



**Nursing Assistant Program**  
**30-543-300**

*Student Handbook*

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# GENERAL INFORMATION

This Nursing Assistant Program Student Handbook is provided to students interested in or who have been admitted to LTC's nursing assistant program. The intent is to communicate policies and procedures, and prepare students for experiences unique to the nursing assistant program. This handbook supplements the general college handbook. In some cases, policies and procedures are more defined in the nursing assistant program student handbook as we prepare the students for the health care workforce, in response to local employer requests, to meet Wisconsin Department of Health Services requirements, for the purposes of student success, to ensure equitable treatment of students, or a combination of any of these interests.

Faculty may modify policies, given sufficient cause and will announce changes to the class. These policies are intended to be current but are subject to change. The most current edition of the handbook is available on the LTC website: <http://gotoltc.edu>. (Future Students/Academic Programs/Areas of Study/Nursing Assistant)

## *Course Description*

This program prepares the learner for roles in acute and long-term health care settings through instruction, practice and application of knowledge and skills. Learners will graduate proficient in protecting the rights of patients and residents, health care professionalism, delivering person-centered care, provision of safety measures and infection control, the provision of personal care and comfort measures, supporting client's nutrition and hydration, and various clinical skills to specialize care according to a client's unique situation.

This program consists of 120 hours of instruction including independent learning activities, campus-based lectures and clinical skills labs, and the clinical practicum. Graduates are eligible to take the Wisconsin Nurse Aide Competency Test for certification as a nursing assistant.

This program, its curriculum, policies and procedures, student assessment tools, and admission and graduation requirements meets regulations published in the State of Wisconsin Administrative Code, and has been approved by the State of Wisconsin Department of Health Services.

## *Textbooks*

1. Mosby's Essentials for Nursing Assistants, 4<sup>th</sup> Edition, Sorrentino, Remmert, and Gorek, 2010.
2. Mosby's Essentials for Nursing Assistants Workbook, 4<sup>th</sup> Edition, Sorrentino, Remmert and Gorek, 2010.
3. Accompanying Videos for Mosby's Essentials for Nursing Assistants – these three come in a set in the LTC Bookstore
4. LTC Nursing Assistant Student Handbook

## *Additional Supplies*

Access to the internet is needed for this course:

- Students will be viewing multiple videos
- Students will be participating in online tests

Clinical Uniform includes scrubs, appropriate shoes, and a watch with a **second hand**.  
Pocket-sized notebook for clinical

## ***Course Structure***

At least 120 hours of instruction will be provided to each student. Hours of instruction are provided in several formats:

- **Clinical: 50 hours**
- **Laboratory: 30 hours**
- **Lecture: 40 hours**
  - **Classroom Lecture: 16 hours**
  - **Online testing: 14 hours (25 minutes for 30 tests and 100 minutes for the final)**
  - **Mosby Videos: 10 Hours (includes 5 hours 26 minutes of videos and 4 hours and 15 minutes in required quizzes online.)**

*Additional outside effort to read the textbook, prepare for tests, complete written assignments varies among all learners.*

## ***Optional Activities***

### **Wisconsin Technical College System Nursing Assistant Videos**

Dementia  
Cultural Competence  
Touch as Nonverbal  
Problem Behaviors  
Problems with Nutrition  
Supportive/Orthotics  
Therapeutic Interaction  
Apply Topical Meds  
Problems from Immobility  
Diabetes  
Observations and Reporting  
Alterations in Vital Functions  
Terminal Illness and Hospice  
Developmental Disabilities  
Home Health Care

## ***LTC Core Abilities for Students***

*With indicators for the Nursing Assistant Program*

- 1. Demonstrate Critical Thinking**
  - a. Learner reports information appropriately to nursing staff and instructor
  - b. Learner uses problem solving processes that include consideration of alternatives and consequences
  - c. Learner establishes priorities
  - d. Learner refines action plans based on evaluation of feedback
  - e. Learner manages time effectively
- 2. Demonstrate Responsible Work Ethic**
  - a. Learner demonstrates attitudes and behaviors reflecting the rights of clients at all times
  - b. Learner follows policies and procedures for program and clinical facility
  - c. Learner is on time for class and clinicals
  - d. Learner completes assignments on time
  - e. Learner exhibits academic honesty

- f. Learner accepts responsibility for his/her actions
  - g. Learner contributes to an effective team through professional behaviors and attitudes
  - h. Learner promotes “green” health care to the extent possible
- 3. Communicate Effectively**
- a. Learner explains procedures and activities to clients prior to performance
  - b. Learner comprehends written materials
  - c. Learner writes clearly, concisely, and accurately
  - d. Learner speaks so others can understand
  - e. Learner demonstrates active listening skills
  - f. Learner communicates with patients and residents in a respectful manner that preserves client dignity
  - g. Learner recognizes the importance of family and others to the client’s physical and emotional health
  - h. Learner establishes successful relationships with health care team, instructor, and classmates
  - i. Learner demonstrates ability to use appropriate verbal and nonverbal communication skills effectively
- 4. Use Mathematics Effectively**
- a. Learner uses military time correctly
  - b. Learner measures input, output, height, weight and vital signs accurately
  - c. Learner inputs objective data into graphs and charts correctly
- 5. Work Cooperatively**
- a. Learner contributes ideas, suggestions and effort to the team
  - b. Learner seeks opportunities to assist team members
  - c. Learner encourages team members by listening and responding appropriately to their contributions
  - d. Learner maintains self-control at all times, in all circumstances
  - e. Learner resolves differences for the benefit of the client and the health care team
  - f. Learner accepts constructive feedback as part of the learning experience
- 6. Apply Learning**
- a. Learner transfers academic knowledge to the lab and clinical settings
  - b. Learner incorporates prior learning
  - c. Learner asks nursing staff and instructor for help when needed
  - d. Learner demonstrates appropriate safety precautions
  - e. Learner promotes client independence and choice in decisions
- 7. Respect Diversity**
- a. Learner treats people with respect
  - b. Learner promotes a work environment that embraces differences
  - c. Learner promotes a living or care environment that embraces differences
- 8. Integrate Technology**
- a. Learner adapts to changing and emerging technology in the health care setting
  - b. Learner adapts to changing and emerging instructional technology
- 9. Apply Sustainable Practices**
- a. Learner adapts to sustainable practices in the health care setting
  - b. Learner promotes sustainable practices

### ***Nursing Assistant Program Outcomes***

- A. Maintain and protect clients rights
- B. Demonstrate professional and collaborative behaviors
- C. Demonstrate client-centered communication and care
- D. Promote client independence
- E. Provide for clients personal care
- F. Assist with basic nursing care
- G. Care for clients needing specialized care including clients with dementias
- H. Demonstrate adaptability to a changing health care environment

## ***Admissions***

See website, college catalog or program information sheets for admission process. Students are admitted to the nursing assistant courses during Fall, Spring, and Summer semesters. Admission occurs when all requirements have been met:

- \_\_\_ Application to the college (found on [www.gotoltc.com](http://www.gotoltc.com))
- \_\_\_ Application fee
- \_\_\_ Accuplacer Entrance Assessment Scores
- \_\_\_ Health/TB/Tetanus immunizations current with documentation on file
- \_\_\_ Background Disclosure\* forms are submitted with the appropriate fees AND background is clear of offenses that prevent placement into a clinical site
- \_\_\_ Signature Page indicating review of handbook (end of the handbook) submitted to admissions

### **\*Background Information Disclosure**

Beginning October 1, 1998, the 1997 Wisconsin Acts 27 and 281 requires all students completing an educational clinical requirement (any contact with patients or children with the student in a caregiver role) to have a caregiver background check. LTC is required to perform these background checks to ensure that students will be admitted into clinical facilities.

**As part of the program application process, each student is required to complete a Background Information Disclosure form, enclose the current processing fee payable to LTC, and return both to LTC's Admissions Specialist.**

It is important that applicants follow the directions closely. All federal, state, *local (municipal)*, tribal and military pending charges and previous convictions need to be disclosed. The exception is a single traffic ticket for excessive speed, or parking tickets. Local employers hosting LTC's clinical students base acceptance decisions on the type of infraction. When multiple events have occurred, the types, frequency or other patterns are taken into consideration. ***Failure to disclose will result in applications not progressing through the admission process.***

If a record is found, LTC will pursue an investigation in conjunction with area clinical facilities to make a determination on whether the student can be placed in a clinical assignment. It is ultimately the clinical facilities who decide if a previous or pending conviction or convictions are acceptable for students to complete their clinicals in their facilities working with their patients or residents. In general, decisions are based on hiring standards.

Caregiver background checks need to be repeated every four years. Upon entry to the clinical courses or reentry into clinical courses, the student needs to have sufficient time remaining on the BID check to complete the program. If not, the student needs to repeat the caregiver background check at the time of entry or reentry into clinical courses. Clinical agencies, in order to comply with federal regulations [42 CFR 483.13(c)(iii)], will not permit clinical experiences for students who have had a finding entered into the Wisconsin Nurse Aide Registry of abuse, neglect, mistreatment of residents, or misappropriation of resident's property. To ensure compliance with these regulations and conditions, LTC cannot provide a student with a clinical experience unless they meet the guidelines of the facilities.

**LTC self-disclosure requirements:**

Your program acceptance is tentative until confirmation is received by the college from state data bases on your background disclosure information. If you have lived out of state, you may be required to submit a background disclosure for those states as well.

From the time you complete the Background Information Disclosure form until you graduate from or drop the program, you must report any new charges and convictions for felony, misdemeanor, or municipal ordinance violations, with the exception of parking tickets or a single speeding ticket, to the Dean of Health and Human Services. This investigation regarding charges and convictions may result in your suspension from clinicals, which may delay or prevent your graduation from the program. In addition, your failure to report will result in your removal from the program.

Note: processes used to review background checks with local employers and reviews of undisclosed information are uniformly applied to every applicant.

## **Preparing for the Nursing Assistant Course**

You will note that this program is called Nursing Assistant, not “CNA.” Certification comes upon successful completion of our program AND THEN successfully passing the state certification exam. All of the knowledge and skill you develop during this course of study lead up to your certification exam and employability. Every competency that we cover has great importance to the care our community health care facilities provide to their clients, and to your future as a health care professional. We understand that this program is demanding of your time and your focus. However, the rewards are great when you use this program as an opportunity to begin a successful health care career with new skills, knowledge, and professional behaviors.

### ***Time and Commitment***

The nursing assistant program demands perseverance, stamina, and time devoted to study. Clinicals are generally scheduled during day and evening shifts. In addition, online tests during non-scheduled class hours are required prior to participation in classroom or clinicals. Successful students understand and prepare for intense focus, making attendance, course requirements, and clinical performance a priority.

Due to the strict 120-hour requirement, vacations cannot be accommodated. If you have a vacation scheduled during a class, please select a different class to attend.

We recommend that immediately following your registration into a class, you design a calendar or other method of time management. Create a vision for how you will meet the program requirements and maintain balance in the other areas of your life. Communicate with those you need to so that they can support you in your educational process.

### ***Outside Employment Recommendations***

Research demonstrates delayed responses on the part of health care staff experiencing fatigue due to lack of adequate sleep. In the interest of patient safety and optimal learning, we advise that students not work more than 12 hours at a place of employment and your program clinicals (combined) within any 24-hour period. Successful student balance of work, school, family, and self, making sure they maintain adequate time for theory and clinical requirements.

## ***Clinical***

The clinical days and hours will vary according to time of year, instructor availability, and clinical site. We make every attempt to schedule classes when learners are best able to attend. We offer the Nursing Assistant program in Manitowoc, Sheboygan, and on LTC's Cleveland campus. Students may register for a class at any location if the schedule best fits their needs. Flexibility of time and arrangements for transportation remain the responsibility of the student. ***Note: You are required to be in the clinical area 10 minutes before your shift begins, hands washed, and in your seat at the start of the session. If you cannot meet this requirement, please select a different class that will meet your needs.***

## ***Student Attendance***

As the Wisconsin Department of Health Services (DHS 129) requires 120 hours of learning to complete the program, students are required to attend all scheduled classes and clinicals. If you know you will need to miss one of the scheduled days, please register for a nursing assistant course offered at another time. Please be aware that attendance and tardiness records are maintained in accordance with DHS 129 regulations as published in the state's administrative code and may be audited at any time for compliance. Therefore, LTC will comply with all DHS regulations for nurse aide training. 120 hours.

This course focuses not only on the theory and clinical aspects for success as a nursing assistant, but also on "soft" skills or employability skills. These are the many attitudes and behaviors that influence your being hired and ultimately retaining your job as a nursing assistant. Understanding both the strict 120-hour requirement for instruction and your future employers' need for punctuality, tardiness is not acceptable for any class or clinical session.

***Students are required to arrive to class and clinicals 10 minutes prior to the start of class or clinical, hands washed and in your seat at the start of the session.*** In the spirit of quality instruction for classmates, courtesy to the instructor, and emphasizing successful employability skills, ***students who are unable to arrive 10 minutes prior to the start of class or clinical must contact the instructor prior to the absence or tardiness.*** Students who are not ready to work at the time the class or clinical is scheduled to start are considered tardy.

Tardiness of 15 minutes (or more) is considered an absence. To allow the instructor to support other students learning without interruption, students entering the classroom or clinical 15 minutes after the start may not be allowed into the class or clinical setting. Students entering the class late but before the 15-minute mark may enter, but will not interrupt the class. That is, students entering late with the instructor's permission should enter quietly and catch up to the group on their own. These students will need to make up the time they missed at another time convenient for the instructor. If written assignments for making up the 15 minutes are made by the instructor, that work may exceed the 15 minutes if the instructor believes it will strengthen the student's knowledge and/or skills, or if the student takes longer to do the assignment.

***The third time a student is tardy (any amount of time after the start of class, but less than 15 minutes), the student will fail the course, and will be removed from the class and clinical.***

Students are required to discuss with their instructor cases of illness or injury involving themselves and/or family members when they prevent class attendance. The most responsible approach is to initiate discussion well before the date of occurrence. ***In the case of an emergency absence, the student is required to notify the instructor prior to the start of the class or clinical. If you need to miss a clinical and cannot contact the instructor, contact the clinical agency directly, inform them of the situation and ask them to pass on***

**the message to your instructor. For your own protection, make sure you ask the name of the person you leave a message with and note the time that you called them.**

All situations involving a student's inability to complete the 120-hour requirement are reviewed with DHS. The instructor may require a physician's release prior to returning to the next scheduled clinical experience dependent upon the nature of the illness or injury. DHS maintains final decisions on providing a student with an incomplete for the course and allowing the student to make up the work.

So that interruption of other student's learning process is avoided, we will adhere to our attendance policy. Depending on the circumstance, a student may or may not be able to make up one missed class. In some cases, students may be asked to repeat the program. Decisions are based on the reason for the absence, on the content the student missed and the timing of the absence in the program as it relates to entering clinicals. Two absences for any circumstance will result in a withdrawal from the program.

### **No Show, No Call**

**Failure to appear to a class without contacting the instructor before the start will result in immediate dismissal from the program, and an F for the final grade.**

*Our strict adherence to our attendance policies will not only keep us in compliance with the Department of Health Services regulations for Nurse Aide training programs, but will ensure that each LTC student enters clinicals ready with all the information and skills they need to provide the best care for patients and residents in our communities. Our attendance policies are uniformly applied to all students.*

### **Weather Related Absences**

In the event of inclement weather, access your local TV stations, listen to your local radio station, or access LTC's website ([www.gotoltc.com](http://www.gotoltc.com)) for news of delay or cancellation of LTC classes. If LTC communicates a delay, it is generally a 10:00 a.m. start. Because clinical times vary, your instructor will manage delays. Your instructor will communicate what will happen should there be a delayed start to a school day due to weather. Report to labs and clinicals at the time communicated. Time missed will need to be made up to reach the 120 hours required.

### **Additional note related to absences**

Because of limited numbers of available clinical slots, clinical make-up days are usually not available. Students are to use their own discretion regarding absences from clinicals. In addition to DHS minimum hour requirements, satisfactory performance in the clinical setting requires that all of the objectives for the clinical rotation be met. **Therefore, absence from the clinical area may result in your inability to meet the clinical objectives necessary to achieve a satisfactory grade.**

### ***Student Responsibilities***

***Integrity***, both academic and professional, is viewed as an essential component of the nursing assistant program. It is the expectation of the faculty that students will act in a manner that conforms to the college's standards as well as the professional standards expected by area employers. Therefore, in addition to LTC policies, students will need to comply with the policies and procedures of the Nursing Assistant Student Handbook and to the policies and procedures of their clinical sites.

### **Academic Integrity Code**

As an academic community, it is fundamental that every member of the college, including students, be responsible for upholding the highest standards of honesty and integrity. Activities that have the effect or intention of interfering with the institution's mission, its educational programs, the pursuit of knowledge, or the

fair evaluation of a student's performance are prohibited. Examples of such activities include, but are not limited to, misrepresentation of academic records, cheating, plagiarism, fabrication, multiple submissions, facilitating academic dishonesty, and unfair advantage. Faculty members have the discretion to resolve cases of dishonesty on their own or formally initiate a hearing through the division dean and Student Services Office designee.

***For detailed Academic Integrity Code policy and procedure information, please see the LTC Student Handbook or view the policy via the College Internet site, under Student Catalog and click on Student Rights and Responsibilities section.***

Because patients and residents rely on health care professionals to act on their behalf, a student who demonstrates academic dishonesty in a class, lab, or clinical may be advised to consider non-health care careers. Such events prevent the student from gaining the knowledge or skills necessary to care for patients. Further, it compromises the trust a patient, colleague, or manager has in a nursing assistant. Most importantly, the lack of knowledge or skill as the result of the practice of dishonesty in your profession is a threat to patient safety. Therefore, academic dishonesty of any kind in a classroom, lab or clinical setting, will result in disciplinary action. Consequences for violation of these guidelines may include, but are not limited to reprimand, loss of credit or failing for specific assignments, or dismissal from the program. The instructor and dean will determine the disciplinary action based on the event and disciplinary action taken on previous occurrences. These decisions are final.

### **Student Conduct Code**

When a student's conduct is such that it endangers the safety of self or others, Campus Security and/or Campus Police will be notified immediately, and the student will be removed from the classroom. Weapons, including replicas or facsimiles thereof, are prohibited on campus grounds. Any form of harassment on campus will not be tolerated and will subject the student to discipline up to, and including, expulsion. LTC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on college premises. Alcoholic beverages are not allowed on the college premises. Use of tobacco products is prohibited in all buildings owned or lease by LTC. Student violations shall be referred to the Student Services Office, which initially will determine if the alleged conduct poses a health or safety risk to the student himself/herself, or other individuals, or endangers College facilities and property.

***For detailed Student Conduct Code policy and procedure information please see the LTC Student Handbook or view the policy via the College Internet site under Student Catalog and click on Student Rights and Responsibilities section.***

### **ADA Statement**

If you have a documented disability that may prevent you from meeting course requirements, you are encouraged to contact LTC's ADA Coordinator/Learning Support Specialist for assistance with accommodations. It is your responsibility to voluntarily and confidentially disclose information regarding the nature and extent of a disability, and to provide documentation of the disability. The college cannot assume responsibility for providing accommodations or services to students who have not identified themselves as having a qualifying disability.

Additionally, this program course adheres to a set of Essential Functional Abilities that are necessary to ensure your success in this course and program. A student taking this course as a standalone course and not part of an LTC program still must meet the stated abilities for that program. To view the stated abilities for this program course, please visit the Current Students home page at [www.gotoltc.edu/currentstudents](http://www.gotoltc.edu/currentstudents). If you feel you are unable to meet the essential functional abilities for this course, please see the ADA Coordinator noted below.

Please note that course requirements will not be waived but accommodations may be made to assist you to meet the requirements. Pam Thayer, ADA Coordinator/Learning Support Specialist, can assist you with formulating a reasonable accommodation plan and can provide you with support as identified in your accommodation plan. She can be reached at 920.693.1222 (TTY 920.693.8956) or pam.thayer@gotoltc.edu. Her office is located in Student Services.

### **Additional Classroom Expectations**

To maintain an effective learning environment you are required to silence all electronic equipment such as pagers and cell phones during labs and clinicals. Under no circumstances are electronic devices to be used during any class or clinical session.

In addition, as students are assigned clients in the practicum setting, students must at all times maintain client confidentiality. Violations will be reviewed by nursing faculty and/or clinical agency for further action which include dismissal from the program.

### ***Hazards and Risk in Health Care Settings***

Health care employees are exposed to all kinds of chemicals, infectious conditions, technology, heavy equipment, and substances known and unknown throughout the course of their day. The course will thoroughly cover personal protection equipment and practices for nursing assistants.

If you know of a personal condition that requires special protection during lab or clinical, you are required to notify the Admission Specialist or the program counselor during the admissions process. Communication may occur directly, or you may communicate through the program counselor, Kristi Irving (ext. 1663) who is located in Student Services.

***Of particular importance is your understanding of exposure to latex and iodine solutions as common supplies in health care settings.***

### **Iodine Allergy**

If you have an allergy to fish or iodine, please discuss the management of the condition with your physician prior to registering for the course and provide documentation to us that the discussion has taken place and what recommendations the physician has for you while enrolled in the nursing assistant course. This document is due with the immunization form during the admission process.

### **Latex Allergy**

Students who have or who develop a latex allergy while in the course may find it difficult to complete the program requirements as LTC cannot guarantee a latex-free learning environment. If you know you have an allergy to latex, please discuss the management of the condition with your physician prior to registering for the course and provide documentation to us that the discussion has taken place and what recommendations the physician has for you while enrolled in the nursing assistant course. This document is due with the immunization form during the admission process.

***Students who may be at risk for acquiring a latex allergy may have a history of allergies to apples, apricots, avocados, bananas, buckwheat, carrots, chestnuts, dates, kiwi, nectarines, figs, grapes, hazelnuts, melons, plums, potatoes, pineapple, papaya, passion fruit, tomatoes, wheat, pears, peaches, mangos, celery or cherries.***

Students who demonstrate an allergy to latex or other substances are expected to weigh the risks when considering entrance to or continuing in a clinical health care educational program. If the student continues with

the admission, registration, or educational process, the student is expected to recognize potential hazards in the lab and clinical settings and take appropriate measures to protect his or her health.

### **Other health concerns:**

Students are encouraged to discuss any other health conditions that may require a rapid response during the course. All communication will be kept confidential. We have your health and safety in mind.

### ***Incident Reports***

“Incidents” include events that negatively impact the health or safety of a client, student, colleague, instructor or health care professional. Examples may include falls, cuts, muscle strain, other injury, client injury or neglect, or any other behavior or event that the clinical facility or instructor deem to be a reportable event.

When an event occurs, students will work with instructors and facility employees when appropriate to complete incident reports immediately. Instructors will submit the reports to the facility upon completion and to LTC within 24 hours. Students are responsible for their own medical expenses while in laboratory or clinical settings.

### ***Change of Address/Phone Numbers***

To facilitate communication and ensure receipt of grades and important notifications, students should notify instructor and student services immediately upon change of address, name, or phone number.

## **Throughout Your Nursing Assistant Program**

### ***Preparing for Class, Labs and Clinicals***

You can expect to complete work prior to each lab or clinical. At a minimum, textbooks will be read to a level of comprehension and retention and workbook and study guide assignments will be completed. Videos will be viewed as scheduled. CD exercises may be assigned. Additional pre-session assignments or exercises will be required. Work completed by students prior to class is essential for the progression of the class and for the success of the student. Maximum time for developing skills for safe practice prior to working with clients is our goal. With this in mind, you will not be admitted to the class session if you arrive to class without your pre-assignments completed.

If you find it useful, access the LTC library or online resources to locate additional lectures on nursing and basic nursing skills not included in your assigned videos. An excellent library of basic nursing skill videos published by the Wisconsin Technical College System is found at <http://deptets.fvtc.edu/nursing/index.htm>

Your instructor may wish you to strengthen your knowledge base or skill level and assign you to research a topic new or previously covered in earlier class sessions to better prepare you for clinicals. These are also required at the time assigned. Omission may result in changes in client assignment or non-participation in clinicals.

### ***Clinical Skill Development***

The instructor uses evaluation criteria that have been established to validate student’s ability to perform nursing assistant skills. Prior to the performance of a skill with a client in the clinical area, a student must satisfactorily demonstrate the knowledge and ability to perform the skill in the lab. It is essential that laboratory requirements be completed within the time frame prescribed by individual instructors to maintain eligibility for continued clinical attendance.

Students are expected to graduate with knowledge and skills sufficient enough to provide patient and resident care independently and without prompting by a colleague. ***With the safety and comfort of patients and residents in mind, any student who demonstrates difficulty with skills performance in the clinical area may be required to withdraw from or may be terminated or may fail the program.*** The evaluation criteria are used for all nursing assistant students. Students not able to satisfactorily demonstrate a clinical skill in lab and/or clinical, will not be able to pass the course.

## ***The Clinical Practicum***

### **Attendance**

Attendance is required for all clinicals. You are expected to be on the floor 10 minutes before the start of your shift with your hands washed. Tardiness is defined as not being “settled in” and ready to work with clients at the published start of your shift. You are not ready to work with clients if you arrive one minute before your shift begins and you need to take off your coat, put your purse away, locate a pen or any other activity.

If you have special circumstances that impact your attendance, you are required to notify your instructor 24 hours in advance. If you have special circumstances that impact your attendance on a regular basis, please select another class that better meets your needs.

Students not able to satisfactorily demonstrate a clinical skill in lab and/or clinical, will not be able to pass the course.

### **Clinical Dress Code**

Any colored or white scrub suit or uniform style top and uniform style pants/skirt may be chosen with the following stipulations:

#### **Female Students**

- Style – scrub suit, dress, or top and skirt may be worn. Capri styled pants or lace will not be permitted
- Scrubs or tops will not have words printed on them – characters are permissible
- Skirt or dress length – minimum length of all skirts and dresses is below the knee
- Sleeve length – all uniform tops and dresses must have sleeves. The length shall not exceed  $\frac{3}{4}$  length
- Undergarments – a full-length white slip will be worn with dress style uniforms. Avoid colored or patterned undergarments under white uniforms. Undergarment must be clean and fit properly.
- Stockings – stockings are required. Full-length stockings are required for skirt-style uniforms. Stocking color may be shades of beige or white.
- Socks – plain white socks or plain white or beige knee-highs may be worn with pantsuit style uniforms

#### **Male Students**

- Style – a uniform jacket/top will be worn. The jacket/top may be worn with or without a white shirt. Uniform slacks will be worn. Tee shirts are not acceptable as a top.
- Scrubs or tops will not have words printed on them – characters are permissible
- Undergarments – avoid colored or patterned undergarments under white uniforms. Undergarment must be clean and fit properly.
- Socks – white socks are to be worn
- All facial hair must be neatly trimmed or clean-shaven. Beards may need to be covered.

## General Requirements

- Name badges must be worn in the clinical areas. They must be clearly visible, located below either shoulder.
- All uniforms must have pockets
- Any style of clean white closed shoes (no open toe or heel) may be worn.
- Pant length will be at the top of the shoe. Pants will not touch the floor.
- Waist bands will hit the waist level at all times
- A wristwatch **with a second hand**
- The student photo identification name pin is a part of the uniform and is required in the clinical area.
- Clear nail polish will be allowed providing that it is well cared for. Nails will be clean and will not exceed the length of the fingertips. **No artificial fingernails are allowed.** Nails need to be filed!
- Tattoos must be covered
- Only the following jewelry may be worn:
  - Pierced earrings will be small, unobtrusive posts--no multiple-pierced earrings, no dangling jewelry. No nose rings or eyebrow rings, or tongue studs, etc., will be allowed.
  - Plain rings may be worn. *Often people experience engagement diamonds getting caught on bed or other hardware while working. It is your decision to wear your ring.*
- Hair longer than the top of the collar must be pulled back and styled to prevent interference with client care. Use no extreme hairstyles or hair ornaments.
- Moderate use of cosmetics will be allowed
- Perfumes and colognes must be avoided, as well as other strong scents such as smoke
- No gum chewing on units
- A professional appearance is mandatory and includes personal grooming, clean shoes, and clean, wrinkle-free uniforms
- UNIFORMS ARE TO BE FRESHLY LAUNDERED FOR EACH DAY YOU ARE IN A CLINICAL SETTING. If you have consecutive clinical days, you are still required to wash your uniform prior to wearing it on the second day.

If a student's appearance does not meet the requirements of the dress code or is judged as inappropriate by the instructor, the student will not be allowed entrance into the clinical area for that day and will not be allowed to make up the clinical.

Students will be charged for replacement name pins if lost. Students are also responsible for hospital tracers when in use and will be charged for a replacement unit if lost.

## Unsafe Clinical Practice

### Safe practice is defined as:

- Functioning within the boundaries of the nursing assistant role
- Following ethical, legal, and patient care standards
- Demonstration of accountability for own performance including, but not limited to continuity in preparation, documentation, and care of clients; verbal and written communication; and practicing within the scope of preparation
- Demonstration of respect for individuals, to include clients and their families, health team members, and faculty
- Asking for help or guidance appropriately and before endangering a client or colleague in any way
- Performing clinical skills in the clinical environment under the direct supervision of the primary instructor until the time the instructor communicates you are able to perform them independently.

**NOTE: Your instructor will describe the management of using mechanical lifts in the clinical area. Under no circumstances are you to use mechanical lifts without the presence of your instructor,**

*qualified staff of the facility, or both. Strictly follow the directions provided to you by your instructor. You must be 18 years of age or older to operate or assist a mechanical lift in the clinical setting.*

- Competence with all equipment prior to use on a client
- Correcting errors when coached
- Following the directions of the clinical instructor

*Students may be discharged from the course if their performance or behavior places the student, resident or patient, classmate, staff or faculty in an unsafe situation. Examples of such misconduct include but may not be limited to:*

**Unsafe practice is defined as:**

- Not adequately preparing for patient or resident care
- Attending labs or clinicals under the influence of alcohol or drugs
- Behaving in a way that jeopardizes the personal safety of anyone
- Refusal to follow common patient care oral or written orders including care plans given as part of routine care
- Talking in such a way that is unethical or abusive such as but not limited to: revealing confidential information inappropriately, being rude or using offensive language, or demonstrating abusive behavior
- Taking indecent liberties that could be construed as sexual harassment toward residents, staff, instructors, or classmates
- Disregard for safety rules such as smoking or handling materials or equipment in a way that can injure another
- Disregarding Lakeshore Technical College or clinical facility safety rules, or other policies or procedures
- Inappropriate attire
- Repeating errors
- Lying about or falsification of clinical data
- Acts of omission
- Failing to follow the direction of the clinical instructor

*Any single event may result in immediate dismissal from the program.*

*Neglect, abuse, inappropriate actions towards a client, classmate, instructor, or staff, or disrespectful or inappropriate language towards same will result in immediate dismissal from the program.*

*Theft of any nature or use of client personal belongings will result in immediate dismissal from the program.*

*Should a clinical site refuse a student from returning to complete their rotation, this will be grounds for dismissal from the program.*

*Students not able to satisfactorily demonstrate a clinical skill in lab and/or clinical, will not be able to pass the course.*

## ***Dismissal from the Nursing Assistant Program***

Students who are dismissed from the nursing assistant program for disciplinary reasons including unsafe practice are not eligible for readmission.

Students who are dismissed from the nursing assistant program for academic reasons may be considered for readmission under certain circumstances.

## **Nursing Assistant Program Grading Policy and Rationale**

**Policy:** Students may graduate from the program when they meet the following conditions:

- Demonstrate an average of 78% or higher on their tests. No retakes are allowed.
- Demonstrate an average of 78% or higher on the final exam. No retakes are allowed.
- Failure of second chapter test (69% and below) will result in the immediate failure of the course.
- Inability to satisfactorily demonstrate a clinical skill in lab and/or clinical will result in immediate failure of the course.
- Demonstrate a 78% or higher for their employability skills. No single skill may be ranked at “0” for the final grade.
- Demonstrate successful video based instruction through completion of all video review quizzes located in the online course room. Failure to complete all quizzes results in a failure for the course. Student will have a maximum of two attempts per video quiz.
- Student will meet the appropriate due dates for all assignments. Failure to complete them will result in failure of the course.
- Demonstrate safe practice throughout classroom and clinical experiences
- Have met 120 hours of instruction
- Have not been absent more than once (which must be made up)
- Comprehensive percentage for the course is 78%
- Students will have a midpoint and final evaluation. The instructor may place the midpoint evaluation during the clinical portion of the course.

## **Grading Scale**

A = 93 – 100%

B = 86 – 92%

C = 78 – 85%

D = 70 – 77%

F = 69% and below

## **Grading Rationale**

### ***Components of Student’s Grade Include:***

- **Tests – 50% of the final grade (40% for chapter exams, 10% for final exam)**
- **Clinical Skills – 25% of the final grade**
- **Employability Skills – 15% of the final grade**
- **Video Quizzes – 10% of the final grade**

## Nursing Assistant Clinical Competencies

Student Name \_\_\_\_\_

Clinical Site \_\_\_\_\_

Instructor Name \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

*DHS requires dates & initials for each skill*

<i>Competencies</i>	<i>Lab Date/sign</i>	<i>Clinical Date/sign</i>	<i>Competencies</i>	<i>Lab Date/sign</i>	<i>Clinical Date/Sign</i>
Hand washing			FBO		
Count, Record Radial Pulse			Logrolling		
Count, Record Respirations			Sit on side of bed/dangling		
Temperature			<b>Transfer from Bed to Wheelchair using Transfer Belt</b>		
Measure , Record I & O			Transfer from chair to bed		
Measure Height			Transfer using mechanical lift		
Measure Weight			Transfer to and from toilet		
Fire extinguisher/evacuation			Make Closed/unoccupied bed		
Apply soft restraints			<b>Make an Occupied Bed</b>		
Gloves-on & off			Applies Body Mechanics		
<b>Protective Equipment</b>			Prepare and serve meal tray		
Manage blood and body fluids			<b>Feed client who cannot feed self</b>		
Brush client's teeth – Mouth Care			Feed w/ assistive devices		
Oral care: unconscious client			<b>Assist w/ Bedpan</b>		
Denture care			Assist w/ Urinal		
Modified bed bath			Assist w/ Commode		
Assist w/ tub or shower			Empty drainage bag		
Female perineal care			Change incontinence garments		
Male perineal care			Apply Condom Catheter		
Shave face			<b>Catheter care</b>		
Shampoo hair, Brush and comb hair			Midstream Urine Specimen		
Fingernail care			Stool Specimen		
Foot care			Sputum Collection		
Back massage			<b>Passive ROM shoulder, ankle, knee</b>		
Changing gown w/IV			<b>Assist w/ambulation w/ belt</b>		
<b>Dress a client with a Weak arm</b>			Assist w/ ambulation; cane, walker, crutches, wheelchair		
Undress client			Assist with hearing and visual aids		
Move up in bed			<b>Apply elastic stockings</b>		
Move up in bed w/assistive devices			Apply elastic bandages		
Move to side of bed			Apply topical meds		
Turn and position: Fowlers, supine			Apply dry, non-sterile dressing		
Position on side			Apply heat and cold applications		

Key: Date and instructor initials indicate satisfactory performance.

N/A = not available in clinical areas.

U = indicates unsatisfactory after repeated attempts.

**The instructor MUST individually date and initial EACH skill!**

Students not able to satisfactorily demonstrate a clinical skill in lab and/or clinical, will not be able to pass the course.

## Nursing Assistant Program Employability Skills Checklist

Name \_\_\_\_\_

Core Ability	<i>(Midpoint Comments on reverse side)</i>			
Demonstrates Critical Thinking	Final Score			Final Comments
• Reports important information to Nurse and Instructor	0	1	2	
• Problem Solving Skills	0	1	2	
• Establishes Priorities	0	1	2	
• Changes actions based on feedback	0	1	2	
• Manages time effectively	0	1	2	
Responsible Work Ethic				
• Protects clients rights and privacy	0	1	2	
• Follows policies and procedures	0	1	2	
• On time for class and clinicals	0	1	2	
• Completes assignments on time	0	1	2	
• Follows Care Plan	0	1	2	
• Reports appropriately to RN/instructor	0	1	2	
• Professional behaviors and attitudes	0	1	2	
• Identifies client before procedures	0	1	2	
Communicates Effectively				
• Explains procedures prior to start	0	1	2	
• Understands written materials	0	1	2	
• Writes clearly, accurately	0	1	2	
• Speaks clearly	0	1	2	
• Demonstrates active listening skills	0	1	2	
• Respectful of clients, visitors, peers, superiors	0	1	2	
• Maintains confidentiality	0	1	2	
• Recognizes communication barriers	0	1	2	
Works Cooperatively				
• Contributes to the team	0	1	2	
• Willingly assists peers and superiors	0	1	2	
• Exhibits self-control	0	1	2	
• Effectively resolves differences	0	1	2	
• Accepts constructive feedback well	0	1	2	
Applies Learning				
• Transfer classroom knowledge to clinicals	0	1	2	
• Records accurately	0	1	2	
• Promotes a safe environment	0	1	2	
• Promotes client independence	0	1	2	
Respects Diversity				
• Respects and embraces different opinions, traditions, cultures	0	1	2	
Integrates Technology				
• Adapts to health care technology	0	1	2	
• Adapts to learning technology	0	1	2	

*There are 33 competencies with a potential total point value of 66 points. Students must earn a minimum of 52 points = 78% in Employability Skills.*

**KEY:** 2 = Above Average; minimal cueing, ready for clinical or Day 1 employment

1 = Competent; some cueing, on track for clinical or Day 1 employment

0 = Needs improvement; needs additional practice and/or significant cueing. Not ready for Day 1 employment.

## Midpoint and Final Evaluation

**Tests:** 50% of Final Grade. Midpoint \_\_\_\_\_ Final \_\_\_\_\_

**Clinical Competencies:** 25% of Final Grade. Final \_\_\_\_\_

**Employability Skills:** 15% of Final Grade Final \_\_\_\_\_

**Video Quizzes:** 10% of Final Grade. Midpoint \_\_\_\_\_ Final \_\_\_\_\_

**Midpoint evaluation (addressing Clinical Competencies & Employability Skills, up to this point, as well):**

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**Final evaluation:** \_\_\_\_\_

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*Last day signatures and dates:*

Instructor \_\_\_\_\_ (date) \_\_\_\_\_ Student \_\_\_\_\_ (date) \_\_\_\_\_

Date and Reason for withdrawal if applicable:

## Lakeshore Technical College Nursing Assistant Program

### Functional Abilities

The Nursing Assistant Program is highly regulated by state and federal law. OBRA, 1987 and State of WI, HFS 129, 2009 offer specific criteria for how the program will be run, what is taught, how it is taught, mandated hours needed to be completed, and ability of the nurse aide to do the work required. Because of these laws, the Nursing Assistant Program is in effect, *a school within a school*.

Lakeshore Technical College must have separate and specific criteria for identification of disabilities that could prohibit you from being able to successfully complete the Nursing Assistant Program and achieve certification to work through the State of Wisconsin Caregiver Program. We have attempted to set objective criteria and specific accommodations that are allowed for the student to use and any specific accommodation LTC could provide.

As part of our admissions process, applicants are asked to sign a form stating whether or not they are able to meet the functional abilities as stated in this document. For the safety of the student and clients they may serve, **if a student enters the Nursing Assistant Program based on falsification of records related to their ability to meet functional requirements, they will be dismissed from the class.** We are required to keep these documents on file in the student record here at the college.

The following is a list of functional abilities the student must have in order to participate in the Nursing Assistant Program at LTC. Acceptable personal accommodations and LTC accommodations that can be provided are listed below.

#### **GROSS MOTOR SKILLS:**

Students must be able to:

- move in confined spaces
- maintain balance in standing position
- twist body from one side to the other
- reach below the waist (e.g. Plug electrical appliance into wall outlet) and to the front or the side of the body to the level of the top of head
- push, pull, stabilize, twist, and freely move arms to allow movement of 50 pounds as in moving an object or transferring a client from one place to another

#### **FINE MOTOR SKILLS:**

Students must be able to:

Demonstrate hand and finger coordination that allows student to grasp, twist, pinch and squeeze (e.g. Handling a medical record, opening packages of disposable supplies, changing bandages, opening jars and bottles)

Strength to work with objects weighing 5 lbs for at least 5 seconds.

#### **TACTILE ABILITY:**

Students must be able to:

- distinguish subtle vibrations through the skin (pulse)

- move quickly in case of emergency situations
- identify the subtle difference in surface characteristics (feel a raised rash, swelling)
- detect temperature (e.g. Skin, liquids, environment, equipment)

### **MOBILITY:**

Students must be able to:

- squat or modified squat (one knee on floor) for at least 1 minute
- climb and descend a flight of stairs in succession
- walk independently without the assistance of a cane, walker, crutches, wheel chair or the assistance of another person
- move quickly (e.g. Responding to emergencies)
- walk (e.g. Walk with client)

### **ENVIRONMENT & PHYSICAL ENDURANCE:**

Students must be able to:

- demonstrate stamina sufficient to maintain continuous physical activity for a period of time from 5-8 hours
- tolerate exposure to common allergens such as: pets (e.g. service or therapy animals), body lotions and soaps (e.g. Patient hygiene products), cleaning products (e.g. Antiseptics, disinfectants)
- tolerate working in confined areas with temperatures as high as 90 degrees (e.g. Assisting with showers)

### **SPEECH AND COMMUNICATON**

Students must be able to:

- interact with others to report observations and advocate for the needs of clients
- speak, write and understand English at a level to effectively communicate with clients as well as report and document client information
- understand flow charts, graphs to interpret data and enter data

Students understand that the State of Wisconsin offers the state certification exam in English.

### **SENSES: SMELL, HEARING AND VISION:**

Students must be able to:

- detect differences in body and environmental odors
- hear and understand voices spoken at a normal speaking volume within a distance of 10 feet
- hear faint noises such as whispers and client's breathing patterns within a range of 3 feet
- see objects clearly within a minimum of 20 feet
- have depth perception and peripheral vision to allow identification of dangerous objects and client situations within the client room
- read and interpret written data held at normal reading distance
- hear moderate sounds such as IV pump alarms, patient nurse-call systems, intercoms, telephones

### **EMOTIONAL STABILITY:**

Students must be able to:

- interact and support clients during times of stress and emotional upset
- adapt to changing situations and emergency conditions while maintaining emotional control
- cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm
- focus attention on client needs despite interruptions and multiple demands
- focus attention on tasks through to completion

### **INTERPERSONAL SKILLS:**

Students must be able to:

- apply knowledge gained in classroom to establish appropriate relationships with clients, families and coworkers
- interact as a member of the health care team
- respect, accept and accommodate to the extent possible diversity in culture, religion, sexual orientation, marital status, socio-economic status and abilities and disabilities
- successfully manage interpersonal conflict

### **READING:**

Students must be able to:

- read and understand information at the level of the minimum passing score on the entrance assessments.
- understand and document using charts, graphs and worksheets
- read and understand digital and computer displays

Students with learning disabilities must provide documented proof of the need for any special accommodation. This documented proof may be provided by the student's health care provider, Individual Learning Plan (IEP), Division of Vocational Rehabilitation's Individual Learning Plan for Employment or other pertinent documentation. Every attempt will be made to make reasonable accommodations based on student's documentation.

### **MATH:**

Students must be able to:

- perform basic math including add, subtract, multiply, and divide **without** the use of a calculator
- count and understand the meaning of numbers
- measure length by reading a tape measure or ruler
- tell time on a clock

## Nursing Assistant Program Student Handbook Sign-off

Print Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

**This form will be completed twice, once prior to admission into the program and again before the first day of clinical.**

\_\_\_\_\_ I have read and I understand the Nursing Assistant Program Handbook. By signing this form, I agree to uphold the policies of the program. I understand that I may be dismissed from the program if I am in violation of any of the policies.

\_\_\_\_\_ I have read and I understand the Functional Abilities specific to the Nursing Assistant Program provided in this handbook.

\_\_\_\_\_ I understand that I must disclose all violations to laws including violations at the municipal/local level.

\_\_\_\_\_ I understand that when signing the Background Disclosure form, local/ordinance violations should be disclosed in addition to all felonies and misdemeanors. Parking tickets or a single speeding ticket do not need to be disclosed.

\_\_\_\_\_ I do not have a known allergy to latex and/or iodine

**-OR-**

\_\_\_\_\_ I do have a known allergy to latex and/or iodine and have or will send documentation from a health care provider as described in this handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_