

COLLEGE OF THE SEQUOIAS

Nursing 260

NURSING ASSISTANT COURSE
Student Handbook



COLLEGE OF THE SEQUOIAS
DIVISION OF NURSING & HEALTH SCIENCE
NURSING ASSISTANT CLASS

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General Information Regarding Nursing Assistant Class

The short-term Nursing Assistant class will meet as per class calendar.

Class sessions are listed in the schedule of classes you are given on the first day of class.

INSTRUCTORS: You are responsible for notifying the instructor if you are not able to attend class for any reason.

COLLEGE OF THE SEQUOIAS NURSING ASSISTANT HANDBOOK

This handbook is to inform you of the requirements of the Nursing Assistant program and notify you of the content of the course you have enrolled in.

1. The Nursing Assistant course is a State certified course which require a minimum of 150 hours of attendance and a "C" grade to qualify for examination by the State of California. It is critical that student meet the minimum hours required by the State.
2. The Home Health Aide course is a state certified course and consists of an additional 40 hours of work beyond the CNA certification requirements.
3. **Completing course work successfully does not guarantee state certification. You must apply for certification and pass a state administered examination to achieve certification.**
4. **Completing the course and achieving certification does not guarantee a job. Although jobs in this field are plentiful, you will need to seek and obtain a job on your own.**

Hospitals and agencies have entered into contractual agreements with COS health career programs to furnish clinical training sites. All students must comply with the following:

1. Receive **CPR for Healthcare Provider** training (local health agencies require that CNA hires have completed the American Heart Association Heart saver program).
2. Observe confidentiality regarding information learned during the administration of health care services.
3. Have a physical examination, **2 step tuberculin skin test or chest x-ray**, and make a decision regarding receiving the Hepatitis B vaccine. See forms on following pages.
4. Be appropriately groomed and observe the dress code as outlined in the student handbook.
5. Professional conduct must be maintained as indicated in the student handbook.
6. Responsibility for obtaining books and supplies as indicated in the student handbook.
7. Being under the influence of drugs during theory or clinical or assignments will result in automatic dismissal from the program. Students taking medications prescribed by a physician should inform the instructor prior to clinical practice sessions.
8. Refrain from visiting patients on days other than those assigned for clinical experience unless permission has been obtained from hospital staff to do so.
9. Notify the instructor immediately if there is a change in name, address, or phone number.
10. Follow all aspects of the attendance policy as outlined in the student handbook.

The theory and clinical course of study in the Nursing Assistant program involves material dealing with the human reproductive system, contraception, and potential exposure to sexually transmitted and body fluid communicable diseases (including HIV (AIDS) virus, and the Hepatitis B virus). When the student is in the clinical setting, he/she will have direct contact with patients and will perform all nursing duties on patients as required by the instructional process. Students will be prepared for the above experiences and will be informed on measures to protect themselves and others from contracting all communicable diseases prior to patient contact through a process called Universal Precautions.

If you have questions regarding the above information or your progress in this class, feel free to contact the instructor.

Instructors Name

Phone # - Instructor/ COS Facility

I have received, read, and understood the information in the Nursing Assistant Student Handbook and checklist, and as an adult student or the parent of a minor student have dated and signed below.

Student Signature

Date

Parent Signature

Date

Unacceptable Classroom Behavior or Performance

If an instructor identifies a student who is performing in an unacceptable manner in the classroom situation, the instructor will:

1. Meet with the student to discuss the behavior or deficiency.
2. Document the interaction on the UNACCEPTABLE CLASSROOM BEHAVIOR OR PERFORMANCE REPORT.

Areas that constitute unacceptable behavior include but are not limited to:

1. Interfering with the learning of others.
2. Excessive tardiness.
3. Talking in class.
4. Intimidation of students or faculty.
5. Inappropriate dress (i.e., sunglasses, hats, caps, etc.)
6. Pagers or cell phones during class time or clinical.
7. Dishonesty.
8. Any other behavior deemed by Nursing Faculty as unacceptable that interferes with the learning of others.

Failure of the student to correct the deficiency and/or meet the stated objectives may result in failure of the course. For additional responsibilities refer to the following in the COS General Catalog: Code of Conduct; Sexual Harassment

DIVISION OF NURSING AND ALLIED HEALTH

CNA PROGRAM

Items below must be completed and turned into the Allied Health Office, JM 125 by **the second week** of class in order to be placed in clinical affiliations.

- Current Address and phone number
- Current Basic Life Support CPR card from American Heart Association – **BLS Healthcare Provider**
- Background Check
- Drug Screen
- Updated Immunization Record
Requires MD/NP signature
 - Annual Influenza
 - MMR (Measles/Mumps/Rubella) vaccine - 2 doses required or titer
 - Varicella (chicken pox) vaccine - 2 doses required or titer
 - Hepatitis B – 3 dose series or titer
 - Tetanus/Diphtheria/Pertussis (Td/Tdap) vaccine. All adults who have completed a primary series of a tetanus/diphtheria containing product (DTP, DTaP, DT, Td) should receive Td boosters every 10 years.
- TB Skin Test clearance TB Skin test – 2-step is required at start of program. Please make an appointment at COS Student Health Center (used for initial skin testing of adult healthcare providers), yearly thereafter.
If PPD reactor – symptom questionnaire and chest x-ray (provide copy of results)
If x-ray is over 12 months we may accept a surveillance form from the student's physician stating that the student is asymptomatic.
- Health Clearance/Physical Exam
 - See CNA Student Handbook

Students are required to keep their file updated in the Allied Health Office, JM 125, in order to be placed in clinical facilities. Failure will adversely affect enrollment in the program. For security purposes, please keep a copy of each of the above documents with you in a personal portfolio when you attend your clinical affiliations for confirmation.

DIVISION OF NURSING AND ALLIED HEALTH

Nursing Assistant Student

Policy for certification and obtaining a job;

Completing course work successfully does not guarantee state certification. The student must apply for certification and pass a state administered examination to achieve certification.

Completing the course and achieving certification does not guarantee a job. Although jobs as Certified Nursing Assistants are plentiful, the individual is responsible for seeking and obtaining a job on his/her own.

DIVISION OF NURSING AND ALLIED HEALTH

Nursing Assistant Student Physical Examination

Name: _____ Age: _____ Height: _____ Weight: _____

_____ Temperature: _____ Pulse: _____

Respiration: _____ Blood Pressure: _____ T.B. Test: _____ / _____
Date Result

1. Allergies
2. Eyes, Ears, Nose, Mouth
3. Throat
4. Neck (masses)
5. Lungs
6. Heart
7. Abdomen
8. Genitals and hernia
9. BACK AND EXTREMITIES

Special Orders:

Physical Demands:

1. Move and operate varied medical equipment and perform duties such as but not limited to:
 - a. lifting patients of various sizes and weights onto and out of beds.
 - b. maneuvering, pulling, pushing, lifting, and turning patients in awkward positions.
 - c. performing related tasks that require use of hands, arms shoulders, feet, and legs.
 - d. participating in work related activities that require extensive bending, kneeling, crouching, stopping, and standing and critical movements.

Work Environment:

1. Exposure to hazardous material and blood borne pathogens requiring safety equipment such as masks, head coverings, glasses, rubber and latex gloves, etc.
2. Must be able to meet hospital and college performance standards.
3. Must travel to and from training site.

Physical Activity: (NOTE: This section must be completed.)

Unrestricted: ___Yes ___No

If no, please explain:

Physician Recommendations and Comments:

Physicians Signature: _____ M.D.

_____ Date

CERTIFIED NURSING ASSISTANT PROGRAM

PREGNANCY HEALTH WAIVER

Nursing students who are pregnant and due to deliver during the course of a school semester are encouraged to take a leave of absence for that semester. The student will be given a space in the next semester. Students who start a semester and then drop out in the middle will be readmitted on a space available basis.

Students who elect not to take a leave of absence must remember that because of the great volume of material covered, they may not miss More than one week of school during a semester. Every effort is made to protect all students, but there is lifting involved with patient care as well as the possibility of exposure to infectious disease processes, radiation, and teratogens.

_____ may participate in the nursing assistant program WITHOUT RESTRICTIONS during her pregnancy.

_____ M.D.

_____ Student

_____ Date

COLLEGE OF THE SEQUOIAS
DIVISION OF NURSING AND HEALTH SCIENCE

Informed Refusal Form

I have received information regarding the risk of blood borne diseases, including the Hepatitis B virus, encountered by those in the practice of nursing. I have received information regarding the availability of vaccine to protect me from contracting the disease. The Division of Nursing at College of the Sequoias has recommended that I be vaccinated prior to patient contact. I am making an informed decision not to receive the vaccine.

In refusing to receive the vaccine, I am assuming responsibility for costs incurred should I sustain exposure during the Nursing Program. I will provide evidence of medical follow-up if I sustain an exposure.

Signature _____ Witness _____

Date: _____ Date: _____

Drug and Alcohol Screening for Students in the Clinical Component
of the Health Care Programs at College of the Sequoias

As a condition of admission to the health related programs with a clinical component in the College of the Sequoias District, all students are required to submit to, and pass, a background and drug screen.

Because of contractual agreements, health care agencies that require a background and drug screening of their employees and student workers in health care programs, students must meet the same requirements as employees of those health care agencies.

A flagged background for any reason, will not allow a student to complete the NURS 260 course, due to our affiliated agreements with our health care agencies. Our partnered health care agencies will not accept any student with a flagged background for placement. Therefore, a student with a flagged background must expunge their record before registering into the NURS 260 course and be placed for clinical hours.

All Nursing and Health Science students who participate in health care agency clinical assignments, must sign a statement that they agree to immediate monitored drug and alcohol testing upon request of the director of the program at any time while the student is in the program. Drug and alcohol screening shall be requested on a random basis and whenever there is reasonable suspicion or probable cause to believe that a student is under the influence of alcohol or drugs.

Students with verified positive test results for alcohol, any illegal drug, or the abuse of prescribed or over-the-counter medication or mind altering substances will be given reasonable opportunity to challenge or explain the results. Where results are confirmed and no medical justification exists, students will be dropped from the program. Readmission will be contingent upon satisfactory completion of an approved rehabilitation program.

If a student, who has been readmitted after successfully completing a rehabilitation program fails a subsequent drug or alcohol test, the student will be dropped from the program and will be disqualified for readmission.

All information regarding drug and alcohol testing and resulting rehabilitation will be kept confidential and will be maintained in a file separate from the students' regular file in the office of the director of the program.

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Drug and Alcohol Screening

I agree to submit to immediate monitored drug and alcohol testing upon request of the director of the Certified Nursing Assistant program at any time while a student in the program.

I understand that drug and alcohol testing shall be requested whenever there is a reasonable suspicion that I am under the influence of drugs or alcohol.

I also understand that all information regarding drug and alcohol testing results will be kept confidential and released only with my written consent.

Student Signature

Date

COLLEGE OF THE SEQUOIAS
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Nursing Assistant Fingerprints and Criminal Clearance

All students who enter the Nursing Assistant course need to be aware that they will be fingerprinted in order to obtain a criminal clearance from the California Department of Justice before a certificate is issued by the State. The student is hereby informed:

1. Livescan fingerprints will be taken done prior to the allowed into clinical facilities. Bring picture I.D. when finger printing.
2. Copy of the Livescan Fingerprint report will be sent to the Department of Justice for identification.
3. The fingerprints must be cleared by the DOJ before a Nursing Assistant Certificate is issued.

COLLEGE OF THE SEQUOIAS
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Nursing Assistant Class
Quality of Care

Every patient has the right to safe nursing care. When a nursing student performs care that is customarily given by a nursing assistant, the standard of care for the patient should be the same as if the Certified Nursing Assistant performs the care.

Nursing assistant students are expected to maintain a physical and mental state which will enable them to meet the responsibilities of patient care. They must be intellectually and physically prepared to give nursing care. Improper student conduct in the clinical area can result in civil liability, loss of use of clinical facilities for student practice, or loss of program accreditation. At no time should the student assume responsibility for performing skills the student has not been instructed to do and without the guidance of the instructor.

The instructor will be the ultimate authority to judge student performance. It is mandatory that the instructor have unquestioned authority to take immediate corrective action in the clinical area with regard to student conduct, performance and patient safety. A student may be refused access to any clinical facility for any infraction of the facilities rules and regulations.

Safe health care is necessary for retention of students in the program. If at any time a student's conduct and/or patient care displays a potential harm to the well being of patients, or if the physical or emotional health of the student appears such that he cannot withstand the demands of the program, based on the professional judgment of the faculty, the student may be asked to terminate from the program.

All patients have a right to expect confidentiality in regards to their status as patients. Students are responsible for keeping in confidence all matters coming to their knowledge in their role as nursing assistant students.

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Image of the Student - Nursing Assistant

The following guidelines are provided to answer your questions regarding dress and grooming.

1. The approved student uniform with **name tag** is to be worn at all times in the clinical area.
 - a. Uniforms are to be cleaned, pressed, and in good repair at all times.
 - b. Uniforms are to be worn during laboratory hours only. The student uniform with student identification is not to be worn to a place of employment.
 - c. Shoes are to be white leather shoes or all white sport shoes with no brand name imprinted on the shoe. No clogs, canvas tennis shoes, high tops, boots, or shoes with open toes or heels are permitted. Shoes and laces must be clean and in good repair.
 - d. A wrist watch with a second indicator and a name pin are essential parts of your uniform.
 - e. A tailored white sweater may be worn over the uniform on cold days. While giving care in the agency, the sweater must be removed.
 - f. Hair should be clean and styled conservatively. **Hair should not touch the uniform collar. Long hair should be pinned up securely.** A neutral colored plain clip may be worn. Ribbons or colored bands are unacceptable.
 - g. Acceptable jewelry is limited to a wedding set of rings and one pair of **small** simple earrings for pierced ears. Visible pierced areas, other than earlobes, may **not** be ornamented.
 - h. Gum chewing is not permitted during clinical experience.
 - i. Cologne and scented cosmetics cannot be worn when in uniform. Nails must be **SHORT** and clean. Nail polish, if worn, should be clear or pale colors and in good repair. **NO** acrylic nails.
 - j. Agency rules regarding tattoos will be observed while in the clinical setting.
2. **Uniform - Female**
 - a. Regulation skirt or pant and shirt must be worn designating student status. Skirt length should cover the kneecap when student is standing.
 - b. Women may wear white or beige tone hose and white or neutral underwear, including a slip and bra. **Clothing worn under the uniform shall not be displayed.**
 - c. Makeup should be in good taste and in good repair.
3. **Uniform - Male**
 - a. Regulation trousers and shirt must be worn. White or neutral underwear, white shoes and socks should be worn.
 - b. Beards and mustaches must be clean and neatly trimmed.

COLLEGE OF THE SEQUOIAS
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Nursing Assistant Student
Attendance Policy

- A. Since a student gains maximum benefit from an educational program by good attendance, **it is expected** that he/she will be present for all class sessions. Also, this is a training program leading to professional employment and it is expected that students speak and act accordingly in the class or clinical setting. Profanity, cursing, and coarse language are considered inappropriate and will not be tolerated.
- B. The student who will be absent has the responsibility to notify the instructor **PRIOR** to the scheduled class time. Second hand communication is not acceptable.
- C. Three (3) late arrivals of more than 10 minutes to either the theory or clinical portion will be considered one class absence. Returning late to class from break will be considered the same as tardy at the beginning of class. Leaving class without knowledge of the instructor will be considered an unexcused absence.
- D. During this program, the student must have a minimum of 150 hours mandated by the state. Although the COS Program includes sufficient hours, students must complete the 50 hours theory and 100 hours clinical mandated by the state.
- E. The student will be held responsible for the content covered during an absence. The student is expected to **independently** demonstrate competency of the skill(s) missed before entering the clinical setting.
- F. A student dropped for absenteeism may enroll in the program at a later date if space is available.
- G. Pregnancy: A student will be permitted to remain in the program during pregnancy provided she meets the following requirements:
 - 1. Student notifies instructor as soon as she suspects she is pregnant.
 - 2. A written clearance from physician that student can perform the required duties of assigned area.
 - 3. Physical condition permits her to meet all clinical objectives.

H. Personal Injury

1. A students must immediately report any personal injury occurring while in class or on duty.
2. The Student Accident Report form must be completed and submitted to the instructor.
3. If doctor's treatment is required, a written release must be submitted prior to returning to class.

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COLLEGE OF THE SEQUOIAS
DIVISION OF NURSING & ALLIED HEALTH

Nursing Assistant Student
Make-Up Absenteeism

Policy Statement:

Poor attendance is a detriment to Student competency in all areas of the program. If absenteeism prevents the Student from meeting course objectives, the Student may be required to repeat either classroom training, clinical experience, or both.

Procedures:

- A. Read attendance policy in Handbook.

- B. Testing make-up
 - 1. Make-up tests must be scheduled with the instructor.
 - 2. It is the responsibility of the Student to make arrangements with the instructor or lose the opportunity to take the test.
 - 3. Since absenteeism is limited, the Student will not have opportunity to make up more than one (1) test.

- C. Clinical make-up
 - 1. Additional time in a clinical area, **if possible**.

- D. The Student will follow all aspects of the attendance policy as outlined in the Student Handbook.

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Evaluation Policy

Student Evaluation

The Health Science faculty will measure individual and group student progress and achievement of course objectives through the use of the following method.

Classroom theory instruction:

1. Written Tests:
 - a. Each instructor will give written examinations at the end of the unit of study or at intervals that he/she deems appropriate.
 - b. Test questions will consist primarily of multiple choice, true and false, and matching.
 - c. A student will be graded according to the grading policy and must achieve a grade of 70% to successfully complete this program.
2. Practical Examinations:
 - a. The student demonstrates competence in fundamental and clinical nursing skills.
 - b. A checklist measuring minimum performance criteria will be used to evaluate performance level.
3. Class Participation:
 - a. The student will share in peer learning by sharing ideas and experience.
 - b. Participation will be reflected in the students overall performance evaluation.
4. The student must have an overall grade of 70% in classroom work before being permitted to progress to the clinical aspect of the Health Careers program.
5. A student who has failed the course may repeat on a space available basis.

Reviewed 8/19

COLLEGE OF THE SEQUOIAS
DIVISION OF NURSING & ALLIED HEALTH

Policy for Student Supervision

Supervision of students is the responsibility of the Certified Nursing Assistant Instructor. Students shall not be supervised in the clinical setting by anyone other than the instructor, unless that individual is qualified to supervise as defined by State and Federal regulations. Students may be supervised by a traditional substitute instructor in theory, provided the substitute is qualified to instruct the material and the district policy is followed.

All clinical supervision will be on a ratio of fifteen students or less to one instructor (15:1). Additional students will be supervised by a qualified assistant instructor.