

## Nurse Assisting Checklist 2022-2023

Be ready for the first day of class:

### Payment & Student ID

- Confirm payment. For more information regarding payment arrangements, click [here](#).
- Get your student ID:
  - You can get your student ID at the Treasurer's Office after payment is confirmed.

### Program Structure & Delivery

- The program is offered at our main campus: [1860 Lincoln St. Denver, CO](#).
- The program is delivered in a hybrid format. Meaning some of your instruction, class time, and coursework will be completed at home and some will be done in the classroom/clinic.
  - Students are expected to be in a learning environment doing coursework for the duration of class time. Students are not allowed to work during scheduled class hours.
  - Your instructor will inform you of your on-site class hours and provide you with your virtual Google Meet link a week before class starts.
- Due to the delivery, this program will require computer use and internet access. If you need assistance obtaining technology, please contact [student.success@emilygriffith.edu](mailto:student.success@emilygriffith.edu).
- Assignments completed virtually will be done using our learning system, Moodle. You will not be able to access Moodle until you have paid for your classes.
  - Your login for Moodle and the Student Hub is the same:
    - Student Hub: [my.emilygriffith.edu/ics](https://my.emilygriffith.edu/ics)
    - Moodle: [moodle.emilygriffith.edu](https://moodle.emilygriffith.edu)
  - For Moodle tech support, please email [help@emilygriffith.edu](mailto:help@emilygriffith.edu).

### Textbooks & Supplies

- Pen or pencil.
- Scrubs approximate cost \$25, ceil blue top and bottom.
- Shoes: clean, closed-toe, solid color.
- Wristwatch with a sweeping second hand, no smartwatches, please.
- Textbooks are included in program tuition and fees and will be provided in class.

### Program Policies & Expectations

- You must follow all school policies for in-person and virtual learning at all times.
  - The Code of Conduct and other program policies will be reviewed in class.
- Pass a Criminal Background check, within 3 months of the program start date. List of Disqualifying Criminal Offenses: [coloradostateplan.com/educator/health-science/nursing-background-check/](https://coloradostateplan.com/educator/health-science/nursing-background-check/)
- Provide BLS for HealthCare Providers card issued by the American Heart Association
- Pass Drug Test, within 2 weeks of the program start date.
- Provide documentation from a healthcare provider for each item listed below. The document(s) must be downloaded to the American Databank Website. Instructions are at the bottom of this document.
  - **MMR** - Mumps, Measles, Rubella.

Evidence of a two-dose MMR vaccine series administered at least 28 days apart or evidence of immunity.

- **Hepatitis B** - Evidence of a three-dose HepB vaccine series or evidence of immunity.
- **TDap** - Tetanus, Diphtheria, Pertussis  
Evidence of a single dose TDap or Evidence of single-dose TD accompanied proof of previous Tdap. Every 10 years, or after 5 years in the case of a severe or dirty wound or burn.
- **TB - Tuberculosis** - Annually  
TB skin test read 48-72 hours after injection with the last 12 months or Negative blood test completed by either QuantiFERON Gold TB Test or T-Spot. Students with a history of a positive TB skin test must provide evidence of a negative TB risk assessment supported by a negative chest x-ray within the past three years.
- **Varicella** - Evidence of two-dose varicella vaccine administered at least 28 days apart or evidence of immunity.  
Students with a history of varicella may provide verification by a healthcare provider noting the month and year of the disease.
- **Influenza** - Annually in the Fall. Evidence of seasonal influenza vaccine.
- **COVID-19 Vaccination** - Up-to-date with boosters as recommended by the CDC.

### Dress Code

- Student IDs must be worn at all times while on school property and during any off-campus school activities.
- Maintain a neat, well-groomed appearance.
- Scrubs, ceil color (no prints)
- No profanity or offensive wording on clothing, including smocks.
- Sunglasses are not to be worn during school hours, unless outside.
- Odors from smoke, excessive perspiration, perfume or other sources are not acceptable and will not be tolerated. Odors can be disruptive and even cause physical symptoms to clients and other students.
- Students not following the dress code will be asked to change or leave. Being asked to leave will count as missed time.

### **Instructions for Background check, Drug screening and Compliance Tracking:**

Complio is part of American Databank and is an online tracking and screening system to store your documents required for the Dental Assisting program. The cost to you is \$94.95.

Click on this link: [emilygriffithtechnicalcollegecompliance.com](http://emilygriffithtechnicalcollegecompliance.com) and select "Create New Account".

After you complete your registration, select the bundle that includes; criminal background check, drug screen, and compliance tracking and follow the instructions.

The immunizations listed above are required for this program and must be downloaded into the American Databank Website **1 month prior to starting class**. For questions regarding these requirements, send an email to [health.questions@emilygriffith.edu](mailto:health.questions@emilygriffith.edu).

You must have a government-issued ID. The minimum age requirement is 18 years old.

Criminal background check is to be ordered on the Complio website.

- Must be **completed within 3 months prior to the program start date**.
- 10-Panel Drug Test also ordered on the Complio website. This test must be **taken within 2 weeks of the program start date**.

Criminal Background check and the drug screening results will automatically be added to your tracking section in Complio.

Costs are approximate. Keep a copy of all documentation for your own records. For questions, please email: [health.questions@emilygriffith.edu](mailto:health.questions@emilygriffith.edu).