WAUBONSEE
COMMUNITY COLLEGE

Health Professions and Public Service

Basic Nurse Assistant Training Certificate of Achievement Program

Student Handbook 2023-2024

Effective for the 2023-24 Academic Year: 08/15/2023 – 08/14/2024

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1.0 FACULTY AND STAFF

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This Student Handbook supplements the Waubonsee Community College Catalog and the Waubonsee Community College Student Handbook. The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant or student and any faculty member of Waubonsee Community College.

2.0 PROGRAM PHILOSOPY AND GOALS

Waubonsee Community College believes that Certified Nursing Assistants (CNAs) serve an important function in the health care setting. As a member of the health care team, CNAs work together with physicians, nurses, and other health care providers in the performance of clinical procedures and cares. The Basic Nurse Assistant Training Certificate of Achievement prepares students to excel in the role of nurse assistant in a variety of health care settings. Highly trained faculty provide an efficient but extensive education, with a curriculum that utilizes state-of-the-art classrooms and labs to teach basic nursing procedures, food service, body mechanics, safety measures, special treatments, communication skills, and care of persons with Alzheimer's disease and related dementias. Students complete their 16-week training with hands-on, practical clinical experiences in long-term care facilities.

In alignment with the college community and mission, the Basic Nurse Assistant Training course seeks to provide an opportunity for accessible, affordable, effective education, and a foundation for professional development and lifelong learning. The course is approved by and follows the guidance of the Illinois Department of Public Health (IDPH), preparing students to pass the Illinois Nurse Aide Competency Exam and begin a promising career in the healthcare industry. Many students also use their CNA License as a jumping off point to begin an education in Nursing, toward becoming an RN through an Associate Degree at Waubonsee, and then pursuing Bachelor of Science in Nursing (BSN) through a university partner.

3.0 PROGRAM OUTCOMES

Graduates of this program have the competencies to work as nurse assistants in hospitals and long-term care facilities and for home health agencies, demonstrating the requisite knowledge determined by infection control, safety, privacy, and patient's rights.

Upon successful completion of this program, students will be able to:

- Communicate appropriately with patients, visitors, instructor, and other health team members.
- Report and record basic objective and subjective observations.
- Define medical asepsis and transmission-based precaution methods for controlling the spread of disease-causing organisms and pests.
- List basic rules of safety and infection control and demonstrate these procedures properly in the classroom and clinical setting as a method of controlling the spread of disease.
- Safely apply principles of body mechanics in lifting, moving, and transporting residents and using equipment.
- Discuss the importance of nutrition and food service to residents and the duties of the nurse assistant relative to proper diet, temperature, utensils, swallow precautions and resident's rights.
- Accurately measure and record resident's vital signs.
- Apply the principles of rehabilitation in assisting the resident in re-motivation, restoration, re-orientation, re-socialization, and reaction.
- Discuss the relationship of various communicable diseases, and their specific transmission-based precaution requirement used and explain how to care for a resident in each type of isolation.
- List the special needs of the dying resident and their significant others in relation to the grief process.
- Describe postmortem care and the role of the nurse assistant in giving this care.
- Demonstrate a basic understanding of anatomy and physiology by applying appropriate principles to

each clinical procedure.
- Define basic medical terms and medical abbreviations as assigned.
- Explain how the HIV-AIDS virus is spread and discuss measures used to prevent contracting this disease.
- Define dementia and the special needs of the dementia patient.
- List basic stages of Alzheimer's Disease and distinguishing factors of each.
- Identify ways to help Alzheimer's victims and their families' cope with the behavior changes that occur as this disease progresses.

4.0 BASIC NURSE ASSISTANT TRAINING CERTIFICATE OF ACHEIVEMENT

NAS101 Basic Nurse Assistant Training Course (Major Code 427B) prepares individuals to function in the role of nurse assistant in a variety of health care settings.

Content includes basic nursing care procedures and skills, body mechanics, safety measures, special treatments, communication skills, and care of persons with Alzheimer's Disease and related dementias. Faculty deliver instruction through theory and lab sessions in the classroom, and clinical experience in a long-term care facility.

The course fulfills the state mandated meeting requirements of a minimum of 80 hours in the classroom/lab and a minimum of 40 hours of practical experience in the clinical setting. Graduates are eligible to take the Illinois state certification examination to achieve the title of Certified Nursing Assistant.

4.1 Prerequisites and Program Admission

Registration for this course is limited and requires administrative permission. To be eligible for enrollment in this course, students must:

- Be 16 years of age or older.
- Have valid Social Security number and a card to present for viewing by faculty the first day of class
- Complete the mandatory IDPH Livescan fingerprint background check for the Health Care Worker Registry. This is done at students' expense. A background check is not required for High-school students, starting Spring 2024.
- Complete health screening requirements for classroom and clinical activities.

5.0 PRE-ENTRANCE REQUIREMENTS AND HEALTH SCREENINGS

Screening requirements for the Waubonsee Community College Basic Nurse Assistant Training Program are processed and monitored by the Illinois Department of Public Health (IDHP) and CastleBranch, an outside vendor partner with the college. Each student is responsible for creating a personal account with CastleBranch and ensuring all required documents are uploaded and received in a timely manner.

Details and instructions will be provided through Waubonsee student email accounts the first week of class.

A mandatory orientation will be held approximately 5-10 days before the start of class. Registered students will receive an email with specifics and it will also be posted on the WCC BNATP Program page. The orientation will be held both face-to- face and Zoom and will be recorded.

5.1 Background Check

All prospective students are required by the Illinois Administrative Code 77, 395.171 to have a fingerprint background check done before enrolling in the course. (Not required for High-school students, *starting Spring 2024)*

- Students must fully complete, sign, and submit the Health Care Worker Background Check Form in order to receive instructions for fingerprinting. The form must have all lines completed to be processed. Use N/A if needed. Both form and fingerprints must be complete in order to enroll.
    - Note: there is a processing time of 1-3 business days between submission and receipt of results. Results will be kept on file with the Health Care Worker Registry. All instructions and permission to register will be delivered to student email noted on form.
    - **Form and instructions available on the Nurse Assistant Program Admission webpage**.
    - Submit form to HPPSbackground@waubonsee.edu

5.1.1 Positive Background Check

Students with a positive background check containing disqualifying conditions as defined by state law are strongly encouraged to consider the Illinois Department of Public Health (IDPH) waiver process, which takes 6 weeks for completion by the State. Any waiver must be submitted to the HPPS Office at the same time as the background check form. Completion of a waiver does not determine admittance into the course. For more information and getting started, contact the Health Care Worker Registry at 217-785-5133 or dph.hcwr@illinois.gov.

5.2 Drug Screening

In order to comply with clinical agency requirements, students must submit to a mandatory drug screening (initial, random, and reasonable suspicion). Drug screenings are completed through CastleBranch – instructions and registration forms will be in your personal account that you will receive the first week of class.

Drug screens may include tests for amphetamines, benzoylecgonine-cocaine metabolites, marijuana metabolites, opiates and phencyclidines, barbiturates, benzodiazepines, methadone, methaqualone, and propoxyphene. Students who present with positive results without documentation of medical necessity will not be allowed to continue in the program. Positive drug screens are not allowed to be repeated. Students with positive results must withdraw from the course.
See Section 6.2 for Waubonsee Community College policy on medical marijuana.

5.3 Social Security Card

According to state requirements, students must show their social security card to the instructor on the first day of class. **Students who fail to produce their card must withdraw from the program.**

5.4 Medical Requirements

The following are required to participate in the Basic Nurse Assistant Training Program and must be submitted to CastleBranch. **All documentation must be received by the deadline designated in CastleBranch instruction emails. Failure to comply may result in students being withdrawn from the course:**

In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), information related to a student's health and medical status is confidential and cannot be released except to agents of the college (e.g., clinical sites) when in the best interest of the student and any patients/clients the student may have direct contact with during the clinical experience.

5.4.1 Tuberculosis Screening

Documentation of freedom from active TB is required. Students will be required to submit documentation of TB testing results from a QuantiFERON-TB Gold (QFT) blood test to CastleBranch.

A student with a positive tuberculosis test must provide: 1) signed documentation of freedom from active tuberculosis, and 2) permission to enter the clinical area from a licensed primary health care provider. In accordance with State of Illinois guidelines, the student will be required to provide appropriate documentation of continued freedom from active tuberculosis on an annual basis. In addition, the student is responsible for seeking care upon reoccurrence of probable signs and symptoms of active tuberculosis (Changes in Health Status 6.0).

5.4.2 Influenza (Flu

Documentation of current flu season vaccine (August – May, annually) is required and must include a **complete date (day/month/year)**. Students will be required to renew the vaccine with the new season.

5.4.3 COVID-19

WCC partners with many healthcare providers that require the COVID-19 vaccination as an employment requirement and students cannot be guaranteed a specific clinical location based on their vaccination status. Therefore a COVID-19 vaccine is mandatory to participate in clinical and is mandatory to complete the program. Participation in the Basic Nurse Assistant Training Course requires documentation of complete COVID-19 vaccination, including booster if applicable.

5.5 Health and Liability Insurance

Students in the Nurse Assistant Program are covered by the college's professional liability insurance policy once tuition and fees for a course have been paid. Any student who is not current in their responsibility for payment of tuition and/or fees will not be allowed to enter the clinical site.

Each student is urged to carry a personal health insurance policy. Students are responsible for individual medical expenses, whether due to an injury on campus or at clinical, an illness requiring treatment, or a test or procedure required by the college and/or the health care facility. Instructors may require injured or ill students to seek immediate medical care before being allowed to continue attending the theory or the clinical experience. Instructors may contact emergency medical services for the student's safety. Students who experience illness or injure must provide physician clearance that they can return to class or clinical without limitations or restrictions – see Section 6.0.

5.6 Other Required Documents

- Hold Harmless Agreement and Release
- Functional Abilities Form – Appendix V
- Attendance Agreement – Appendix VI
- Handbook Acknowledgment – Appendix VII

6.0 CHANGES IN HEALTH STATUS

Health Professions and Public Service staff and administration reserve the right to request a physical or mental examination following a change in health status from the initial program admission medical record. A student who has had surgery, childbirth, extended illness, newly diagnosed or chronic illness, or an accident must obtain signed consent from a licensed physician/primary health care provider to attend the clinical component NAS 101 **without limitations/restrictions**.

It is the responsibility of the student to report changes in health status and provide official documentation that the student can enter the clinical site and participate **without** restrictions. It is possible that changes in the student's health status may negatively affect the student, members of the health care team, and patient/ client health. Any student that experiences a change in health status and does not follow the reporting/ documentation policy outlined in this paragraph may be withdrawn from the course.

The Illinois Dept. of Public Health requires that a student be able to transfer a patient/resident with the use of a gait belt. This procedure is part of the mandated 21-manual skills required to successfully complete this course. Students must know that this skill will require assisting a patient/resident of 100+ pounds.

Waubonsee Community College assumes no responsibility and is not liable if there is a negative impact/outcome or injury sustained if the student has not been medically cleared or disclosed this information.

6.1 Pregnancy

In the event a student becomes pregnant during the program, they are advised to contact their physician/primary healthcare provider to obtain a medical release to continue in the course/program without limitations or restrictions. There are potential health risks to both the mother and the fetus while performing various activities in the NAS101 course and clinical experiences. Although we recognize the protected status of this information, students are encouraged to disclose pregnancies to the primary faculty.

6.2 Prescribed Medications

It is the student's responsibility to discuss with a licensed primary health care provider whether a medically prescribed drug may affect clinical performance. A student must report the use of such drugs or other substances which may impair clinical performance to the instructor. Failure to report the use of such drugs or substances or failure to provide proper evidence of medical authorization for use may result in the student's termination from the program. "*Proper evidence of medical authorization*" is a

note signed by the physician stating that the student may participate in the program **without limitations or restrictions** and that the medication will not interfere in the student's performance.

While the use of medical marijuana (cannabis) is allowed in Illinois under the Compassionate Use of Medical Cannabis Pilot Program Act, **the Nurse Assistant Program follows the Federal Law and the Waubonsee Student Handbook for marijuana use. There is a zero tolerance for any cannabis products on campus or when participating in college-sponsored program.** See WCC Student Handbook.

7.0 GENERAL COURSE CRITERIA

7.1 Passing Grade

The overall passing grade for the course is a minimum of 78% (letter grade C).
At the start of clinical, students must have and maintain a 78% exam average to remain in the course.
If a student's exam average falls below 78% after the start of clinical they will be withdrawn from the course.
Students must achieve a minimum of 72% on the first exam. Any student with a score below 72% on the first exam must withdraw from the course.
Any student with a 72-77% score on the first exam will be counseled and must meet with an academic coach before the next exam. Students are required to increase this exam average to 78% by the start of clinical or they will be withdrawn from the course.

Students must pass the cumulative final exam with a minimum grade of 78%. Failure to achieve this minimum grade will result in failure of the course regardless of current standing in the course.

Students are **NOT** allowed to retake tests.

7.1.1 Grading Scale

The following will be used as a guideline for assigning grades:

91-100%	**A**
81-90%	**B**
78-80%	**C**
Below 78%	**F**

7.1.2 Clinical grade

Clinical grades are pass/fail. Evaluation will be based on the student's attitude and ability to care for the residents in a responsible and ethical way. This includes, but is not limited to:

- Properly applying learned theory.
- Demonstrating the ability to organize and prioritize skills and tasks.
- Receiving and following directions from the instructor.
- Accepting constructive criticism and performing any remediation or learning activity that the Clinic or Lead Instructor deem necessary.
- Successful demonstration of the 21 required and all related skills.
  (Students must be given 3 attempts to successfully pass a skill)
- Following infection control standards, adhering to safety precautions, ensuring privacy, and protecting resident rights.

Any unsafe or dangerous care or practices will result in the immediate withdrawal of the student from the clinical site and immediate dismissal from this program (see Section 12.0 Physical & Emotional Jeopardy). Four Unsatisfactory (U's) or one Critical Incident may result in the immediate removal of the student from the lab or the clinic setting. This will result in a clinical failure, and the student will be immediately withdrawn from the course.

A satisfactory clinical evaluation is required to pass this course.

7.2 Attendance

Consistent attendance is required to demonstrate adequate performance and to meet state guidelines established by IDPH, which require a minimum number of theory and clinical hours. The Basic Nurse Assistant Training Certificate therefore has a **mandatory attendance policy (NO exceptions):**

- Absence or lateness on the first day of class is not acceptable.
- ONE lecture absence and ONE clinical absence is allowed.
- Any two occasions of being late or leaving early will also be considered as ONE ABSENCE.
- ANY ADDITIONAL absence, lateness or leaving early will result in the student being withdrawn from the course.
- Absences are detrimental to demonstration of satisfactory performance by the student.
- Specific attendance and notification policies are set forth in the course syllabus and must be followed.

Students must also adhere to the policies determined by the theory instructor in the course syllabus. Each student must sign the Attendance Agreement Form as evidence of receipt and understanding of this policy.

7.2.1 Lecture Absence/Lateness

Students are allowed ONE lecture absence. **Under no circumstances are students allowed to miss DAY ONE of lecture or clinical.** Lateness or leaving early is counted as ½ absence and goes toward the absent total. Excess absences/lateness will result in the student being withdrawn from the course immediately. Students must abide by the specific policies prescribed in the course syllabus, which include the following:

- Students unable to attend class must notify theory instructor prior to class time.
- Absence from class prior to a test or failure to take a test at the designated time may incur a penalty, at the discretion of the instructor.
- Lack of ACTIVE participation in class/lab or clinical may result in receiving a U (Unsatisfactory) or lowering of the final grade. Four U's will result in failure of the course.

7.2.2 Clinical Absence/Lateness

Students are required to complete a minimum of 40 hours of clinical time per IDPH criteria. Students are allowed ONE clinical absence within this requirement, per IL Admin Code 77.395.150. Lateness and leaving early are counted toward the absence total. Inability to complete the required hours in the assigned clinical setting will result in the student being withdrawn from the course. Students must abide by the specific policies prescribed in the course syllabus, which include the following:

- Students unable to attend clinical or with knowledge of lateness must notify the clinical instructor in advance. A no call/no show to clinical may result in being withdrawn from the course.
- If a student is late to the clinical agency without prior notification, the clinical instructor and/or supervisor has the option of not permitting the student to participate in the day's experience, which may result in a full or half absence. Specific penalties associated with lateness are found in the course syllabus.

7.3 CPR Certification

As part of the Nurse Assistant Program curriculum, students must participate in and pass the American Heart Association Basic Life Support (BLS) CPR Health Care Provider, which takes place during lecture hours and is included in the course fees. IF a student is currently BLS certified and the certification is valid through the end of the semester, participation is not required. If your scheduled class is longer than the 4 hours of CPR instruction you must be present for that portion of the class.

7.4 Deadlines

Assignments are due on the date indicated by the instructor and syllabus to receive full credit. All assignments, homework, exams, quizzes, or tests must be submitted to meet course requirements per course policies that are set forth in the course syllabus.

7.5 Missed Information/Assignments/Exams

The student is responsible for obtaining missed information, announcements and for submitting all assignments or papers that were due. The student is responsible for meeting with the instructor during office hours in order to make up the material that was missed. The guidelines for a student to make-up a missed examination is determined by the course syllabus.

7.6 Course-Specific Policies

In addition to the general and specific course policies outlined in this handbook, students are required to follow the criteria outlined in the course syllabus and by the course instructor/clinical facility.

8.0 RESPONSIBILITIES AND EXPECTATIONS IN THE CLINICAL SETTING

Waubonsee Community College's Health Profession and Public Service division acknowledges its responsibility to educate its students while maintaining the public trust. The rights, responsibilities, and conduct of all students are described in the Waubonsee Community College Student Handbook.

Nurse Assistant students have additional responsibilities as a member of the health care team to ensure the emotional and physical safety of patients during the educational process. Responsibilities and expectations include, but are not limited to:

- Arriving at clinical assignments dressed in the full required uniform with required stated equipment, prepared to give responsible and safe patient care.
- Performing care only when an instructor is present in the assigned agency during scheduled times. Under no circumstances is a student to assume the role of student nursing assistant or student when in the agency at times other than during assigned course time(s), and with the instructor present in the facility. When so directed by the instructor, the student may perform care in the presence of an assigned agent of the instructor or supervisor.
- Seeking the assistance of the instructor/supervisor in the clinical agency before proceeding with new, unfamiliar, or uncertain aspects of resident care.
- Students are only allowed to assist in performing the Mechanical Lift Procedure at the clinical site with the supervision/assistance of the instructor.

- Students are not allowed to document on resident charts or in electronic records.
- Following policies, procedures, and student affiliation guidelines of the clinical agencies.
- Being physically and emotionally capable of effective, safe clinical performance. If the instructor/supervisor determines that a student's behavior places a patient at risk for physical or psychological injury on any clinical day, then that student will be dismissed from the clinical area resulting in a full or partial clinical absence.
- Students are NOT allowed to leave the clinical building during the clinical rotation hours. Students may be removed from the setting if their continued presence disrupts the learning process for peers.

Any violation of these established standards may result in the immediate removal from the clinical/laboratory setting and/or the course.

8.1 Unsatisfactory Clinical Performance

If a student's performance in the clinical or laboratory setting is deemed unsatisfactory unacceptable, or dangerous, the instructor/supervisor will promptly discuss any identified issues with the student. Each time the instructor observes an 'incident' of unsatisfactory, unacceptable, or dangerous conduct by the student's actions or of the student's 'failure to act,' the conduct will be marked as a 'CRITICAL INCIDENT'. Four U's (Unsatisfactory) or one Critical Incident in the classroom/lab and/or clinical setting will result in a clinical failure, therefore failure of the course. See Appendix II for details.

This will be followed by a written evaluation using the Performance Standards Counseling Form (Appendix IV). The student will be informed of the objective criteria which needs improvement, measures of remediation that may be necessary to correct these areas, and the student's status in the course. The student will be given the opportunity to respond in writing and must sign in acknowledgment of having been advised of the instructor's/supervisor's concerns. The form will become part of the student's record and the student may be referred to the Waubonsee Community College Student Conduct Board.

8.2 Use of chemical substance in the clinical agency

Per the Waubonsee Community College Student Handbook, "Students at Waubonsee Community College are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to, the use, possession, or distribution of a narcotic or other chemical substance; the use, possession, or distribution of alcoholic beverages…as well as public intoxication while on college premises, off-campus instructional sites, or at college-sponsored or supervised functions."

Use of the above-mentioned substances in the clinical setting is prohibited. Any student who places a patient in either physical or emotional jeopardy due to the use of undocumented (including medications required by student's health care provider) chemical substances in the clinical setting will be immediately removed from the clinical setting, and will be subject to the conditions described in Section 13.0 Physical or Emotional Jeopardy.

8.3 Confidentiality

The student must act to protect confidentiality in all situations. In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), information related to patients, health team members, or agency-related incidences will be discussed with the instructor and/or the proper health care member in appropriate surroundings only. The student will not discuss these issues with other patients, friends, family, or in public places.

The student will refer to patients and staff by initials only on written work or while relating clinical/laboratory experiences in the classroom setting, and will exercise caution as to the location and disposition of clinical data. **A student cannot, under any circumstances, photocopy or electronically reproduce any portion of a patient's chart or personal records for use outside the clinical agency.** The student is NOT allowed to carry cell phones, cameras, recording equipment, or any other electronic devices on them during the clinical experience. See your instructor's syllabus for specific classroom and cell phone rules.

8.4 Transportation to/from the clinical setting

Students responsible for transportation to and from clinical/laboratory/medical agencies (may be located anywhere from 9 miles to 50 miles from the college) and are subject to the parking regulations established by the agencies; students are not considered to be part of the staff of the facility.

Note: *Neither the college nor agency is responsible for any personal injury or injury to property which may occur while a student is traveling to or from clinical/laboratory/medical experiences.*

9.0 DRESS CODE/GROOMING

Student apparel and grooming must conform to health, sanitation, and safety standards. Students are required to respect the following dress code in the clinical and laboratory setting, and any other specific requirements set forth by a clinical facility. Exceptions to the dress code may be considered with the prior written approval of the program coordinator/Assistant Dean. Religious attire will be evaluated on an individual basis. Failure to comply with the dress code may result in dismissal from the clinical/laboratory area, a conference with the instructor/supervisor, and/or a lowering of the course grade.

9.1 Clinical Uniform

Uniforms are to be clean and free of stains and wrinkles and must fit appropriately. Very tight-fitting clothing or very loose-fitting clothing is considered inappropriate. Uniforms must consist of the following unless otherwise noted by course instructor and/or syllabus:

- Official royal blue Waubonsee Community College Nurse Assistant scrub top and pants, or a royal blue uniform skirt.
    - Hemlines of pants should remain between the upper groove of the heel of the student's shoes and no greater than 3 inches above the tops of shoes. The hemline cannot be allowed to touch the floor at any time. If pants need to be hemmed, they are to be sewn with thread or ironed with bonding tape. Hems are not to be stapled or pinned.

    - Skirt hems should be at or slightly below the knee. Flesh colored hosiery or white socks are required.
- Scrubs must be clean and free of stains and wrinkles. Only plain white t-shirts may be worn under scrub tops and must be tucked into pants.
- Plain white hosiery (for skirts) or white socks reaching above the ankles (for pants) are required.
- Solid white leather or vinyl professional shoes, or white leather or vinyl athletic shoes (no colored logos) are required. No canvas shoes, webbing/netting, or cut-out areas in leather or vinyl (OSHA standard).
    - Shoes must be clean and polished with clean shoelaces (if appropriate). Shoes should be reserved for clinical/laboratory use only.

9.2 Gear and Materials

- A Waubonsee Community College name badge is required to be worn at all times during clinical (cost included in course fees).
- Gait belt, small note pad, and black pen.
- A watch with a second hand is required.

9.3 Jewelry and Tattoos

Jewelry that does not conform to reasonable health, sanitation, and safety standards shall not be worn during clinical:

- Earrings are the only acceptable visible body piercing: only small stud (post) earrings may be worn with no greater than 2 earrings per ear. No hoop or dangle-style earrings.
- Ornamental tongue piercing, facial piercing, or other visible body piercing are not allowed.
- Other jewelry such as necklaces or bracelets shall not be worn during clinical experiences.
- Rings are limited to plain, flat bands (no stoned or pronged settings).
- Visible tattoos and body art must be covered by makeup (Derma blend, Cover FX) or bandages.

9.4 Hygiene and Grooming

Excellent personal hygiene practices (bathing, clean groomed hair, brushed teeth) are required. The student shall abide by the following:

- Hair must be pulled back and secured or arranged off the collar. No extremes with hair color or style are allowed. Elaborate hair ornaments (large bows, multiple decorative barrettes or combs) are not to be worn during clinical experiences.
- Beards or mustaches must be neat, clean and well-trimmed.
- Fingernails are to be neat, clean, and shorter than the end of the finger so as to not scratch the client. Artificial nails are a sanitation concern and are not permitted. Nail polish must be clear or natural pastel in color and chip-free. Bold nail colors such as blue, purple, black, green, yellow, red, and metallic, etc., are not permitted.

10.0 SMOKING/VAPING/TOBACCO

Students shall adhere to the smoking policy established by Waubonsee during lecture classes and by each facility during clinical hours. These policies must be followed or the student will be subject to disciplinary action, including possible expulsion from the course. Chewing tobacco will not be allowed in the classroom or in any clinical setting.

Waubonsee Community College abides by the Drug-Free Schools and Communities Act. While the use of medical marijuana (cannabis) is allowed in Illinois under the Compassionate Use of Medical Cannabis Pilot Program Act, pursuant to the Waubonsee Community College Student Handbook, no person shall use medical cannabis products while on any college property or while participating in any college sponsored programs or events, whether on or off campus (see Handbook 2021-22, page 135-7).

11.0 STUDENT GRIEVANCE(S) AND/OR GRADE APPEAL(S)

The student grievance procedure, and/or grade appeal procedure, is delineated in the 2021-22 Waubonsee Community College Student Handbook, pg. 102.

12.0 PERSONAL AND PROFESSIONAL LEGAL, MORAL, AND ETHICAL BEHAVIORS

A student enrolled in the Basic Nurse Assistant Training Program is expected to display conduct in accordance to the legal, moral, and ethical standards of the health care field and the community:

- Each student is accountable for individual behavior and is expected to act in a responsible, mature manner that reflects the qualities of honesty, integrity, courtesy, reliability, and responsible interpersonal skills. Profanity, derogatory comments, and emotional responses which inhibit learning or effective functioning will not be permitted, and may result in a lowering of a course grade. Such conduct may be referred to the Waubonsee Student Conduct Board for consideration.

- Harassment based on race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability, or any other characteristic will not be permitted.

- Student behavior must not interfere with agency/staff/faculty relationships.

- Honesty is expected of all students both in the classroom and clinical setting. Acts of lying, cheating, plagiarism, forgery, alteration, and/or falsification of clinical/laboratory documents, written work, or academic records will not be permitted.

Failure to comply with the above legal, moral, and ethical standards may result in lowering of course grade, failure of the course, dismissal from the course and/or possible dismissal from the program. Such conduct is in violation of the Waubonsee Code of Student Conduct as described in the Waubonsee Community College Student Handbook and will be referred to the Waubonsee Student Conduct Board for consideration.

13.0 PHYSICAL OR EMOTIONAL JEOPARDY

Students who place peers, instructors, or patients in emotional and/or physical jeopardy may be dismissed from the lecture or clinical site, and possibly dismissed from the course.

Physical or emotional jeopardy is described as, but is not limited to (either intentional or non-intentional): causing patient(s) harm or injury, placing patient(s) at risk for harm or injury, causing a patient emotional distress, disregard for patient(s) safety, placing patient's physical or emotional health in jeopardy for own personal advancement or gain (e.g., falsifying documents, not reporting medication errors/incidents, failure to report patient status to instructor/supervisor).

Student incidents involving placing patients in physical or emotional jeopardy may be submitted to the Dean for Student Development and the Waubonsee Student Conduct Board for consideration.

14.0 STUDENT RESPONSIBILITY TO REPORT

It is the responsibility of any student who observes or has direct knowledge of another student in a condition which impairs the ability to perform responsibilities, or poses a hazard to the safety and welfare of others, to promptly report the incident to the instructor.

15.0 APPENDIX I – APPROVED PERFORMANCE SKILLS

Certified Nursing Assistants (CNA's) must demonstrate competency in the following areas:

- Applying a physical tie restraint safely
- Performing abdominal thrusts for the conscious person – Heimlich Controlling bleeding
- Responding to fainting, nosebleeds, vomiting, seizures
- Admitting, transferring, and discharging a resident
- Making a surgical bed
- Assisting a resident to move up in bed, with/without draw/lift sheet
- Moving a resident to the side of the bed
- Turning a resident away and toward you
- Logrolling a resident with assistance
- Assisting a resident to sit up on side of bed: dangling
- Applying a transfer belt/Gait belt
- Transferring a resident from bed to stretcher with assistance
- Transferring a resident onto and off a toilet
- Positioning Supine, Prone, Lateral
- Positioning Sim's, Semi-Fowler's, Fowler's, High Fowler Positioning Orthopneic, Tripod
- Giving a back rub
- Flossing teeth; cleaning and storing dentures
- Providing oral care for the unconscious resident
- Shaving a resident with electric/disposable razor
- Combing or brushing hair
- Measuring and recording oral, rectal, tympanic, and axillary temperature
- Measuring and recording radial and apical pulse
- Measuring and recording respirations
- Measuring and recording blood pressure (one-step method)
- Feeding a resident who cannot feed themselves
- Preparing Thickener
- Assisting a resident with use of a bedpan and portable bedside commode
- Assisting a male resident with a urinal
- Prepare cleansing and commercial enema
- Collecting a stool specimen/sample
- Testing a stool specimen for occult blood
- Caring for an ostomy
- Providing catheter care, indwelling
- Emptying a urinary drainage bag
- Applying a condom catheter
- Collecting a routine, clean-catch (mid-stream), and 24-hour urine specimen
- Testing urine with reagent strips
- Applying warm moist/wet compresses
- Administering an Aqua Matic K-pad (dry)
- Assisting with a sitz bath.
- Applying ice packs (dry)
- Assisting the nurse with changing a non-sterile dressing

- Putting knee-high elastic stockings on a resident/TED
- Collecting a sputum specimen/sample
- Assisting with deep breathing, coughing, splinting
- Applying elastic bandages/ACE/Wrap
- Caring for eyeglasses Providing foot care
- Assisting with ambulation using a cane, walker or crutches Postmortem care

16.0 APPENDIX II – UNSATISFACTORY "U" GUIDELINES

The following is a list of incidents that could be considered Unsatisfactory. Four "U's" would constitute grounds for failure of the course.

An Unsatisfactory may include, but is not limited to:

- Lacking required supplies
- Tardy to clinical or class.
- A no call/ no show.
- Nail polish at clinical.
- Dirty or wrinkled scrubs
- Unprepared to perform required skills.
- On phone during lecture or lab.
- Not following dress code.
- Disruptive behavior during lecture/lab or clinical
- Anything that jeopardizes the safety of a resident, classmate or yourself.
- Unprofessional behavior.
- Inappropriate behavior.

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17.0 APPENDIX III – CLINICAL MIDTERM AND FINAL EVALUATIONS

Basic Nurse Assistant Training Program
Mid-Term Evaluation

Student Name: _____ X Number: _____

Clinical Instructor: _____ Clinical Site: _____

Evaluation Date: _____

Student Self-Evaluation:

1. List characteristics and skills that you feel confident performing in clinical:

2. List characteristics and skills that you need more practice at in the clinical:

3. List dates you have missed clinical and explain why you were absent:

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Basic Nurse Assistant Training Program
Final Evaluation

Student Name: _____ X Number: _____

Clinical Instructor: _____ Clinical Site: _____

Evaluation Date: _____

Pass: Meets all clinical requirements and performs with minimal guidance in clinical.
Fail: Does not meet clinical requirements and/or requires frequent to constant guidance.

Attendance

- meets clinical hour requirements P F

Communication

- Respectful communication with residents and staff P F
- Reports resident information accurately to the nurse P F
- Asks questions and seeks guidance when needed P F
- Responds in a positive manner to feedback from instructor P F

Professionalism

- Demonstrates dependability P F
- Works with a sense of urgency P F
- Takes initiative P F
- Maintains confidentiality P F
- Shows empathy and understanding of resident's needs P F
- Performs duties in a conscientious manner P F
- Maintains resident's rights P F
- Follows safety guidelines P F
- Shows leadership skills P F
- Functions as a team player P F
- Receptive to instruction and constructive criticism P F

Manual Skills

- Competent performance of mandated clinical skills P F

Summative Clinical Evaluation: P F

Overall Clinical Grade: P F

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

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18.0 APPENDIX IV – PERFORMANCE STANDARDS COUNSELING FORM

Basic Nurse Assistant Training Program
Performance Standards Counseling Form

Student Name: _____ X-Number: _____

Date: _____

DESCRIPTION OF INCIDENT:

UNMET STANDARD, OBJECTIVE OR PERFORMANCE CRITERIA:

PLAN FOR IMPROVEMENT:

STUDENT STATUS:

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

CONFERENCE COMMENTS:

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19.0 APPENDIX V – FUNCTIONAL ABILITIES

WAUBONSEE COMMUNITY COLLEGE

Health Professions and Public Service

Basic Nurse Assistant Training Program
Functional Abilities Acknowledgment

These are essential required functions for the Basic Nurse Assistant Program. Participants must possess the following abilities in order to provide safe and effective patient/resident care.

Motor Capability

- Move from room to room and maneuver in small spaces.
- Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs.
- Must be able to walk and stand for extended periods of time.
- Lift and carry up to 50 lbs., and exert up to 100 lbs. force or push/pull.
- Use manual dexterity; sufficient fine motor function.
- Pass CPR training. (Offered in the course)
- Travel to and from academic and clinical sites.

Sensory Capability

- Coordinate verbal and manual instruction.
- Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals.
- Discern soft sounds, such as those associated with taking a blood pressure.
- Visual acuity to read blood pressure dial, second hand on a watch and graduate for intake and output.
- Comfortable working in close physical proximity to patient.

Communication Ability

- Communicate effectively in English with patients, families, and other health care providers, both verbally and in writing.
- Effectively adapt communication for intended audience.
- Interact: establish rapport with patients/residents and family.
- Assume the role of a health care team member.
- Function effectively under supervision.
- Sufficient command of the English language in order to retrieve information from lectures, textbooks, as well as understand medical terminology.
- Basic understanding of computer literacy--including Canvas.

Problem Solving Ability

- Respond appropriately to emergencies.

- Adhere to infection control procedures.
- Demonstrate problem-solving skills in patient/resident care.
- Use sound judgment and safety precautions.
- Address problems or questions to the appropriate persons at the appropriate time.
- Organize and prioritize job tasks.

Behavioral Skills and Professionalism

- Follow policies and procedures required by academic and clinical settings.
- Adheres to Waubonsee Community College Plagiarism Statement.
- Adheres to Waubonsee Community College Code of Student Conduct.
- Abides by the guidelines set forth in the Health Information Portability and Accountability Act (i.e., the national privacy act).

Student Name: _____ X-Number: _____

Signature: _____ Date: _____

20.0 APPENDIX VI – ATTENDANCE POLICY ACKNOWLEDGMENT

Basic Nurse Assistant Training Program
Attendance Agreement

According to the guidelines established by the Illinois Department of Public Health (IDPH), the Basic Nurse Assistant Training Program course requires a minimum number of theory and clinical hours. Due to this requirement and the amount of classroom material to be covered, the Nurse Assistant course has a mandatory attendance policy – see Section 7.2 - Attendance.

Each student must sign this Attendance Agreement form as evidence that this policy has been read and understood.

- Students are allowed ONE (1) classroom absence and (ONE) 1 clinical absence. Lateness and/or leaving early is counted as ½ absence toward the absence total. Absences in excess of the ONE (1) allowed will result in the student being dropped from the course.
- Breaks are not counted toward total hours.
- Each student is required to complete 40 hours of this time per IDPH criteria. There is NO exception to this state-mandated requirement. Failure to meet the minimum requirement will result in the student being withdrawn from the course.
- A student with a positive background check containing disqualifying conditions as defined by state law, will not be allowed to attend the clinical site (see Section 5.1 Background Check).
- A NO CALL/NO SHOW (absence from the clinical site without notifying the instructor) may result in immediate dismissal from the course.

I have read and understand the above requirements.

Student Name: _____ X-Number: _____

Signature: _____ Date: _____

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21.0 APPENDIX VII – HANDBOOK ACKNOWLEDGMENT

WAUBONSEE COMMUNITY COLLEGE

Basic Nurse Assistant Training Program
Student Handbook Acknowledgment

I, _____ *(student name)* received a copy of the Waubonsee Community College Nurse Assistant Student Handbook and understand that I am responsible for its contents.

I understand I am responsible for the content of the following three items:

- Basic Nurse Assistant Training Program Attendance Agreement
- Instructor's syllabus
- Daily agenda/outline

Student Name: _____ X-Number: _____

Signature: _____ Date: _____