



**LAKESHORE
COLLEGE**

**Nursing Assistant Program
30-543-1**

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 Lakeshore College'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 Lakeshore College website:

[Student Handbook - Nursing Assistant Program \(gotoltc.edu\)](http://gotoltc.edu)

Course Description

The Nursing Assistant program prepares students for potential employment as nursing assistants. Students will be required to demonstrate the following skills under the supervision of a licensed nurse: communication, basic nursing assistant and personal care skills, attention to client's rights, and care of clients with dementias. The program is recognized by the Wisconsin Department of Health Services as a nurse-aide training program. Upon successful completion of the program, the student is eligible to take the Wisconsin Nursing Assistant competency evaluation for inclusion on the Wisconsin Nurse Aide Registry and employment in nursing homes, hospitals, home health agencies, hospices, CBRF's, assisted living centers and homes for the developmentally disabled. Total Credits: 2.

Textbooks

The textbook can be accessed free of charge via the link provided in Blackboard. It is an open educational resource (OER)

Additional Supplies Required

- Access to computer with internet access
- Clinical uniform, appropriate shoes, and a watch with a **second hand**.
- Pocket-sized notebook for clinical
- Pocket-sized hand sanitizer for clinical
- Headmaster Student Handbook (version .69) (Pages 35-54)

Health Requirements

While Lakeshore College does not require vaccinations or drug testing, many of the College's clinical partners require that students who learn in their facilities are vaccinated against specific communicable diseases. Admission to the clinical portion of the course is contingent upon completion and approval of health immunization records in Viewpoint before starting clinical. Nursing Assistant students must open a Viewpoint account and upload all health information into Viewpoint. Viewpoint will validate the health information and update the student on their status. Viewpoint must be complete and approved 14 days prior to the scheduled clinical start date.

The following are ongoing health requirements for students and faculty by our various clinical sites. Health requirements are subject to change due to agency requirements. Please adhere to the requirements outlined in

Viewpoint as well as any additional requirements required by the clinical site.

1. Tuberculin (TB) skin test, QuantiFERON blood test, or T-spot test in the last year. TB skin test can be completed at local occupational health clinics or healthcare providers. If you have tested positive in the past, you need to upload a copy of the positive skin test, chest x-ray report, and then annual TB Questionnaire.
2. Students may need to receive the following vaccinations depending on the clinical site requirements:
 - Influenza (annual vaccination, available generally from October to March)
 - Covid
3. Some healthcare clinical partners are requiring full COVID-19 vaccinations without exemptions. LTC students must comply with the vaccine requirements of our clinical partners throughout the program. Full COVID vaccination is suggested to ensure students will be able to complete clinical courses.

Vaccines can be obtained from the local public health department, the occupational health departments at your local clinic or hospital, or your private physician. Students are responsible for any costs of these services.

Please see the Wisconsin Immunization Registry (WIR)

<https://www.dhfs.wisconsin.gov/immunization/registry/client-search> for more information on your childhood immunizations. A copy of the WIR report can be uploaded into Viewpoint.

If you have a medical reason, or a sincerely held religious belief that you feel does not allow you to complete the health requirements, please let your clinical site know you would like an exemption. Should the off-campus clinical site not accept your exemption you may not be allowed to participate in the assigned off-campus clinical rotation. A student who does not receive the Covid-19 vaccination, yet receives an exemption, may be required to comply with additional requirements as required by the off-campus clinical site.

Annual Health Requirements

Completing ongoing health requirements such as annual TB and flu vaccinations are the responsibility of the student. Lack of obtaining ongoing vaccinations/skin test will prevent the student from attending clinical. Health requirements are subject to change due to agency policies and requirements.

Medical Restrictions

If you have any type of medical restrictions or change in health status during the course of your clinical experience, you MUST obtain a release from your health care provider that you can safely provide care in a clinical setting and that you can fulfill all of the technical standards. Submit a copy to your clinical instructor prior to being allowed entry into the clinical area.

Additional Clinical Requirements

Some sites require a 10-panel drug screen for students who are attending clinical at their sites.

- If the drug test comes back positive, the student will be removed from their clinical.
- The student will be responsible for completing another 10-panel drug screen, at their expense, prior to enrolling in the next available course.

Background Information Disclosures (BID) are also required to be approved in Viewpoint; this should have been done during your admissions and enrollment steps before registering for class.

Institutional Learning Outcomes

1. Communicates Effectively
 - a. Utilize effective communication practices.
 - b. Express ideas and information clearly.
2. Demonstrates Critical Thinking
 - a. Define problems clearly.
 - b. Apply appropriate methods to solve problems.
3. Works Collaboratively
 - a. Contribute positively to team efforts.
 - b. Apply resolution of conflicts constructively.
4. Exhibits Respect of Individuality
 - a. Demonstrate the respect of others' viewpoints.
 - b. Promote inclusivity.
5. Models Professionalism
 - a. Exhibit behaviors consistent with workplace standards.
 - b. Demonstrate personal accountability.

Nursing Assistant Program Outcomes

1. Communicate effectively with clients, family, and co-workers
2. Protect rights of clients
3. Demonstrate ethical and legal responsibilities
4. Work cooperatively in a team environment
5. Provide holistic, safe care to diverse populations
6. Demonstrate reporting and documentation
7. Assist clients with rehabilitation and restorative care
8. Provide safe care for clients with acute and chronic health conditions
9. Complete educational requirements for the WI NA competency evaluation

Nursing Assistant Program Competencies

After completion of the training program, a nurse aide shall do all of the following:

1. Communicate professionally within a healthcare setting
2. Demonstrate professionalism in the workplace
3. Maintain a safe healthcare environment
4. Adhere to principles of infection control
5. Provide for personal care needs of clients
6. Provide for basic nursing care needs

Grading Policy and Rationale

Students will have a final evaluation based on the components listed below. Students may graduate from the program when they meet the following conditions:

- Obtain a comprehensive overall percentage for the course of 86%.
- Obtain 90 hours of instruction.
- Obtain a minimum score of “met” on each exam and skill check off.

Components of Student’s Grade Include:

Nursing Assistant Part 1- 1 Credit	
Exam 1	Average of exams 1,2, and 3
Exam 2	
Exam 3	
Laboratory Skills Check offs	45%
Institutional Learning Outcomes score	10%
Total	100%

Nursing Assistant Part 2- 1 Credit	
Exam 1	Average score of exams 1 & 2
Exam 2	
Skills Check offs	20%
Clinical	40%
Institutional Learning Outcomes score	10%
Total	100%

Assessments

- Learning plan exams are timed and are completed through Blackboard. They can be taken on any computer with an internet connection without a proctor. See [syllabus](#) for number of attempts allowed and remediation requirements.
- Video viewing and related virtual lectures are required to be viewed in preparation to practice and demonstrate skills in the lab setting.
- Clinical Skills will be practiced with demonstration of competency in the lab setting prior to performing the skills with residents or patients. Students are expected to come to lab ready to practice and/or demonstrate skills.
 - Each skill will be scored as “superiorly met”, “met” or “not met”. Unsafe performance of skills when caring for residents in the clinical setting may result in course failure.
 - If you are not able to successfully pass your skill check off’s at a Met or Superiorly Met level, you may need to spend more time in the lab. You can go over the allotted minimum 20-hour lab time in Part-1 and the 5-hour minimum lab time in Part-2.
- All skills must be “superiorly met” or “met” before the student attends clinical.
- Part 1 of the course must be successfully completed before the student begins Part 2.
- Parts 1 and 2 must be completed in the same semester or the student may be required to start over with Part 1.

- Institutional Learning Outcomes are college and employer identified skills that prepare students for employment. They will be evaluated throughout the course in the virtual lecture, skills lab and clinical setting. All Institutional Learning Outcomes must be scored above “0” to pass the course.

Please note that all of the following Part 2 activities must be completed 24 hours (business days), before your clinical start date or you will not be allowed to begin the clinical component of this class.

- This includes all Learning Plan readings, learning activities, quizzes & exams
- 5 lab hours
- Laboratory skill check offs

Grading Scale

Superiorly Met = 93 – 100%

Met = 86 – 92%

Not Met= <86%

Refer to course syllabi for specific grading information

Course Structure

90-hours of instruction will be provided to each student in the following formats:

- Online videos, online lectures, lab hours, and clinical hours. Students must complete at least 20 in person lab hours actively practicing/checking off on skills in Part 1. Students must complete 5 in person lab hours actively practicing/checking off on skills in Part 2.
- Students will be given a schedule of open lab hours/dates/locations. Students complete required lab hours with their clinical instructor *only*, at the location their instructor is at. Students will sign up for lab dates/times they plan to attend, through Sign-Up Genius.
- All skills must be successfully demonstrated before the student begins the clinical component. Clinical hours are required and not negotiable, students must attend each date of clinical they registered for.

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 skills 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.

Due to the strict 90-hour requirement, vacations, school functions (band, honor society, sports, etc.), personal conflicts, doctor appointments, work schedules cannot be accommodated. If you have anything that conflicts with your nursing assistant class and clinical schedule, please choose a different section to register for

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.

Student Attendance and Participation

The Wisconsin Department of Health Services (DHS 129) requires a minimum 90 hours of training to complete the program. Students are required to attend each scheduled laboratory and clinical day. **If you know you will need to miss one of the scheduled days, please enroll in a nursing assistant course offered at a more convenient time.**

If there are extenuating circumstances, one absence may be able to be made up. In the case of an emergency absence, the student must notify their instructor before the scheduled session and/or provide documentation to explain their absence. 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.

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. Make sure you ask the name of the person you leave a message with and note the time that you called them as your instructor may want this for validation.

Weather Related Absences

In the event of inclement weather, access the Current Students Hub, [Current Students Hub - Home \(sharepoint.com\)](http://sharepoint.com) for news of delay or cancellation of LC classes. If LC communicates a delay, it is generally a 10:00 a.m. start. Because clinical times vary, your instructor will manage the potential weather-related delays in class start time. 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 90-hours required.

Timely Arrival

You are required to arrive to clinical 10 minutes prior to the listed start time, with hands washed and ready for clinical. Students arriving late may not be permitted to attend the clinical day, thus resulting in course failure.

ADA Statement

The mission of the Accommodation Services is to be an active partner with students, faculty and staff in creating an accessible learning environment where students with disabilities have an equal opportunity to participate in all aspects of Lakeshore Technical College programs, services, and activities. The American with Disabilities Act (ADA) of 1990 (42 U.S.C & 12101. et seq), the ADA Amendment Act of 2008, and Section 504(e) of the Rehabilitation Act of 1973 (29 U.S.C & 794), prohibits discrimination of persons because of their disability.

Accommodation requests require the approval of Accommodation Services, the nurse aide training program contact, and the DHS Office of Caregiver Quality. All requests for accommodations must be approved before a student has enrolled in the program. The prospective student must provide documented proof of the need for the accommodation. Any accommodation cannot substantially alter the requirements or nature of the program or inflict an undue burden on the program and/or clinical sites.

A student requesting reasonable accommodation is required to:

- Submit an [Accommodation Request Form](#) to Accommodation Services, requesting accommodations.
- Submit documentation of the stated disability. This documentation must identify the disability

for which accommodation is requested, and substantiate that the need for accommodation is related to the disability. In general, documentation should not be more than five (5) years old.

Accommodations are outcome neutral and are not intended to provide any advantage or guarantee of success in a course or program.

If you have any questions about receiving accommodations, or would like to schedule an appointment, please contact Nicole Yang, the Manager of Access, Equity, and Inclusion at 920.693.1120.

Please note that course requirements will not be waived but accommodations may be made to assist you to meet the requirements.

Additionally, this program course adheres to a set of Technical Standards 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.

Student Rights and 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 LC 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. Students are expected to be familiar with Lakeshore College policies and procedures.

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.

Student Conduct Code

Lakeshore College is an academic community that maintains high standards of instruction and provides a safe campus for all persons utilizing its programs and services. As a learning organization, LC monitors student conduct, encourages positive behaviors and requires academic integrity in support of a positive teaching and learning environment.

Students are expected to maintain appropriate behavior when attending college classes and activities. If actions become disruptive to the classroom and/or to other learners, the individual(s) may be requested to leave the class or event. This includes behavior that may be disorderly, profane, unreasonably loud, indecent, or violent. Additionally, the incident may be referred to the student conduct officer for possible academic sanctions, if applicable and warranted.

The College will take action to prevent and stop any behavior that inhibits learning as a result of:

- Not complying with all LC policies including program handbooks.
- Not complying with municipal, state and federal laws.
- Interfering with the educational process in any manner.
- Conduct that endangers the safety and well-being of self or others.
- Engaging in violent or threatening behavior toward any student or employee of the College at any time and at any location.
- Conduct which disrupts the operations of the college and/or classroom.
- Unethical, inappropriate, or illegal use of electronic communication.
- Using, possessing, or distributing drugs, alcohol, explosives, dangerous chemicals and/or other weapons.
- Engaging in violent or threatening behavior such as, but not limited to, sexual assault, sexual harassment, domestic violence, dating violence and stalking.
- Academic dishonesty.
- ***Misrepresentation of academic records:*** Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to Lakeshore College (e.g., forging a change of grade slip, tampering with computer records or falsifying academic information on one's resume).
- ***Cheating:*** Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing or attempting to prevent another from using authorized assistance, material, or study aids (e.g., using a cheat sheet on a quiz or exam or altering a graded exam and resubmitting it for a better grade).
- ***Plagiarism:*** Using the ideas, data, or language of another without specific or proper acknowledgement (e.g., copying another person's paper, article, or computer work and submitting it for an assignment; cloning someone else's ideas without attribution or failing to use quotation marks where appropriate).
- ***Fabrication:*** Deliberately falsifying or inventing any information or citation in any academic work (e.g., making up data for an experiment, falsifying data, citing nonexistent articles, or contriving sources).
- ***Multiple submissions:*** Submitting, without prior permission, any work submitted to fulfill another academic requirement.
- ***Facilitating academic dishonesty:*** Knowingly helping or attempting to help another violate any provision of this code (e.g., working together on a take-home exam).

- **Unfair advantage:** Attempting to gain unauthorized advantage over fellow students in an academic exercise (e.g., gaining or providing unauthorized access to examination materials; obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write, even when time is up, during an exam; or destroying or keeping library materials for one's own use).
- Theft of or damage to College property or personal property.
- Failing to comply with a reasonable request or directive from an employee of the College.
- Additional provisions from accrediting bodies may supplement this Student Conduct Code.
- Creating false accusations towards other students or staff.
- Lewd and lascivious behavior.
- Not complying with program accreditation requirements.

Sanctions for violations could include, but are not limited to:

- Loss of credit for a specific assignment
- Failing grade
- Written letter of reprimand
- Probation
- Suspension from class/classes (length to be determined by infraction)
- Suspension or removal from the program (length to be determined by infraction)
- Expulsion from the College

In addition to the formal disciplinary sanctions described above, the Division Dean/Manager, Enrollment Services Manager, or designee, may determine to impose one or more of the following:

- A letter of apology from the student to any relevant party, including the College
- A meeting with a college official to discuss the student's behavior and potential corrective strategies
- Fines and/or restitution, where appropriate, when damage has been done to college facilities and/or the property of others

The College's final decision may be appealed to the WTCS.

Use of Handheld Technology and Social Media

To maintain an effective learning environment you are required to silence all electronic equipment such as cell phones or tablets during clinical. The use of electronic devices (including Smart Watches) will not be allowed during any clinical session unless specifically directed by the instructor. Texting, checking e-mails or accessing the internet during any lab or clinical time is not allowed.

In addition, students are responsible to maintain client confidentiality. Posting patient/resident information or pictures on social media such as Facebook, Twitter, YouTube is a violation of confidentiality and would be cause for removal from the clinical setting and dismissal from the program.

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 **unsafe 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.

NOTE: Your instructor will describe the management of using mechanical lifts in the lab and/or 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.

Clinical Practice

Safe practice is defined as:

- Functioning within the boundaries of the nursing assistant role
- Following ethical, legal, and patient care standards
- Demonstrate 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.
- 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.

Unsafe practice is defined as:

- Not adequately preparing for patient or resident care
- Attending labs or clinical 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 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

Clinical Dress Code: General Requirements for Clinical

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.

- A professional appearance is mandatory and includes personal grooming, clean shoes, and clean, wrinkle-free uniforms. **UNIFORMS ARE TO BE FRESHLY LAUNDERED EACH DAY YOU ARE IN LAB OR CLINICAL SETTING.** If you have consecutive clinical days, you are required to wash your uniform prior to wearing it on the second day.
- Any style of clean, predominately black or white leather or leather type shoes may be worn. Canvas or cloth shoes are not suggested. Platform, open toe, open heel or clog-style shoes are not allowed.
- Student clinical badges are part of the uniform and must be worn when the student is in the clinical area. They must be clearly visible, located below either shoulder. Clinical badges are obtained through Student Services.
 - Students will be charged for replacement clinical badges if lost.
- A wristwatch with a second hand is a part of the uniform. No fit bits, smart watches, or anything similar will be allowed in clinical.
- Nails will be clean and will not exceed the length of the fingertips. **No artificial fingernails are allowed.** Clear nail polish will be allowed providing that it is well cared for.
- Tattoos that are visible and not covered by the uniform must not be offensive or contradictory to the college's or clinical agency's mission.
- 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. A plain wedding band rather than jeweled engagement ring is encouraged (but not required).
 - Ear gauges will need to be cleared through the student's affiliating clinical facility. If it does not fit with that facilities dress code, it may be cause for denial to practice in the clinical setting.
- Hair longer than the top of the collar must be pulled back and styled to prevent interference with client care. Extreme hairstyles or hair ornaments may need facility approval.
- 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.

Uniform Guidelines

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

Student Uniform

- Style – scrub suit, dress, or top and skirt may be worn. A uniform jacket may be worn. Capri styled pants or lace will not be permitted. Tee shirts are not acceptable as a top.
- All uniforms must have pockets
- Scrubs or tops will not have offensive words printed on them
- Skirt or dress length – minimum length of all skirts and dresses is below the knee
- 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
- Sleeve length – all uniform tops and dresses must have sleeves that can be pushed up to $\frac{3}{4}$ length.
- Undergarments – a full-length white slip will be worn with dress style uniforms. Avoid colored or patterned undergarments under white uniforms. Undergarments 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.
 - All facial hair must be neatly trimmed or clean-shaven. Beards may need to be covered. Beards are not allowed if the student needs to wear N95 mask.
- Socks – plain white, beige or black over the ankle socks are to be worn with pants.
- Leggings or Yoga style pants are not allowed.

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 of June 2023, students must have access to Viewpoint, complete the background check and fee.

As part of the program application process, each student is required to complete a Background Information Disclosure form in Viewpoint.

It is important that applicants follow the directions closely. All federal, state, local (municipal), tribunal 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 LC'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, Lakeshore College 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 clinical 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, LC 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 clinical practice, 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.

CARE Team on Campus

For student and staff protection and safety, we have a CARE (Concern, Assessment, Response, & Evaluation) Team on campus. The purpose of the team is to intervene where a student may indicate or shows signs of potentially harming self or others. For more information or to report an incident, click on the links below. CARE site: <https://gotoltc.edu/current-students/general-campus-information/behavioral-intervention>. Referral form: https://cm.maxient.com/reportingform.php?LakeshoreTC&layout_id=2.

Concealed Weapons

No concealed weapons are permitted in any Lakeshore College classroom setting. Any violations shall be subject to disciplinary action. See the Current Students Hub, [Current Students Hub - Home \(sharepoint.com\)](#) and click on the Student Handbook tile.

Discrimination/Sexual Misconduct

Lakeshore Technical College prohibits sexual harassment, which includes acts of sexual violence, as well as discrimination/harassment based on age, race, color, religion, disability, gender, marital status, sexual orientation, national origin, ancestry, pregnancy and other legally protected status. Harassment is defined as verbal and/or physical conduct that unreasonably interferes with an individual's work or academic performance, creates a hostile, intimidating or offensive environment or is the basis for an employment or educational decision. More specifically, sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Not discriminating based on pregnancy, means that Lakeshore College will not exclude pregnant students (or students who have been pregnant) from participating in any part of the college's educational programs. The college will excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary.

For more details please refer to the Current Students Hub, [Current Students Hub - Home \(sharepoint.com\)](#) and click on the Student Handbook tile.

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 Lakeshore College 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.

Technical Skills Attainment (TSA)

As part of your education through the Wisconsin Technical College System, you will participate in a Technical Skills Attainment (TSA). This TSA is an evaluation of your performance at meeting the program outcomes. This assessment will be done through class activities including skills, clinical performance and examinations throughout the program. This TSA process is not part of your academic grade, but used for reporting to the WTCS office how well our students perform at meeting the listed program outcomes. Your program handbook includes a copy of the scoring guide used to assess your performance at achieving these outcomes. If you have any questions on this process, please feel free to contact the Division Dean.

Proprietary Notice and Limited Use Agreement

The course materials provided to you online via the Lakeshore College Learning Management System (Blackboard) site are protected as an unpublished work by Lakeshore College under United States copyright laws. The course materials contain information and data that is proprietary to Lakeshore College and its licensors. By virtue of your access to and use of the course materials, you agree to hold the course materials in confidence and agree that you will not copy, reproduce, or to incorporate the course materials, or any part of them, into any other media *without the prior written consent of Lakeshore College*. You further agree that any unauthorized use of the course materials may expose you to legal recourse and you agree to hold Lakeshore College harmless from any and all legal consequences of such unauthorized use. The statutory copyright notice below shall not imply or be deemed a publication of the course materials. Copyright © 2011 Lakeshore Technical College. All Rights Reserved.

Take Advantage of Campus Resources

Mental Health

Academic Support Center

Trio/Student Support Services

Diversity and Multicultural Services

Phi Theta Kappa International Honor Society

Disability Support Services

Career Placement Center

Financial Support

Nursing Assistant CBE Lab Part 1: Assessment/Check offs.

Student Name _____

- Skills must be demonstrated at a Met or Superiorly Met Competency.
- To make the best use of Lab time, it is advised that you complete the associated Learning Plan Activities before attending a Lab.
- If a Skill Competency is Not Met, you will be asked to review that information and practice until you are confident that the skill can be demonstrated at Met or Superiorly Met Level.
- Bolded Skills indicate Headmaster Skills.
- All Skill Competencies must be at Met or Superiorly Met (Part I Learning Plans 1-3 and Part 2 Learning Plans 4 & 5) prior to proceeding to clinical.
- This checklist is for the student to keep track of their progress.

Grading: There are 16 skills in this Check list with 32 Possible total Points.

Superiorly Met	24-32 points	100%
Met-	16-23 points	86%
Not Met	15 or less points	0%

Learning Plan 1: No Associated Lab skills	_____			
Learning Plan 2: Lab Skills Competencies	Superiorly Met - 2 points. (0-1 cues)	Met - 1 point. (2-3 cues)	Not Met - 0 points (3 or > cues)	Notes
Hand washing/Hand Hygiene with Sanitizer				
Isolation Gown & Gloves - Empty Urinary Drainage Bag – with Required Hand Washing				
Making an occupied bed				
Making a closed/unoccupied bed				

Learning Plan 3: Lab Skills Competencies	Superiorly Met - 2 points. (0-1 cues)	Met – 1 point. (2-3 cues)	Not Met – 0 points (3 or > cues)	Notes
Mouth Care-brushing a person's teeth.				
Denture Care- Cleaning upper or Lower Denture				
Giving a Partial/Modified Bed Bath -Whole face one hand arm, underarm				
Providing Perineal Care for a Female				
Providing male perineal care/Place urinal/apply topical medication and place incontinent brief				
Skill Foot Care on One Foot				
Dressing Client with Affected (weak) Side				
Assisting a Resident who is Dependent with a Meal/measuring intake.				
Choking Maneuver/removing a foreign body air way obstruction				
Assisting a Resident with a Bedpan, Measure and Record the Output Handwashing Required				
Catheter Care for a Female Resident Handwashing Required				
Vital Signs: Count and Record Residents Pulse and Respirations.				

Nursing Assistant CBE Lab Part 2: Assessment/Check offs.

Student Name _____

- Skills must be demonstrated at a Met or Superiorly Met Competency.
- To make the best use of Lab time, it is advised that you complete the associated Learning Plan Activities before attending a Lab.
- If Skill Competency is Not Met, you will be asked to review information and practice until you are confident skill can be demonstrated at Met or Superiorly Met Competency.
- All Skill Competencies must be at Met or Superiorly Met (Part I Learning Plans 1-3 and Part 2 Learning Plans 4 & 5) prior to proceeding to clinical.
- Bolded Skills indicate Headmaster Skills
- This document is for the student to keep track of their progress

Grading: There are 10 skills in this Check list with 20 total Possible Points.

Superiorly Met	14-20 points	100%
Met	9-13 points	86%
Not Met	8 or less points	0%

Learning Plan 1	Superiorly Met - 2 points. (0-1 cues)	Met - 1 point. (2-3 cues)	Not Met - 0 points (> 3 cues)	Notes
Moving the person up in bed with an assistive device (draw/lifting sheet)				
Positioning Resident in Bed on their Side (Includes moving in segments to edge of bed)				
Stand and Pivot Transfer a Weight Bearing Resident from Bed to Wheelchair Using a Gait Belt. (Includes dangling at side of bed)				

	Superiorly Met - 2 points. (0-1 cues)	Met - 1 point. (2-3 cues)	Not Met - 0 points (4 or > cues)	Notes
Ambulate using a Gait Belt				
Transfer from Bed to Chair using Stand Lift				
Transfer Bed to Chair using Mechanical full body lift.				
Range of Motion for Resident's Hip and Knee				
Range of Motion for one of Residents Shoulders				
Applying and Anti-embolic Stocking to one of the Resident's Legs				
Learning Plan 2: No associated Lab Skills				

Nursing Assistant Lab & Clinical Competencies Checklist

Student Name _____ Clinical Site _____

Instructor Name _____ Initials _____ Date _____

<i>Competencies</i>	Lab <i>CBE/Date/sign.</i> Score Bolded & italicized Skills. M/SM/NM	Clinical <i>CBE/Date/sign.</i> Score Bolded & italicized Skills. M/SM/NM	<i>Competencies</i>	Lab <i>CBE/Date/sign.</i> Score Bolded & italicized Skills. M/SM/NM	Clinical <i>CBE/Date/sign.</i> Score Bolded & italicized Skills. M/SM/NM
<i>Part 1 Skills</i>					
Fire Extinguisher/Evacuation Emergency preparedness			Catheter care Female/male		
Manage blood and body fluids			Empty Drainage bag		
Handwashing			Measure & record Urine OP		
Gloves on & off			Count, Record Respirations		
Don and remove PPE			Count, Record Radial Pulse		
<i>Make a Closed/unoccupied bed</i>			<i>Temperature</i>		
<i>Make an Occupied bed</i>			Measure/Record Height & weight		
Brush Client teeth-mouth care			<i>Part 2 Skills</i>	_____	_____
Denture Care			Applies Body Mechanics		
Modified Bed bath			Move to side of bed in segments		
Assist w/tub or shower			Turn and position in Fowler's position		
Female Peri Care			Log Roll		
<i>Male Peri Care</i>			Position on Side		
Shave Face			Sit on side of bed dangling		
Shampoo hair, brush/comb hair			Transfer from Bed to Wheelchair-Transfer belt		
<i>Fingernail care</i>			Transfer from chair to bed		
Foot Care			Assist with Ambulation – Transfer belt		
Dress Client with a Weak/Affected arm.			Assist w/ambulation: walker, wheelchair, crutches, cane		
Undress client			<i>Transfer using Mechanical lift (Full body and Stand)</i>		
Feed client who cannot feed self; w/wo assistive devices			Passive ROM to Shoulder		
<i>FBAO-Chocking Maneuver</i>			Passive ROM to Hip and Knee		
Measure and record food and fluid intake			Apply Elastic Stockings		
Assist with toileting: transferring to/from toilet			<i>Apply Soft Restraints-tie slip knot</i>		
Assist with Bedpan			Assist with Hearing and Visual Aids		
<i>Assist with Urinal</i>					
Assist with Commode					

DHS requires dates & initial for Each Skill that the student demonstrated with competence.

Bolded skills are Headmaster associated skills that are graded/scored.

Italicized skills are non-Headmaster associated skills that are graded/scored.

All other non-bolded or *italicized* skills are not graded but will be noted as completed, indicated by instructor initial and date.

- Graded/Scored Lab Skills will also be reflected in Blackboard Gradebook
- Bolded and or Italicized Clinical Skills will be reflected in this Competencies Checklist.
- A *Clinical* grade will be calculated according to the Scoring Key below and entered as an Overall grade in Blackboard Gradebook.

Scoring Key For All Bolded and Italicized Lab and Clinical Skills:

- Superiorly Met = 0-1 cues to perform skill. Skill performed with high level of competence and confidence.
- Met = Student needed 2-3 cues to perform skill with adequate level of competence.
- Not Met = More than 3 cues required. Student was unable to perform skill with adequate level of competence.
- Highest score possible for skills needing to be re-demonstrated (Not met) is Met.
- Date & instructor initial indicate competent clinical performance.
- NA = Skill not available in clinical setting.
- All Bolded and *Italicized* skills must be at the Met to Superiorly met Level.
- Skills Not Met will be a failure of the skill.
- 12 or More Clinical skills Superiorly Met (all others at Met) = Clinical Score 100%
- Less than 12 Clinical Skills Superiorly Met (all others at Met) = Clinical Score 86%



30-543-1 Nursing Assistant

Performance Assessment Tasks

30-543-1 Nursing Assistant WTCS TSA Scoring Guide 2020

Directions

This Technical Skill Attainment (TSA) scoring guide will be used to document student attainment of technical skills at the end of the Nursing Assistant program. To meet the requirements on the scoring guide, students draw upon the skills and concepts that have been developed throughout the Nursing Assistant course and are necessary for successful employment in the Nursing Assistant field. Results will be used to inspire continual improvement of teaching and learning across the Wisconsin Technical College System.

This Technical Skills Attainment (TSA) assessment rubric is to be completed for each individual in the Nursing Assistant program course. As this program focuses on a single course of study, the rubric will be scored based on the students' assessed work (performance assessment tasks) completed within the context of the Nursing Assistant course.

Target Program Outcomes

1. Communicate effectively with clients, family, and co-workers
2. Protect rights of clients
3. Demonstrate ethical and legal responsibilities
4. Work cooperatively in a team environment
5. Provide holistic, safe care to diverse populations
6. Demonstrate reporting and documentation
7. Assist clients with rehabilitation and restorative care
8. Provide safe care for clients with acute and chronic health conditions
9. Complete educational requirements for the WI NA competency evaluation

Rating Scale

Value	Description
Met	Demonstrated the program outcome through successful completion of related course performance assessments (Program Outcomes 1-8) Demonstrated the program outcome by earning a passing grade in the Nursing Assistant course (Program Outcome 9)
Not Met	Did not successfully meet or demonstrate the program outcome or failed related course performance assessments
N/A	Not Assessed on this program outcome or supporting course performance assessments

Scoring Standard

All program outcomes (100%) must be 'met' to earn a passing score on this TSA. Any portions of the TSA not completed by the student at the time of reporting will result in a NA or Not Assessed for the TSA scoring guide.

Scoring Guide

	Criteria	Ratings
1.	Communicate effectively with clients, family, and co-workers	Met Not Met
2.	demonstrates success on all criteria in related course performance assessments	Met Not Met
3.	Protect rights of clients	Met Not Met
4.	demonstrates success on all criteria in related course performance assessments	Met Not Met
5.	Demonstrate ethical and legal responsibilities	Met Not Met
6.	demonstrates success on all criteria in related course performance assessments	Met Not Met
7.	Work cooperatively in a team environment	Met Not Met
8.	demonstrates success on all criteria in related course performance assessments	Met Not Met
9.	Provide holistic, safe care to diverse populations	Met Not Met
10.	demonstrates success on all criteria in related course performance assessments	Met Not Met
11.	Demonstrate reporting and documentation	Met Not Met
12.	demonstrates success on all criteria in related course performance assessments	Met Not Met
13.	Assist clients with rehabilitation and restorative care	Met Not Met
14.	demonstrates success on all criteria in related course performance assessments	Met Not Met
15.	Provide safe care for clients with acute and chronic health conditions	Met Not Met
16.	demonstrates success on all criteria in related course performance assessments	Met Not Met
17.	Complete educational requirements for the WI NA competency evaluation	Met Not Met
18.	demonstrates successful course performance to earn a passing grade in the nursing assistant course	Met Not Met

Technical Standards: Nursing Assistant Program

The American with Disabilities Act (ADA) of 1990 (42 U.S.C & 12101. et seq), the ADA Amendment Act of 2008, and Section 504e of the Rehabilitation Act of 1973 (29 U.S.C & 794), prohibits discrimination of persons because of disability. The purpose of this document is to provide information pertaining to the Technical Standards representative of those found in the profession.

Please note that you are provided with the opportunity to individually discuss these technical standards with an Advisor or other college representative. Accommodations are available for students with documented disabilities through the Accommodation Services Office. For more information related to the accommodations process, please visit: <http://www.gotoltc.edu/as>

In order to determine eligibility and to receive services, students must submit documentation. In general, documentation should be from within five (5) years of the date of request for services or admission to Lakeshore College. An Individual Education Plan (IEP) alone will not necessarily be sufficient documentation for determining eligibility, depending upon the IEP content and identified disability. Documentation must include:

- Diagnosis and resulting limitations as determined by a qualified professional
- Limitations significantly limit at least one major life activity in an educational setting
 - Example: Mobility, vision, hearing, seeing, learning, etc.

A request for accommodation(s) should be made as soon as possible.

Nursing, Practical Nursing, and Nursing Assistant Technical Standards

Students enrolled in the Nursing career path programs (including Nursing Assistant) should be able to meet the established technical standards identified below. These technical standards are reflective of those found in the Nursing profession.

- Ability to move, transport, push or pull clients or equipment up to 250 pounds, potentially with occasional, frequent or constant exertion.
- Ability to conduct one's self in a professional clinical environment.
 - Example: Awareness, control, and expression of emotion
- Students must have sufficient endurance, strength, mobility, balance, flexibility and coordination to perform client care activities and emergency procedures.
- Students must have sufficient sensory (auditory, visual, smell, tactical) ability.
 - Examples:
 - Ability to complete client assessments
 - Ability to detect environmental necessities
- Depth perception, detect and identify differentiation of color.

Nursing Assistant Program Student Handbook Sign-off

Name: _____

LC 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.

Choose ONE:

- 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: _____