

# **NURSING ASSISTANT PROGRAM STUDENT HANDBOOK**

**2017-2018**

**Moraine Park Technical College**



**MORaine PARK  
TECHNICAL COLLEGE**

# **Moraine Park Technical College Nursing Assistant Program**

## **2017-2018 Student Handbook**

The Nursing Assistant Program at Moraine Park Technical College reserves the right to initiate changes in the program as deemed necessary to maintain quality nursing education. Policy changes or exceptions are made only after Nursing Assistant Program review. Changes are communicated to students through updates in the Nursing Assistant Program Student Handbook.

The Nursing Assistant Program Student Handbook includes policies that are program specific. Students are also accountable for policies included in the MPTC Student Handbook and the MPTC Catalog. MPTC policies regarding Grievance Process, Title IX, Affirmative Action and Equal Opportunity, are written in the MPTC Student Handbook for student reference and information.

As a student in the Nursing Assistant Program at MPTC, I have read and understand that I am responsible for knowing and following the contents of the most current Nursing Assistant Program Student Handbook. I understand that information contained in the handbook is subject to change and that I am responsible for adhering to policies in the handbook. A current copy of the Nursing Assistant Program Student Handbook is located on *myMPTC* and in CANVAS.

Program and course information will be communicated to students via *myMPTC* and Moraine Park Technical College student e-mail. IT IS IMPORTANT TO ACCESS YOUR MPTC student E-MAIL and *myMPTC* FREQUENTLY.

## **Moraine Park Technical College Core Abilities and Indicators**

MPTC and the Nursing Assistant Faculty have identified seven essential skills that are key to an individual's success in the Nursing Assistant Program and in the workforce. As you progress through the program students develop these core abilities and they are responsible for their application in the clinical environment. The core abilities and indicators include:

### **Works Productively**

- You stay on task, managing time effectively
- You ask for assistance when needed
- You strive for continuous improvement in your work
- You prioritize work to meet deadlines
- You seek learning experiences

### **Adapts to Change**

- You adhere to infection control standards
- You transfer learning from the classroom to the clinical setting
- You modify thoughts and actions as situations change
- You approach change calmly and rationally
- You anticipate changes coming to, or affecting the situation

### **Communicates Clearly**

- You model professionalism and etiquette in all communications (letters, e-mail, voice mail, texting, etc.)
- You participate in discussions modeling active listening and feedback skills
- You plan and organize communications according to the purpose and audience

### **Works Cooperatively**

- You respect others
- You encourage and offer assistance to team members
- You complete assigned task

### **Demonstrates Integrity**

- You accept and provide feedback to further individual growth
- You demonstrate trustworthiness by being honest, dependable, confidential and reliable
- You maintain a professional image in your work and appearance
- You are accountable for your actions

## **Acts Responsibility**

- You follow directions and suggestions for improvement
- You follow safety procedures
- You meet deadlines
- You maintain residents' rights, this includes but is not limited to keeping all cell phones out of the classroom, lab and clinical environments
- You attend class as scheduled

## **Think Critically and Creatively**

- You are able to problem solve, prioritize and be flexible
- You are creative in exploring possible solutions

## **Student Progress Policy**

Student progress is monitored frequently by faculty. A student progress memo (See Appendix A) is used to communicate a concern to the student. This does not mean that a student will be unsuccessful in the course; instead, it is a vehicle to communicate a concern and to identify how the student may improve and become successful in the course.

Faculty initiate the student progress memo and then notify and meet with the student. The memo is completed and the plan for success is documented. A copy is given to the student and one is placed in the student's folder. Areas of concern may also be communicated to the associate dean, accommodation specialists, and other staff as appropriate. This communication will allow staff members to assist the student in meeting the requirements and resolving the areas of concern.

Unsuccessful remediation of the concern identified in the Student Progress Memo may result in the student not passing the Nursing Assistant Course.

## **Nursing Assistant Student Competencies**

1. Communicate effectively with members of the healthcare team.
2. Adhere to the ethical and legal responsibilities of the NA/HHA.
3. Demonstrate behavior that supports and promotes client rights.
4. Communicate with clients, family and visitors demonstrating awareness of emotional, social, culture and mental health during interaction.
5. Maintain a safe environment for clients and caregivers.
6. Apply personal safety measures.
7. Apply principles of medical asepsis, infection control measures, and prevention of blood borne infections.
8. Perform personal care and hygiene skills.
9. Assist with elimination needs.
10. Assist with nutrition and fluid needs.
11. Measure vital signs, identifying deviations from normal.
12. Utilize principles of mobility and techniques to assist with movement of clients.
13. Promote client comfort and vital functions.
14. Promote independence through rehabilitation and restorative care.
15. Provide care appropriate for clients experiencing dementias.
16. Care for the dying person and family.
17. Describe the role of the HHA.

You must demonstrate mastery of all of the competencies in this course in order to successfully complete the course

### **Functional Abilities Statement**

Prior to the first day of class, you will be given the Functional Abilities form for you to review. This can also be viewed in Canvas.

### **Nursing Assistant Program FUNCTIONAL ABILITY CRITERIA**

The Nursing Assistant Program is highly regulated by state and federal law. OBRA, 1987 and State of WI, HFS 129, 2009 offer specific criteria for how the program will be run, what is taught, how it is taught, mandated hours needed to be completed, and ability of the nurse aide to do the work required. Also, it is the intent of Moraine Park Technical College (MPTC) to fully comply with Section 504 of the Rehabilitation Act of 1974, and the Americans with Disabilities Act (ADA) of 1990 and, the ADA Amendment Act of 2008. (In accordance with the ADA and Section 504, MPTC does not provide students with personal devices and services.)

In order to assist students successfully complete the Nursing Assistant Program and achieve certification to work through the State of Wisconsin Caregiver Program, MPTC has developed a set of objective functional ability criteria.

Students will be asked to sign a form stating whether or not they are able to meet the functional abilities, with or without accommodations, as stated in this document. **If a student enters the Nursing Assistant Program based on falsification of records related to his/her ability to meet functional requirements, he/she may face disciplinary actions.** All signed forms will be kept on file at MPTC for three years, and then destroyed.

For students with a disability reasonable accommodations are available. Reasonable accommodations are defined as modifications or adjustments that allow individuals with disabilities to gain equal access and have equal opportunities to participate in MPTC's courses, services, activities and use of the facilities. To be eligible for disability-related services/accommodations, students must have a documented disability. This documentation must be provided by a licensed professional, qualified in the appropriate specialty area. MPTC is not obligated to provide an accommodation that requires a substantial change in the curriculum or alteration of an essential element or functions of a program/course. The College is also not obligated to provide an accommodation that poses an undue financial or administrative burden to the College or poses a direct threat to the health and /or safety of others.

***In accordance with ADA and Section 504 requirements, special accommodation requests require the approval of the nurse aide training program chair, the disabilities specialist and the DHS Office of Caregiver Quality. All requests for special accommodations must be approved before a student has enrolled in the program***

**Accommodations Allowed, Without Disability Documentation:** supportive brace or other supportive brace that does not impede required movement or interfere with infection control policies, hearing aids, glasses, and/or contacts.

It is required that you meet with an Accommodation Specialist at least 3 weeks prior to start of the course so that an accommodation plan can be made.

The following is a list of functional abilities the students must have in order to participate in the Nursing Assistant Program at Moraine Park Technical College.

### **GROSS MOTOR SKILLS**

Ability to move in confined spaces, maintain balance in standing position, move body from one side to the other, reach below the waist and to the front or the side of the body to the level of the top of head (examples: adjust overhead lights, plug electrical appliance into wall outlet)

Ability to push, pull, stabilize, and freely move arms to allow movement of 50 pounds as in moving an object or transferring a client from one place to another

### **FINE MOTOR SKILLS**

Ability to grasp, twist, squeeze, pinch, and manipulate fine equipment for at least 5 seconds (example: operate fire extinguishers)

### **TACTILE ABILITY**

Ability to distinguish subtle vibrations through the skin (pulse)

Ability to identify the subtle difference in surface characteristics (feel a raised rash)

Ability to detect temperature (skin, liquids, environment)

### **MOBILITY**

Ability to squat or modified squat (one knee on the floor) for at least one minute

Ability to move quickly in case of emergency situations

Ability to climb and descend a flight of stairs

Ability to walk independently without the assistance of cane, walker, crutches, wheel-chair or the assistance of another person

### **ENVIRONMENT & PHYSICAL ENDURANCE**

Ability to have stamina sufficient to maintain physical activity for a period of time from 5-8 hours

Ability to tolerate exposure to common allergens such as: pets, body lotions and soaps, cleaning products

- Student must inform Nursing Assistant Program Instructor **in advance** of class to assess if a pet resides in the clinical environment, attempts will be made to place students in a clinical site without a pet

Ability to tolerate working in confined areas

Ability to tolerate heat and humidity as high as 90 degrees for up to ½ hour (shower and spa rooms)

### **SPEECH AND COMMUNICATION**

Ability to interact with others to report observations and advocate for the needs of clients.

Ability to speak, write and understand English in order to be able to communicate with clients as well as report and document client information.

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

Ability to detect differences in body and environmental odors

Ability to hear and understand voices spoken at a normal speaking volume at a distance of 10 feet (typical length of a room) (example: person to person conversation)

Ability to hear faint noises such as whispers with a range of 4 feet (considered the typical comfort zone)

Ability to see objects clearly within a minimum of 20 feet

Ability to have depth perception and peripheral vision to allow identification of dangerous objects and client situations within the client room

Ability to read and interpret written data held at a reasonable distance

### **EMOTIONAL STABILITY**

Ability to interact and support clients during times of stress and emotional upset

Ability to adapt to changing situations and emergency conditions while maintaining emotional control

Ability to cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm

Ability to focus attention on client needs despite interruptions and multiple demands

Ability to accept constructive feedback and accept responsibility for own actions.

### **INTERPERSONAL SKILLS**

Ability to apply knowledge gained in classroom to establish appropriate relationships with clients, families and coworkers

Ability to interact as a member of the healthcare team

Ability to show respect for diversity in culture, religion, sexual orientation, marital status, socio-economic status and abilities/disabilities

### **READING**

Ability to read and understand at a minimum of a 8<sup>th</sup> grade level with ability to understand charts, graphs and worksheets

Ability to read and understand digital and computer displays.

### **MATH**

Ability to do basic math including add, subtract, multiply, and divide **without** the use of a calculator

Ability to count and understand the meaning of numbers

Ability to measure length by reading a tape measure or ruler

Ability to tell time on a clock

### **Student Insurance**

All students enrolled in classes or in clinical/practicum will automatically be enrolled in and billed for the Wisconsin Technical Colleges Mandatory Accident Only Insurance Plan. The Plan offers comprehensive benefits when an accident occurs while on campus, at a clinical/practicum site or during travel to and from a clinical/practicum site. Please note Moraine Park does not assume any responsibility for personal injuries or property damage on campus or at any offsite clinical arrangement. Each student's participation in a class is strictly voluntary, and it is strongly encouraged that all students carry their own medical and property insurance. Refer to *myMPTC/Student tab/Student Resources/Accident Insurance* links for additional information.

### **Accident Reporting**

If an injury/incident occurs on school property, an incident report must be completed within 24 hours with the assistance of school personnel. If an injury/incident occurs at a clinical site, an incident report must be completed and submitted for both the clinical site and Moraine Park. Please work with clinical and college coordinators to complete appropriate paperwork in a timely manner.

### **Nursing Assistant Student Attendance Policy**

Attendance is mandatory and important to ensure compliance with DHFS 129 requirements for training.

Hours:

42.000 lecture hours (includes 16 hours independent study: videos).

32.500 lab hours

45.500 clinical hours

Total: 120 hours

In the event of an emergency or severe illness that prevents you from attending class, please do the following;

1. As soon as possible, notify instructor. If you cannot complete the class due to an injury or severe illness we will need specific documentation (i.e. MD Note). MPTC will then send a letter to the state to ask for approval for an extension. MPTC will try and make every effort to accommodate the request if possible.
2. If lab class is missed, it is your responsibility to obtain notes from another student. You are also responsible for attending open lab time and completing all the on-line activities for the Learning Plans that you missed. You will be given a form that outlines the makeup activities and verifies you have made up the hours you missed. You will also have to arrange a time with your instructor to demonstrate the skills that you missed. You have one week to complete the makeup work.
3. If a unit test is missed, speak with instructor about how this will be made up. This must be made up before the next exam.
4. If clinical class is missed you will be required to make up this time. Your instructor will determine if the missed time is an excused absence and if so, will arrange an alternative clinical makeup time.



### Clinical Make Up:

1. 45.5 hours minimum clinical experience with satisfactory evaluation
2. Clinical make up will be determined by your instructor, clinical agency acceptance and availability, and criminal background check. If this criteria is not successfully met, the student will be unsuccessful in the course and required to withdraw from the course.

### **On Campus classes:**

Maximum amount of make-up time allowed is 8 hours. Any time over this will result in the student being dropped from the course. Depending on the date of withdrawal, you may or may not be eligible for a refund.

**Accelerated classes:** Maximum amount of make-up time allowed is 8 hours. Any time over this will result in the student being dropped from the course. **Make-up work for lab:** You will be responsible for attending open lab and completing the form as stated above. Your instructor will give you the time frame of when to complete this. **Make-up work for clinical:** You will be required to make this time up. Please see above. Your instructor will give you the time frame of when to complete this.

**All missed time must be made up and must not be over 8 hours.**

### **Student Pregnancy Risk Management Policy**

MPTC is committed to ensuring equal opportunity for all students regardless of sex, including students experiencing pregnancy and childbirth. Accommodation Specialists are available to coordinate accommodation plans, for students who are pregnant or who have recently experienced childbirth, have post pregnancy needs, or related medical restrictions. Pregnant students are encouraged to work closely with the Accommodation Specialist. It is the responsibility of the pregnant student to initiate requests for accommodation and to help arrange specific accommodations.

Students admitted to the Nursing Assistant Program are at greater risk for exposure to certain materials or incidents that may result in injury. Some of these exposures could potentially affect pregnant women or their unborn child. Possible exposures may include: needle stick exposure, chemical exposure, infectious agents and other illness.

Students who are pregnant should:

1. Consult with their individual instructors regarding the types of hazards to which the student may be exposed in the class in which she is enrolled or in which she is expecting to enroll in the future.
2. Contact their treating physician as soon as possible to obtain recommendations for a plan to minimize exposure to hazards with the possibility of reproductive effects which they may be exposed.
3. If accommodations, work restrictions, or class schedule changes are recommended, contact the Accommodation Specialist as early as possible to assist in developing an accommodation plan in accordance with the physician's recommendations. The student will be asked to provide a copy of the specific restrictions or accommodations recommended by her treating physician to the Accommodation Specialist.

Student Accommodation Specialist will discuss with the student possible accommodations based upon student's individual needs.

If a student is unable to complete her clinical experience the following needs to be done:

1. Student needs to provide documentation from her physician on her limitations.
2. Instructor will provide this information to the Nursing Assistant Program Director who will send it to the state Nursing Assistant Consultant to request an extension.

***Student will receive an incomplete until she finishes her clinical experience.***

MPTC does not discriminate against students on the basis of sex or pregnancy. MPTC recognizes that it is the right of the pregnant student to make decisions concerning the pregnancy. At the same time, the pregnant student is expected to complete each requirement of the curriculum by a schedule or plan that can reasonably be implemented and under which risks are deemed acceptable by the student and her physician. Student and her physician are responsible to determine risk levels of participation in educational activities within the Nursing Assistant Program, based upon the student's health condition and any known risk factors. MPTC makes no representations as to whether risks of harm to the pregnant student and/or unborn child are acceptable.

MPTC does not control decisions of affiliate clinical agency partners of clinical placements.

### **Accommodation Specialist in Disability Resources**

Accommodation Specialist, Beaver Dam campus 920-887-4495 or 1-800-472-4554

Accommodation Specialist, Fond du Lac campus 920-924-3196 or 1-800-472-4554

Accommodation Specialist, West Bend campus 262-335-5741 or 1-800-472-4554 TTY/VP: Use Relay/VRS

If you have a documented physical or learning disability that may affect your performance in this class or clinical, please contact a Learning Specialist for help prior to the start of class located on each campus. It is your responsibility to voluntarily and confidentially disclose information regarding the nature and extent of your disability to our trained Learning Specialists who will write an accommodations plan based on your needs. Accommodations may include, but are not limited to test readers, note takers, extended test time and help with test preparation. You must be able to meet the competencies of the course in theory and lab. For the safety of students and residents, you must demonstrate competence in skills before being allowed to participate in clinical.

### **Health Requirements**

All required health records must be completed and turned in on the date determined by your instructor. Failure to provide all required health records will result in inability to continue with the class, and you will need to withdraw from the course.

### **Grading Information**

The following are the assessment tasks in this course:

The grade for this course is based on the following;

1. 30% of the final grade = average of 3 unit tests
2. 40% of final grade = clinical
3. 20% of final grade = lab
4. 10% of final grade = comprehensive exam

To successfully pass the course, the three unit tests, lab grade, and clinical grade must individually be a minimum of 78%. If a grade of less than 78% is obtained on a unit test, the original test score will be recorded, but a retake exam must be taken within one week to demonstrate you understand the material. If a grade of less than 78% is obtained on the retake, you have failed the course and must withdraw. Students that do not withdraw as directed by their instructor, will be withdrawn by the instructor resulting in course failure. There is no retake exam for the final exam. If the cumulative course average, including the final exam, of less than 78% is achieved in the class, you will not be eligible to take the nurse aide state exam. In addition, if at any time a student is found to endanger a resident in any way, immediate dismissal from the program may result.

In addition, all students must successfully pass a Skills Test prior to beginning Clinical. The purpose of this test is to guarantee that you are ready to safely care for clients in the clinical setting. You will have one opportunity to retake the skills test if you are unsuccessful the first time. If you are unsuccessful on the second try, you will need to withdraw from the course.

Your performance in clinical is very important and is 40% of your final grade. You must demonstrate that you can safely and respectfully care for clients in the health care setting in order to pass this course. The clinical evaluation is based on Moraine Park Technical College's Core Abilities. The Core Abilities are characteristics that experts in the workplace have told us are essential in a good employee. Following is an explanation of the types of behavior your clinical instructor will be looking for in your clinical performance

You must demonstrate mastery of all of the competencies in this course in order to successfully complete the course.

### **Grading Scale**

A	100 - 93%
B	92 - 85%
C	84 - 78%
D	67 - 77%
F	66% and lower

### **Your final course grade will not be rounded.**

*No person is permitted in the classroom that is not enrolled or registered in the course. This includes but not limited to: children of any age, spouse, relatives, or friends of the registrant in the course.*

## **GUIDELINES FOR SUCCESS**

### **Student Responsibilities**

As a student of MPTC, you are expected to adhere to the policies of the college, as outlined by the Student Handbook (please see below). A link to the Student Handbook can be found on *myMPTC*, student tab, in the student resources channel.

You are responsible for the duties set forth in this class and to communicate any questions, comments or concerns you have to your Primary Instructor. Acceptable means of communication include Moraine Park student e-mail, voicemail or through online discussion forums. Use of correct grammar and punctuation is required in all written communications.

Plagiarism and cheating are prohibited at MPTC. Students who fail to observe these standards are subject to disciplinary action. Please refer to the MPTC Student Handbook for further definitions and consequences of these behaviors.

### **Attendance**

Attendance is mandatory and important to ensure compliance with DHFS 129 requirements for training. In the event of an emergency or severe illness that prevents you from attending class, please do the following:

As soon as possible, notify your Primary instructor. Your Primary instructor will fill out a form that will explain how you will make up the hours and the date it needs to be completed. (see above attendance policy).

Tests need to be made up before you can take the next one.

**The maximum amount of makeup time allowed is 8 hours with an excused absence. If more than 8 hours are missed, you will be expected to withdraw from the class due to state regulations and interference with meeting the objectives of the course.**

### **Class Participation**

This is a state regulated course which has a minimum number of required hours. Your grade is also based on your competency in skills. It is difficult to become competent and to assess your competence if you are not in class to practice a skill. Attendance is also critical to the workplace. Therefore, part of your grade is based on your attendance. For this course, you will earn:

- 10 points for no absences or tardiness
- 8 points for 1 excused absence or 2 tardies
- 4 points for 2 excused absences or 3 tardies
- 0 points for an unexcused absence, more than 2 excused absences, or more than 3 tardies

An excused absence would include notification of instructor prior to absence for illness or emergency and/or a doctor's excuse.

An unexcused absence would include not coming to class, and not notifying the instructor.

**The maximum amount of makeup time allowed is 8 hours with an excused absence. If more than 8 hours are missed, you will be expected to withdraw from the class due to state regulations and interference with meeting the objectives of the course and you will receive an NC for the course.**

Please Note: If you earn less than 8 points for attendance, you will not only need to be competent in all other areas, but also be rated exceptional in several areas in order to pass the course.

### **Student E-Mail**

All students are issued a student e-mail account. **This e-mail account is your official means of communication with the College.** All communications from the College will be sent to your Moraine Park issued student e-mail account; including eCollege communications, notifications for availability of grades, add/drop registration information, faculty communications and more.

You are responsible for monitoring your student e-mail account. For more information on setting up and accessing your Moraine Park student e-mail account, please go to the Moraine Park website.

### **Use of Electronic Devices/Social Media**

Refer to the *Use of Computers* section in the Student Handbook for user responsibilities and inappropriate usage of computing resources.

Cameras may not be used in the classrooms, labs, or clinical settings.

**Cell phones** may not be used in the classrooms or lab setting.

1. First offense results in loss of 8 points under the core ability demonstrates integrity.
2. Second offense results in loss of 10 points under the core ability demonstrates integrity
3. Third offense failure of the course.

The use of Cell phones or other electronic recording devices are not allowed on your person at the clinical setting. Having these devices on your person in the clinical setting is grounds for immediate dismissal from the clinical setting.

Social media and/or eCollege postings that conflict with program policies may be a cause for course failure or program dismissal.

### **myPrint**

MPTC uses *myPrint* as its print management system. Each student is credited with a \$40 lifetime print allowance. Students are welcome to add additional money to their accounts with a credit card either online using PayPal at <http://myprinting.morainepark.edu> or using the cash processing stations at each campus library. More information about *myPrint* can be found on *myMPTC*, Student tab, in the Student Resources channel.

## **OTHER POLICIES**

### **Dress Code**

State law requires you to wear your name tags in clinical. When in clinical, you should:

1. Wear black, blue, white or khaki colored pants (not jeans) scrub pants
2. A solid navy blue scrub top available at the bookstore. A plain white, tan or gray t-shirt underneath the scrub top is acceptable.
3. Sweaters, hoodies, and lab coats may not be worn while giving patient care.
4. Shoes must be fluid resistant, no sandals, crocs, or clogs.
5. Long hair needs to be pulled back and off the collar and away from face.
6. Fingernails should not be visible from palm side of the hand. No artificial nails, acrylics or wraps. Only clear or neutral polish may be worn.
7. No visible body piercings other than ear. Two pair of plain metal post earrings for pierced ears
8. Tattoos may need to be covered.
9. Minimum use of cosmetics is allowed
10. Beards and mustaches must be clean and trimmed
11. No gum chewing during the clinical experience
12. Antiperspirant deodorant is to be used daily on a clean body with clean clothes

Professional dress is expected, and if you are dressed inappropriately, you will be sent home to change.

### **Academic Honesty**

Cheating is not tolerated. See MPTC student handbook for college policy on cheating.

### **Personal Conduct**

While attending this class, it is important to remember to conduct yourself in a professional manner. Students and faculty are guests of the various clinical sites, and should demonstrate respect and appreciation for the opportunity to learn at the clinical site. Also remember that while in this course, you not only represent yourself, but you also represent the college.

Students adhere to HIPAA standards. A breach of patient confidentiality may result in removal from the Nursing Assistant Program.

### **Civility**

Civility is a critical principle, behavior, and attitude of professionalism in healthcare.

Civility is behavior that: 1) shows respect toward another; 2) causes another to feel valued; 3) contributes to mutual respect, effective communication and team collaboration.

All students are expected to comply with standards of professionalism whether in the classroom or clinical environment. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the Associate Dean of Nursing or designee. If the problem warrants immediate action, the Associate Dean of Nursing may recommend that the student be dismissed from the Nursing Assistant Program.

The following is a description of the general academic and professional responsibilities of a student in the nursing assistant program. It currently reads nursing program

1. **Attentiveness** – Students are required to regularly attend class. The student is consistently on time for lectures, labs, and clinical experiences and stays until the conclusion of presentations or activities. The student is alert and demonstrates attentiveness during the presentation.

2. Demeanor – The student has a positive, open attitude toward peers, instructors, and others during the course of healthcare studies. The student maintains a professional bearing and interpersonal relations. He/she functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.
3. Maturity – The student functions as a responsible, ethical, law-abiding adult.
4. Cooperation – The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, freely giving and accepting in the interchange of information.
5. Personal Appearance – The student's personal hygiene and dress reflect the high standards of the profession.
6. Moral and Ethical Standards – The student respects the rights and privacy of all other individuals.
7. Academic Integrity – The student completes academic work honestly and in accordance with instructions. Plagiarism, unauthorized work sharing, use of unauthorized devices or reference materials, cheating or other failure to adhere to instructions for examinations or assignments is a violation of the Nursing Assistant program.

### **Uncivil Behavior Examples**

Examples of uncivil behavior which are discouraged include but are not limited to:

- Text messaging during class, clinical, or lab is not permitted.
- Revealing confidential client information inappropriately.
- Refusing to provide care to a client because of the client's race, color, sex, religion, age, beliefs, or handicaps.
- Failing to acquire and maintain competence in clinical competencies and methods of nursing appropriate for the level of the Nursing Assistant student.
- Abusing a client, physically or mentally, by conduct such as striking a client, improperly confining a client, swearing, or cursing a client.
- Falsifying client's records or reports.
- Consuming alcohol and/or other drugs so that such use impairs ability to safely provide client care.
- Failure to safeguard the client from incompetent or unethical health care provided by another person. Such incidents are to be reported to the appropriate supervisor/instructor.
- Destroying or stealing property belonging to the client, clinical agency, instructor, school, or another student.
- Submitting other's academic work as one's own; plagiarizing.
- Cheating on examinations.
- Assisting other students with cheating.
- Disrupting class time in such a way that learning is compromised for fellow students. This abuses valuable class time, by talking and laughing in small groups, and interferes with the instructor's ability to convey course information.
- Demeaning, belittling or harassing others. Rumoring, gossiping about or damaging a classmate, instructor, clinical agency, or clinical agency employee's reputation.
- Habitually interrupting or undermining faculty instruction.
- Lack of attention to instruction or college communications, including not checking and responding to email communication.
- Sending emails or posting information online or via social media that is inflammatory in nature.
- Yelling or screaming at instructors, peers, clinical agency staff, or any MPTC Nursing Assistant staff.
- Consistently arriving late to class.

- Knowingly withholding information needed by a peer, instructor, clinical agency staff, or nursing program staff.
- Discounting or ignoring input from instructors regarding classroom and/or clinical performance or professional conduct specific to the profession and standards of nursing and expectations of the college.
- Not sharing credit for collaborative work or not completing equal share of assigned collaborative and/or small group work.
- Threatening others, including physical threats and intimidation, verbal/nonverbal threats, and implied threats of any kind of harm (physical, emotional, reputational).
- Inappropriate displays of temper including but not limited to tantrums of any sort, throwing of objects directly or indirectly toward another person(s).
- Use of unauthorized technology or unauthorized materials during examinations or completion of assignments.
- Using supplies or breaking equipment without notifying the appropriate staff/faculty or preceptor.
- Using inappropriate language of any kind or type.
- Inappropriate use of equipment or electronics, including personal electronic devices

Procedures for solving academic and nonacademic student conduct conflicts are outlined in the Moraine Park Technical College Student Handbook which is available on the MPTC *myMPTC* student tab.

Text messaging during class, clinical, or lab is not permitted.

### **State Exam**

To become registered as a CNA, you also must pass a written and skills competency exam through an organization called Pearson-Vue. Further information about the exam will be given to you by your instructor and will be included in a booklet given to you on the first day of class.

You cannot register for the State Exam until you have successfully completed the Nursing Assistant class with a 78% or better.

### **Background Check**

You will also be required to complete a Criminal Background Check prior to the start of class. Please note that there are certain criminal offences that will make you ineligible to participate in clinical. If you have questions, please contact the Nursing Department prior to enrolling in the class.

### **ADA Statement**

The college will make reasonable accommodations for persons with documented disabilities. Moraine Park Technical College abides by Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act.

If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see the Learning Specialist at your respective campus so that such accommodations may be arranged. You will need to provide documentation of your disability to the Disability Resource Center.

For more information on disability services offered and appropriate contact information at Moraine Park, please go to the Moraine Park website.



**Peer Tutoring**

Moraine Park offers tutorial services to students who are experiencing difficulties in their courses. This service is provided at no charge through a federally funded project to students who are currently enrolled in vocational and/or technical courses. The program recruits students who excel in their subjects and hires them to work as peer tutors. Every effort is made to find a match, however a match is not guaranteed. Tutoring may be individual or group sessions.

For more information on accessing tutoring services at Moraine Park, please go to the Moraine Park website.

## Appendix A



### Nursing Assistant Student Progress Memo

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

CRN: \_\_\_\_\_

Location: \_\_\_\_\_

Instructor: \_\_\_\_\_

**Instructor's Area(s) of Concern:**

**Instructor Recommendations and Plan for Student Success:**

**Student Comments and Student Plan for Success:**

**Recommendations to be completed by (specify date):**

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

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