments and grades in Blackboard. Instructors will correspond with students through Wake Technical Community College e-mail or Microsoft Teams only. Class announcements will be posted on Blackboard. It will be the responsibility of the student to frequently access/check their Wake Tech e-mail and Blackboard announcements



for communication. The instructor may schedule a conference with the student and/or use an Academic Progress Report sheet.

### Behavioral Requirements

The following unprofessional or inappropriate behavior will not be tolerated and may result in **immediate dismissal** from the program:

- Disrespectful, interruptive, disruptive, or impatient behavior toward faculty, staff, peers, or clinical personnel.
- Inappropriate reactions or conduct at any time.
- Suspected safety risks (behavioral or physical)
- Cheating
- Illegal substance used before/during class
- Fighting, profanity, or aggressive behavior

### Reasons for Dismissal from the Program

Students will be dismissed and receive **No Grade (NG)** for any of the following:

- Cheating, plagiarism, forgery, or photographing exams
- Failure to meet academic or attendance standards
- Absent for more than 8 hrs. of class/lab
- Absent for more than 8 hrs. of clinical
- Final exam retake score below 78
- Skills exam failure (including retake)
- Failure to submit or gain approval for paperwork by the deadline
- Inability to demonstrate required skills
- Failure in the clinical component \*Safety
- Jeopardizing patient rights or safety
- Inappropriate use of electronics after 3 reminders
- Disqualification by clinical site due to background or drug test
- Absent from mandatory clinical prep and orientation.

**NOTE:** *Dismissed students are not eligible for a refund.*

### Theory & Lab Attendance

- Students will be considered tardy **one minute** after the class, lab, or clinical starts. The student will be required to submit a make-up worksheet that covers each partial hour or hour missed for lecture classes. Make-up work must be submitted within two days of missed lecture. It is your responsibility to complete and turn in the make-up work within two class periods. It is not the instructor's responsibility to ask for make-up work.
- Absences will not be considered "excused" or "unexcused." Failure to be in class, lab, or clinical for any reason is considered an absence. It is your responsibility to complete the classroom make-up work, quizzes, or tests within two class periods. The student must



email to schedule the make-up work. It is not the instructor's responsibility to ask for or schedule make-up work.

- Failure to complete make-up work in Blackboard within two class periods will result in immediate dismissal from the program and a grade of **NG**. NO EXCEPTIONS. The work will be graded for points credit as follows:
  - No credit or score of zero (0) will be given after two class periods
- Dismissal from the program and a grade of **NG** will result if a student accumulates **more than 8 hours** of lab absences.
- When a student is dismissed from class by the instructor for any reason, it will be counted as an absence for that day.
- Students must complete both components (theory and clinical) of the class.
- There are no provisions to retake either component or transfer to another section for either component. Failure to complete either component will result in an “**NG**” grade. Students will be required to re-register for the class at Wake Tech Community College and pay to repeat the entire class.

*Failure to meet attendance requirements for all sections (theory, lab, and clinical) will result in dismissal from the course, and re-enrollment will be required.*

### Classroom/Lab conduct

Students are expected to always uphold professional behavior. The following policies apply:

- **Professionalism & Participation**
  - Students must behave in a mature and respectful manner in class and lab.
  - Disruptive behavior will result in a deduction from the attendance grade, removal from the classroom/lab for the day, or possible dismissal from the program.
  - Active participation in all lab activities is required. Failure to do so may result in attendance deductions or dismissal.
- **Clean-Up Responsibility**
  - At the end of each lab session, students must clean the lab and return all materials to their proper places. Failure to do so will result in a deduction from the attendance grade.
- **Dress Code**
  - Students must dress modestly and professionally during class and lab.
  - Clothing that is extremely tight, short, or revealing is not allowed.
  - Instructors may require students to leave class to correct inappropriate attire.
- **Food & Drink**
  - No food or drink is allowed in the lab at any time.
  - Drinks are allowed in the classroom if they have a secure lid.
- **Electronics**
  - Use of cell phones or electronic/music devices during class or lab is prohibited.



- Violations will result in an attendance grade deduction.
- **Grooming & Hygiene**—Refer to the Clinical Dress Code for details, **page 13**
- **Visitors**
  - Children or non-registered individuals are not allowed in the classroom, lab, or clinical setting.

## Grading Overview

### Attendance Policy

In addition to in-person attendance, students are required to complete homework modules, which also count toward their attendance record. Each module must be completed by the due date listed on your course schedule. All assignments are due by **11:59 PM** on the assigned day.

#### Homework & Attendance - 10%

Failure to complete a homework assignment by the due date will result in a 4-point deduction per module. Students may still submit late work by the next assigned module due date (at 11:59 PM) for partial credit. Each completed module earns 2 attendance credit points.

If a module remains incomplete by the third assigned due date at **11:59 PM**, the student will be dismissed from the program and receive a No Grade (NG) for the course.

1. Students will complete homework assignments online in Blackboard. If homework is not completed on time, the student will receive a “0”.
2. Students have two attempts to get the highest grade. Both attempts are due prior to assignment deadline.
3. If a student has issues with internet access at home, the student must notify the instructor immediately in advance of assignment due dates.

#### Unit Tests - 80%

For each partial or full hour missed during a test or exam, **4 points** will be deducted from the student’s attendance grade. This deduction represents 10% of the overall theory grade. Final point credit will be based on the test or exam score.

**2 points credit/hour for 95-100**

**1 point credit/hour for 78-94**

**No credit/hour for 77 or below**

1. All tests will be taken **in person** during the scheduled class time.
2. Students who miss a scheduled test must take a make-up test within two class periods outside of scheduled class time. Failure to arrange a time with the instructor to make-up a test within two class periods will result in a score of “0” for the test.
3. All tests may be taken orally, with proof of need. At least two weeks' prior notice is required.
4. *Failure to schedule or complete a make-up test within one week will result in a score of “0” for that test.*

#### Competency Final Exam - 10%

1. Consists of two parts: **written and skills check-off**
2. Students must pass the final written exam to progress on to clinical.



3. The skills final exam will consist of three (3) state-specific skills chosen by your instructor.
4. If a student does not pass the final exam on the first attempt, they will be required to retake the exam (noted on the schedule).

**You must have a 78-grade average score, score 78 or greater on the final written exam, and pass the skills exam to complete the course and be able to proceed to clinical.**

### Breakdown of Grading Criteria

Calculated as follows:

$(\text{Unit Test Average} \times 0.80) + (\text{Attendance Average} \times 0.10) + (\text{Final Exam Score} \times 0.10)$

Example:

$$(85 \times 0.80) + (95 \times 0.10) + (78 \times 0.10) \\ 68 + 9.5 + 7.8$$

**Final Grade** = 85.3

### Clinical Eligibility Requirements

To attend the clinical component, students **must meet all** the following:

- Achieve a **minimum 78 average** in theory
- Successfully demonstrate/perform all required lab skills
- Pass the final written & skills exam (including retake, if needed)
- Submit all required paperwork by the designated deadlines

Students will demonstrate skill competency while in the clinical setting. (The assigned instructor must be present during the **first** performance of each skill.)

It is the student's responsibility to ensure all required clinical skills are successfully checked off. (15 starred Skills from the Appendix, Hand Washing, and Vital Signs are Required.)

**NOTE:** Failure to meet any of the above requirements will result in dismissal from the program and a grade of "**NG**" (No Grade).

### Clinical Dress Code

- **Scrubs:** Clean, wrinkle-free **navy-blue** scrubs. A solid white or navy-blue undershirt may be worn.
- **Pants:** Must sit at the natural waist and cover the ankle.
- **Shoes:** Black, non-canvas, closed-toe, and closed-heel.
- **Socks:** Black socks or hosiery. No exposed skin.
- **Hair:** Neatly styled, clean, and off the collar.
- **Make-up & Fragrances:** Minimal makeup. No perfumes, scented lotions, or colognes.
- **Grooming**
  - **Fingernails** must not extend more than 0.2 inches past the fingertip.



*If fingernails are an issue while in a lab setting and deemed unsafe, the instructor has the right to ask students to trim nails.*

- **Bold polish** and acrylic nails are not permitted during clinicals.
- **Visible tattoos** must be covered if deemed offensive, at the instructor's discretion.
- **Jewelry:** one watch with a second hand, medical alert, modest ring, and a single pair of post earrings are permitted (dangling jewelry is a safety hazard/risk).

*Jewelry that is difficult to remove must be discussed with the instructor, and a mask, bandage, etc., may have to be worn during clinical rotation to cover.*

- **Required Equipment:** Wake Tech photo ID, black pen, and a watch with a second hand.

### Lab/Clinical Attendance Reminder

- **3-point deduction** for each hour/partial hour missed in lab (cannot be made up; however, missed skills demonstration must be made up)
- Dismissal occurs if a student exceeds **8 hours** of lab
- Dismissal occurs if a student exceeds **8 hours** of clinical rotation
- All skills must be checked off in the lab before attending clinical
- A mandatory clinical orientation is scheduled **before** the clinical rotation
- Clinical time missed is documented as hours missed. *Please plan to be at EVERY clinical session*
- **Punctuality:** Students must be present and ready to begin at the scheduled start time.
  - Tardy = 1 minute late.
  - 2 tardies or 2 early departures (leaving less than 30 minutes early) = 4 clinical absence hours.
  - Leaving 30 minutes or more early counts as a full day absence.
  - Arriving 30+ minutes late results in being sent home and a full absence.
- **Attendance Notification:**
  - If a clinical rotation needs to be missed, the instructor will need to be notified within **24 hours** in advance. Failure to do so could result in immediate dismissal from the program.
- **Absence Limit:**
  - Missing more than eight (8) hours of class/lab will result in dismissal and an **NG** grade.
  - More than eight (8) hours of clinical absences will result in dismissal and an **NG** grade.
- **Leaving Clinical Site:** *Students must not leave the facility for any reason without the instructor's approval.*

### Clinical Rotation & Grading

Clinical performance is evaluated as **Pass or Fail**. This grade will be based on the student's skill execution, professionalism, and accurate completion of paperwork (safety is highly important).

**Failure to respect the patient's rights or jeopardizing the safety of the patient will result in immediate dismissal from the program.**



### Mandatory Mock Competency

During the final class sessions, students will transition from Clinical Rotation to focused preparation for the Nurse Aide I State Exam. This required and vital phase of the program is designed to ensure students are fully equipped and confident to successfully complete the exam.

### Student Resources

*Available to Wake Tech students. You must have an active Wake Tech email and a student photo ID to access these services.*

#### Financial Resources and Student Support:

Support services such as academic, technology, and financial assistance are available to currently enrolled students. To learn more, get started by emailing [wceresources@waketech.edu](mailto:wceresources@waketech.edu) or calling 919-866-5853.

**Resources:** <https://www.waketech.edu/programs-courses/non-credit/financial-resources-student-support>

#### Care Center:

When personal stressors and out-of-the-classroom challenges interfere with your academic performance and daily life, the [CARE Center](#) is here to provide wraparound supports such as Wellness Services (free, brief mental health counseling), and food resources. To learn more, contact us at [care@waketech.edu](mailto:care@waketech.edu) or 919.866.6111.

##### The Nest:

<https://www.waketech.edu/student-services/care-center/nest>

##### Wellness Services:

<https://www.waketech.edu/student-services/wellness-services>

##### Student Money Management:

<https://www.waketech.edu/student-services/financial-education>

### Tutoring and Learning Center (TLC)

The Tutoring and Learning Center (TLC) offers Wake Tech students free tutoring and learning support for their classes. The TLC's mission is to help students understand what they are learning in class, develop the skills they need to be successful in college and the workplace and empower them to be independent learners.

**TLC:** <https://www.waketech.edu/student-services/tutoring-learning-center>

### Library Services

Each Wake Tech campus has a library that offers an array of print and electronic materials for study and reference. Services include research and study rooms, engagement and wellness events, on-campus computer access, and device checkout for up to 21 days.

<https://www.waketech.edu/student-services/libraries>

**Library Hours:** <https://waketech.libcal.com/hours/>

[Library Event](#)

[Library device loan request](#)



### Disability Support Services (DSS)

Provides academic and non-academic accommodations for students with documented physical, psychological, or learning disabilities to ensure equal access to college facilities and programs.

**DSS:** <https://www.waketech.edu/student-services/disability-support-services>

*Instructors are encouraged to remind students of this resource during orientation.*

### Performance Standards for the Nurse Aide I Student

In compliance with the 1990 Americans with Disabilities Act, the following standards have been established. According to the nature of the work required in nurse aide practice and the educational requirements of the Nurse Aide I curriculum, the student must be able to meet the following:

Standard	Some Examples of Necessary Behaviors (not all inclusive)
Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationship in clinical situations; follow nursing care plans/care maps.
Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients, families, and colleagues.
Communication abilities sufficient for interaction with others in verbal and written form.	Collect data. Explain treatment. procedures. Document and interpret nurse aide actions and patient and family responses.
Physical abilities sufficient to move from room and maneuver in small spaces.	Moves around in patient's rooms, workspaces and treatment areas; administer cardio-pulmonary procedures; able to lift/maneuver 30 pounds.
Gross and fine motor abilities sufficient to provide safe and effective nurse aide care.	Move, calibrate, use equipment and supplies; lift, transfer, and position mobile and immobile patients.
Auditory ability sufficient to monitor and assess health needs.	Hears monitor alarm, emergency signals, auscultatory sounds, cries for help.
Visual ability sufficient for physical observation, performance of nurse aide procedures and maintenance of environmental safety.	Observes patient responses, such as skin. color, facial expression. Monitors vital signs. Reads records.





Tactile ability sufficient for physical observation and performance of nurse aide procedures.	Perform nurse aide procedures.
Emotional stability and mental alertness in performing patient care.	Maintaining a calm and efficient manner in high stress/pressure situations with patients, staff, supervisors, and colleagues.

If a Nurse Aide I student believes they are unable to meet one or more of the program standards due to a disability, they may request accommodations or modifications. Wake Technical Community College will assess such requests on an individual basis to determine whether the necessary accommodations can be reasonably provided.

These standards are based on guidelines developed by the Board of Directors of the Southern Council of Education for Nursing to help nursing education programs comply with the Americans with Disabilities Act (ADA).

### Emergency Cancellations and Closures

In the event of emergency situations or inclement weather, Wake Tech will post official updates on the following platforms:

- College website: [www.waketech.edu](http://www.waketech.edu)
- Main phone line: 919-866-5000
- Wake Tech Warn: All current students with a Wake Tech email are automatically enrolled to receive email alerts. Students are encouraged to sign up for text messages and voicemail alerts through the Wake Tech Warn emergency notification system.

### Makeup Days for Unexpected School Closures

All Nurse Aide I classes will include pre-scheduled makeup days. These days will be used in the order listed on the class schedule if a full day of lab or clinical is canceled.

- Attendance on makeup days is **required** and follows the same attendance policy as regular class days.
- If only partial class hours are missed due to a delay or early dismissal, those hours can be made up by extending existing class sessions as needed.

### Student Grievances

Wake Tech is committed to addressing student concerns in a fair and respectful manner. To ensure an effective resolution, students must follow the established chain of command:

1. First, discuss the issue directly with your instructor.
2. If additional support is needed, the Program Director may be contacted, but only after the student has attempted to resolve the issue with the instructor.

**NOTE:** Parents or legal guardians should not call on behalf of students. If the student is a minor, a parent may be present during the meeting, but all communication will be directed to the student.