



COPPER MOUNTAIN COLLEGE
NURSE ASSISTANT TRAINING PROGRAM

POLICY PROCEDURE
2017

PART II
STUDENT RESPONSIBILITIES

**NURSE ASSISTANT TRAINING PROGRAM POLICY PROCEDURE
PART II STUDENT RESPONSIBILITIES****TABLE OF CONTENTS**

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INTRODUCTION

Copper Mountain College is pleased to have this opportunity of extending a warm welcome to you as a member of our pre-certification Nurse Assistant Training Program, and we hope to provide you with a meaningful training experience. The Program Coordinator and faculty are always available to answer questions and assist with problems. Our mission is to provide the finest possible training in patient care.

You are responsible for understanding and complying with all of the information in this policy and procedure manual. You will be required to sign a form (see Acknowledgement at the end of this manual) indicating that you have received this manual, that you understand the information, and that you will comply with all of the requirements contained herein.

SYLLABUS

The course syllabus is designed to provide the student with the information and guidelines necessary to internalize critical thinking theory with implementation as critical action in clinical practices. All theory and clinical learning objectives, methods to facilitate the learning, and how the learning will be measured are included. This format encourages the student to become active in the learning experience and presents a variety of methods for achieving program success.

All syllabi at CMC have a similar format and contain the following elements:

COURSE NAME: As listed in College catalog.

COURSE DESCRIPTION: As stated in College catalog.

UNITS: Number of theory and clinical units assigned to each course.

PREREQUISITES: These are determined from the entire curriculum plan.

STUDENT OUTCOMES: Goals to be attained upon completion of the program

TIME, DAY AND ROOM OF CLASS AND CLINICAL MEETINGS: Detailed guide of instructional days, meeting time and place for clinical orientation and clinical experience schedule

INSTRUCTOR INFORMATION: Name of the instructor, office hours for the instructor and methods of communication

TEXTBOOK INFORMATION: Lists required textbook and ISBN number

METHODS OF INSTRUCTION: Methods of instruction that may be delineated in this section and may include lecture, class discussion, group discussion, guest speakers, oral reports, group assignments, case studies, written assignments, skills lab, demonstrations, audio-visual and computer assisted instruction (CAI). A variety of methods of instruction ensures optimum learning for a large number of students.

COURSE POLICIES: This area describes College and program policies such as: attendance, grading, academic dishonesty, student support services, students with disabilities.

SCHEDULE OF ASSIGNMENTS: Calendar format of theory and clinical activities and assignments.

PROGRAM HOURS

The program is comprised of 72 hours for theory sessions and 108 hours for clinical rotations. Clinical hours are under the direct supervision of your CMC faculty who has been recognized by the California Department of Health. The instructor to student ratio is 1:15 in both aspects of the program. Each student is required to record his/her name and arrival time on the sign-in sheet for both clinical and theory.

ATTENDANCE

Any student who is absent or tardy will not be able to meet the State mandated hours/objectives and is subject to dismissal from the Program. (There are no exceptions.)

STUDENT PROGRESS

Performance in the theory portion of the course will be measured by written quizzes, in-class assignments and workbook assignments that are completed outside of class. All assignments must be completed and submitted in a timely manner according to the deadlines stated by the instructor (a schedule of quizzes and assignments is in the course syllabus). Faculty will give students a mid-term progress report for both the theory and clinical components. If the mid-term grade is less than 70% for theory or less than satisfactory for clinical, the student will be asked to meet with the instructor to set up a remediation plan (see meeting record and remediation algorithm).

The final course grade for theory must be 70% or greater and the clinical performance grade must be satisfactory to receive a passing grade for the course and be eligible to take the certification examination.

Tutoring is available through the Student Success Center. Please discuss any concerns you may have with your faculty or the Program Coordinator.

**Copper Mountain College
Health Science/ NATP
Student/Faculty Meeting Record**

Student Name: _____ **Date:** _____

Faculty Name: _____

Nature of Meeting: **Student Request** **Theory Performance** **Clinical Performance**

Other (describe): _____

Purpose of Meeting: _____

Student is is not At Risk for Failing related to:

Discussion:

Conclusion(s):

Plan:

Student is referred to:
 ___ CMC Counselor
 ___ Student Success Center for: _____
 ___ Student Services tutor for: _____
 ___ CMC Financial Aid Office
 ___ Other: _____

Student is recommended to:
 ___ Reduce work hours / stop working
 ___ Join a study group
 ___ Other: _____

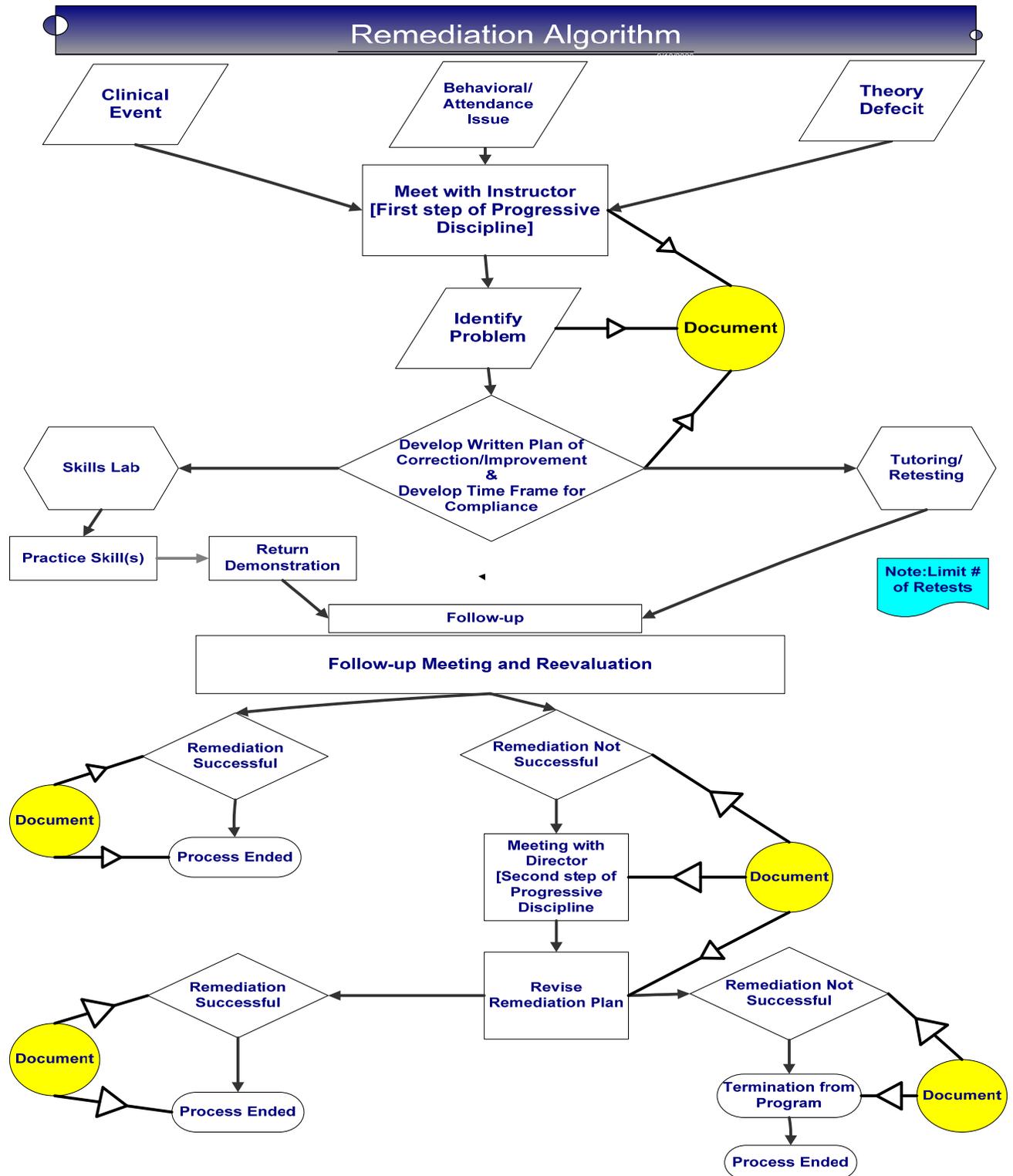
Next Meeting: _____

I, the student, am committed to the above plan for my success.

Student Signature:

I, the faculty, am committed to the above plan for the student's success.

Faculty Signature:



GRIEVANCES: FORMAL – COLLEGE LEVEL

Formal grievances are heard only at the college level.

If a student has a reason to believe that he/she has been unfairly treated, and wishes to bring charges against a member of the academic community, the following procedures are followed with respect to the faculty and/or administrators.

I. Cause:

Within fifteen (15) school days from the time of the alleged grievance, any student who has reason to believe that he/she has been unfairly treated may initiate grievance procedures against the staff member in question.

II. Procedures:

A. The student shall first discuss the matter with the staff member in question. If, however, the student cannot discuss the matter with the staff member, or if the student is not satisfied with the discussion, he/she may then;

B. Within five (5) school days after consulting or attempting to consult with the staff member, bring the matter to the attention of the Vice President for Academic Affairs. After discussing the matter with the Vice President for Academic Affairs or their designee, if the student wishes to make a formal complaint it must be in writing. The Vice President for Academic Affairs or their designee will notify the staff member and conduct an investigation. At this point the name of the student may be kept confidential. The Vice President for Academic Affairs may request a meeting with the student and the staff member if it is believed that the matter can be resolved. At this meeting the student and the staff member are entitled to representation. The Vice President for Academic Affairs or designee shall communicate a decision to the student and staff member within forty (40) school days of the written complaint. If, however, the student is not satisfied, he/she may then;

C. Within ten (10) school days of receiving that decision, the student desiring further appeal may appeal to the Board of Trustees for review of the matter and, at the Board's discretion, a hearing on the matter.

STUDENT CODE OF ACADEMIC INTEGRITY

Copper Mountain Community College District officials and faculty members have an obligation to the academic community and to their students to foster honesty in academic integrity is to enhance the quality of intellectual life on campus. By encouraging critical thinking and actively engaging students in dialogue and discussion, faculty and staff members will create a climate in which academic dishonesty is unlikely to flourish. Student academic dishonesty is a serious offense at Copper Mountain College because it undermines the bonds of trust and honesty between members of the college community and defrauds those students who eventually depend upon our knowledge and integrity. Student academic dishonesty consists of the following:

1. Cheating. Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Fabrication. Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. Facilitating Academic Dishonesty. Intentionally or knowingly helping or attempting to help another student to violate any provision of this code.
4. Plagiarism. Intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise. Plagiarism, from the Latin plagiarus (kidnapper), refers to the "unacknowledged" use of another person's words, ideas, or information. Rewriting, paraphrasing, summarizing, putting a passage into one's own words without recognizing the original source are still plagiarism: credit must be given to the author or creator. Plagiarism can carry serious consequences, resulting in course failure and/or expulsion.

Please refer to the "Student Rights and Responsibilities" section of the Copper Mountain College Catalog. The following are examples of plagiarism:

- A. Copying and pasting text from CD ROMS.
- B. Copying and pasting text from web sites.
- C. Transcribing text from printed material, such as books, magazines, encyclopedias or newspapers.
- D. Modifying or scanning any text.
- E. Replacing words in the text using a thesaurus.
- F. Using copyrights, trademarks, patents, speeches, and artistic creations without permission or acknowledgment.
- G. Using photographs, images, video, or audio without permission or acknowledgment.
- H. Using another student's work and claiming it as your own (even with permission).
- I. Translating texts from a foreign language does not constitute original work and falls under the guidelines for quotations, summaries, and paraphrasing.

COPYRIGHT INFRINGEMENT FOR FILE SHARING

When you download music and movie files from the internet, unless you know for sure that the file isn't copyrighted, or receive permission from the copyright holder, you are taking a big chance, and can safely assume you are committing copyright infringement. Downloading or distributing copyrighted material without the express permission of the copyright owner is copyright infringement, and is against the law. Unless you receive actual express permission from the copyright owner, assume you do not have permission to download or share the file. If you illegally download or share copyrighted material such as music or movie files, you could face legal action from the owner of the copyright for the work, which could mean many thousands of dollars in fines, as well as college disciplinary action for stealing or attempting to steal private property

STUDENT DISCIPLINE

When a student enters CMC, it is taken for granted by the college authorities that an earnest purpose exists and that the student's conduct will demonstrate that assumption. If, however, the student's conduct is not appropriate, and the student should be guilty of one or more of the violations listed in the Standards of Conduct policy, then appropriate disciplinary action will be taken as listed in the policy.

The purpose of this policy is to provide a prompt and equitable means to address violations of the CMC Standards of Student Conduct which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protection. This procedure will be used in a fair and equitable manner, and not for the purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

This policy is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and it will not be used to punish expression that is protected.

DEFINITIONS OF TYPES OF DISCIPLINE

1. Removal From Class

Exclusion of the student by an instructor for the day of the removal and the next class meeting. Any instructor may order a student removed from his or her class for the day and the next class meeting. The instructor shall immediately report the removal to the Executive Vice President for Academic and Student Affairs and the Superintendent/President. The Executive Vice President for Academic and Student Affairs shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the VP or VP's designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the VP or the VP's designee from recommending further discipline in accordance with board policy and based on the facts that led to the removal. (ECS 76032)

2. Immediate Interim Suspension

Exclusion of the student by the Executive Vice President for Academic and Student Affairs for good cause from one (1) or more classes for a period of up to ten (10) consecutive days of instruction. The Executive Vice President for Academic and Student Affairs may order immediate suspension of a student when it is concluded that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits listed in the board policy shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. (ECS 66017)

3. Long-term Suspension

Exclusion of the student by the Executive Vice President for Academic and Student Affairs for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

4. Expulsion

Exclusion of the student by the Board of Trustees from the college for one or more terms.

5. Withdrawal of Consent to Remain on Campus

Withdrawal of consent by the Executive Vice President for Academic and Student Affairs for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Superintendent/President has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

6. Written or Verbal Reprimand

A written or verbal reprimand is an admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

STANDARDS OF STUDENT CONDUCT

The Standards of Student Conduct and disciplinary action for violation of the rules were established by the Board of Trustees of CMC. A student enrolling in the College may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in a sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

CMC officials and faculty members have an obligation to the academic community and to their students to foster honesty in academic integrity is to enhance the quality of intellectual life on campus. By encouraging critical thinking and actively engaging students in dialogue and discussion, faculty and staff members will create a climate in which academic dishonesty is unlikely to flourish.

Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. Student conduct in the CMC must conform to District and College rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary are to be administered by appropriate college authorities against students who stand in violation.

(See CMC Board Policies 4220 and 5500)

STUDENT STANDARDS FOR PROFESSIONAL BEHAVIOR

A. A Nurse Assistant Training Program student enrolled at CMC will maintain the following behavior during clinical and theory class hours. Failure to adhere to these behavior standards may result in dismissal from the Program with a failing grade for the course:

1. Speak in a modulated voice and in socially acceptable language.
2. Interact with others in a respectful manner.
3. Withhold opinions and value judgments as they relate to others in the clinical or classroom setting.
4. Stay in assigned areas. If necessary to leave the area, notify the Instructor.
5. No discussion of personal problems on the nursing units.
6. Eating, chewing gum or smoking only in designated areas.

B. **Ethics/Confidentiality** All client records and information are confidential; examination of them is a privilege extended to the student as a learner. This privilege must never be abused. Students should look at records of assigned clients only. They may also review files of patients with conditions pertinent to the subject matter being studied. If the client is a relative or friend of the student, the matter should be discussed with the instructor before the assignment is undertaken. In any case, the information is confidential and should not be discussed anywhere except in clinical conference. Use the client's age range whenever possible. At no time should you look at records or seek information from the health team about clients for your own benefit or to accommodate relatives, friends or neighbors. If a client is a relative or friend, you must abide by the visiting policies of the health agency; you have no right to special information regarding the client. The student uniform may not be worn while visiting.

Physician and health team members must be addressed and referred to as dictated by the health agency policies. This rule applies even if the physician or nursing team member is a relative or personal friend.

If any matter concerning a health team member's performance is discussed in conference for the purpose of increasing understanding of nursing care, names should not be used and specific incidents should not be repeated outside the conference situation.

C. The following behaviors are not acceptable and may be cause for dismissal from the Program:

1. Two or more students turning in identical or very similar work of any type. Any form of cheating or plagiarism.
2. Signing the attendance roster for someone other than yourself.
3. Arguing with or challenging the instructor while class/clinical is in session.
4. Arriving to class/clinical late and/or not staying for the entire class session.
5. Carrying a conversation with others while class or clinical is in session (disruption).
6. Reading other materials (newspapers, other books, etc.) while class is in session.
7. Bringing or using cellular phones, beepers or tape recorders in class without permission of your instructor prior to the class session.
8. Studying for another class while class is in session.
9. Sleeping in class.
10. Breach of confidentiality and/or violation of HIPPA and/or FERPA regulations.

- C. Class work shall be legible (readable). Neatness, spelling and grammar count. Please refer to the course syllabus for further information.

POLICY FOR STUDENTS WHO MAY BE IMPAIRED BY ALCOHOLISM, DRUG ABUSE OR EMOTIONAL ILLNESS

- A. In the matter of Program students impaired by alcoholism, drug abuse and/or emotional illness, the Health Sciences/Nursing Programs Department of CMC recognizes that:
1. These are illnesses and should be treated as such.
 2. Personal and health problems involving these illnesses may affect one's academic and clinical performance and that the impaired student is a danger to himself/herself and poses grave danger to the patients in his/her care.
 3. Students who develop these illnesses may be helped to recover.
 4. It is the responsibility of the student to voluntarily seek diagnosis and treatment for any suspected illness.
- B. Therefore, the faculty of the Health Science Department will document behaviors that may identify the impaired student. These behaviors include but are not limited to the following:
1. Clinical performance: Some of the changes in the clinical performance that the instructor will document include the following:
 - a. Absenteeism - lack of notification - calls in to be late at the beginning of the shift, long lunch hours - frequent and/or unexplained disappearances from the assigned unit.
 - b. Deterioration of clinical performance.
 - c. Increasing inability to meet schedules and deadlines.
 - d. Illogical, illegible or careless charting.
 - e. Excessive errors.
 - f. Frequent disappearances from the work area and returns with noted physical and/or behavior changes.
 2. Nonspecific changes: In addition to deterioration in clinical performance, the impaired student will often exhibit a pattern of psychosocial problems. These may include but are not limited to:
 - a. Personality changes: increased isolation, eats lunch alone, avoids informal get-togethers, decreased interest in outside activities.
 - b. General behavior: frequent inappropriate responses, elaborate excuses for behavior, unkempt appearance.
 - c. Mental status: forgetfulness, complete loss of memory of event and conversations, confusion, decreased alertness, euphoria or "glossed over" recall of unpleasant events or arguments.
- C. Extended Campus Facilities: Students who may be experiencing problems with chemical and/or substance abuse and/or emotional illness while in the extended campus clinical setting, are reminded that the policies and procedures of that clinical facility may be followed first. When a

Health Sciences student appears to be impaired by alcoholism, drug abuse or emotional illness, the following procedures will be followed:

1. The clinical facility and/or College may report the student to civil authorities.
2. Documentation of unsafe and/or inappropriate behavior will be presented to the student by the clinical instructor at a meeting with the Program Director.
3. According to the College Catalog the student may be subject to disciplinary action and legal penalties for violation of civil and criminal law and District and College rules.
4. In addition to the actions outlined in the College Catalog, the Program Coordinator will:
 - a. Review the student's performance and instructor's clinical evaluation.
 - b. Discuss the situation with the student.
 - c. Recommend any, all, or none of the following:
 - 1) Referral to an appropriate resource for help
 - 2) Exclusion from the Health Science programs at this time;

UNIFORM AND PERSONAL APPEARANCE STANDARDS

Uniforms are required to be worn for all clinical experiences at the clinical facility. Uniforms are not required to be worn for theory days. If the student's uniform and/or personal grooming poses a threat to client safety, violates hospital policy or is not in compliance with the Program standards, the student may be excluded from the clinical area. Absence from the clinical area will result in failure of the course as described in this handbook and College policy.

The following dress code will be enforced from the point of arrival on the clinical campus until the time of departure from the clinical campus:

1. Complete uniforms must be worn whenever students are in the clinical facility or extended campus for clinical assignments. All aspects of the uniform code must be observed. College photo ID is required. Uniform are also to be worn for completion ceremonies.
2. The uniform cannot be worn outside of clinical experiences (in facility or on campus) unless participating in a function where uniform is appropriate (e.g. Health Fair) and as directed by Program faculty.
3. The Nurse Assistant Training Program uniform is sold by Angie's Uniforms, 57353 Twentynine Palms Highway in Yucca Valley, (760) 366-5156.

The required uniform garments for both female and male students are:

- a. A wine 2-pocket V-neck tunic (Cherokee Workwear #4700).
- b. A wine drawstring pant with cargo pocket (Cherokee Workwear #4100).

Optional uniform garments for both female and male students is a white short sleeve or long sleeve crew neck tee-shirt.

These uniform items **MUST** be exactly as indicated. A comparable but different product is **NOT** acceptable, even if produced by the same manufacturer.

4. The Logo Patch. The CMC Nursing Programs logo patch and rocker are required parts of the uniform. The logo patch is **sewn** on the upper left sleeve of the uniform top. The logo patch and rocker may not be attached with Velcro, pins, staples or paper clips.
5. College Photo ID: All students are required to obtain a CMC photo ID card prior to the first day of class. Photo ID cards are obtained in Student Services after registration. The photo ID card must be worn on the outermost piece of clothing at shoulder height where it is clearly visible to others (**laneyards are not allowed**).
6. Socks: All white socks must be worn. The all white socks must be of plain design (e.g. no lace/patterns/tennis socks or Peds may be worn). Socks must be clean and free of holes.
7. Shoes: Standard all white nurses' shoes or all white athletic shoes (low heels, closed toes and closed heels) must be worn. No clogs, sandals or canvas shoes will be allowed. Shoes and shoe laces must be kept clean to prevent bacterial collection. All portions of the shoe visible when the student is standing must be white – white athletic shoes with colored bands on the sides are not acceptable.
8. Additional items that must be carried while on duty include a black pen a watch with a sweep second hand.
9. Mustaches and beards must be neatly trimmed and acceptable to both the clinical instructor as well as the clinical facility.
11. Hair must be off the collar, away from the face and neatly arranged. Loose ponytails or hanging braids are not permitted. Barrettes and/or hair combs must be plainly styled and either hair-colored or clear. Hair color must be natural in appearance and within the realm of genetic possibility.
12. Make-up: Extremes should be avoided. All make-up should be lightly applied. The application of permanent tattoos while enrolled in the Program is strongly discouraged. Temporary tattoos and henna-based skin designs will not be allowed in the clinical area. Clinical facilities require that tattoos be completely covered.
13. Perfume or cologne may not be used while in uniform.
14. Gum is not allowed in the classroom or clinical area.
15. Fingernails should be no more than ¼" beyond the fingertip and clean in order to prevent injury to the patient, to prevent collection of bacteria under the nails and to be in compliance with host clinical facilities. The use of polish, gel and/or artificial nails is not allowed.
16. **Smoking** by students is discouraged at the clinical facilities. Studies have shown that patients can be offended and physically affected by residual odors and chemicals carried on the clothing and skin of the smoker. If a student must smoke, they must follow these restrictions:
 - a. Smoking will only be allowed on approved break time; no additional breaks may be taken for smoking.
 - b. At a minimum, students will always wear an item of clothing that covers their uniform when they are smoking. This item of clothing must be the student's personal clothing – students are not to take cover gowns, patient gowns, etc. from the facility for this use. The cover clothing must be removed before the student returns to the patient care area.
 - c. Clinical facility rules will be followed which may include:
 1. Restriction of smoking to certain areas.
 2. Changing uniform after smoking and before returning to the care of patients.

- d. Items for smoking (cigarettes, lighter, etc.) will not be carried in the student's uniform pockets at any time that they are in the patient care area. They may be stored in a designated staff area or in your personal vehicle.
- e. A first reported or observed infraction of these rules will result in counseling and an unfavorable entry in the student's file and on their clinical evaluation. A second failure to comply with these rules may result in failure to meet clinical professional performance objectives which may result in course failure.
- g. For additional information on how to comply with this policy, consult the clinical faculty.

17. **Smoking** on College Campus: In the interests of promoting health and the well-being of District students, staff and visitors are to maintain the safety of District facility. It shall be the policy of CMCCD to prohibit smoking in all indoor facilities and in District vehicles. Smoking is only permitted in designated smoking areas around campus.

18. **Jewelry**: Only the following jewelry may be worn with the uniform: One wedding band, photo ID badge, watch and one pair of rounded post-style studs for pierced ears (e.g. studs may be gold, silver or pearl white). You may not wear necklaces, chains, bracelets or lapel/slogan pins. Students will be required to remove jewelry resulting from body piercing (e.g. eyebrow, nose, tongue, etc.) while in the clinical area.

SOCIAL MEDIA POLICY

Do not post confidential information - you should not anticipate that your online postings will remain private. Use caution when posting information and never disclose any identifiable information of any kind on any social media without the express written permission of the referenced student, patient, individual or clinical facility. Even if a student/patient/individual/facility is not identified by name with the information you use or disclose, if there is a reasonable basis to believe that the person could still be identified from that information, its use or disclosure could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA) and/or Family Educational Rights and Privacy Act (FERPA) regulations.

HEALTH STANDARDS

All students must submit the original health examination form to the Health Sciences Office and keep a copy for their personal records.

- A. Students must maintain a level of physical and/or psychological health that enables them to give safe nursing care to clients. When an instructor notes signs or symptoms that could indicate a health problem the student may be required to bring evidence of satisfactory physical and/or mental health from a physician.
1. **Health Requirements**
The student must be free from communicable diseases, infection, psychological disorder, and other conditions that would present a threat to the wellbeing of faculty, students or patients or would prevent the successful performance of the responsibilities and tasks required in the education and training program. Any condition described above which is developed by the student after admission to the Program may be considered sufficient cause for dismissal from the Program.
 2. The Program Coordinator may require a student to be examined by a licensed physician and to have laboratory tests, as needed, to determine physical and/or mental fitness. The Program Coordinator is authorized to require that records of any such examination be released to the Director. Such records may be used only to determine fitness for the Program, and except for such use, the confidentiality of such records shall be maintained.
 3. **Suspension/Dismissal:** Suspension/dismissal from the Nurse Assistant Training Program for health reasons will be on a case-by-case basis and shall be reviewed by the Program Coordinator in consultation with College officials.
- B. **Pregnancy/Childbirth:** As soon as a student suspects she is pregnant, she should be examined by a physician. If pregnancy is confirmed, the following is required:
1. A signed statement, on official letterhead, from a physician and/or nurse practitioner stating that it is safe for the student to perform the work required in a clinical facility without restriction. This signed statement must be presented to the clinical instructor and will be placed in the student's file.
 2. A signed statement from the physician will be presented to the clinical instructor every two months or more frequently if determined necessary by the instructor and/or Program Coordinator. The statement will verify the student's health status and continued ability to perform the clinical assignments without restriction.
 3. The student must submit a release to return to unrestricted activity from the physician before returning to the Program after pregnancy/childbirth.
- C. **Injuries in the Clinical Area**
1. Notify your instructor as soon as possible. All injuries must be reported. The instructor will help you with the required documentation.
 2. Neither the clinical facilities nor the College are responsible for providing treatment related to student injuries occurring as a result of this training program.

Students who have sustained an injury, whether during course activities or in the course of personal activities may be required to submit proof of fitness to be in the clinical area.

NOTE: It is the student's responsibility to retain copies of all documentation submitted. The Health Sciences/Nursing Programs Office will NOT make copies of any documents submitted and will NOT provide in any other way copies of records or any other information submitted and/or required for Program entrance or progression.

HEALTHCARE WORKER MANDATES

A. Plan for Control of Exposure to Bloodborne Pathogens:

The Occupational Safety and Health Administration (OSHA) of the Department of Labor has issued rules regarding occupational exposure to bloodborne pathogens. These have been implemented since June 6, 1992, under the title of "Universal Precaution" and Standard Precautions [airborne] are required.

Students are not specifically addressed in these new, mandatory standards. However, since nurses are at risk employees, students in the Nurse Assistant Training Program would have the same designation. The hospitals require that students receive the same training and protection as the nurses employed.

Therefore, the NATP Program will observe the following plan for control of exposure to bloodborne pathogens:

1. Student education: All students upon entrance to their first clinical nursing course will receive information on this subject before any assignment at a clinical facility. Documentation will be maintained to reflect that the student has received this training. Students receive additional training on-site at the clinical facilities per the clinical facilities' practices for orientation.
2. Hepatitis B. Vaccine: The student will be required to receive Hepatitis B vaccine or sign a statement declining it.
2. Tuberculosis Prevention: Students will receive instructions on the prevention of Tuberculosis transmission.
4. Hospital Drug and Hazard Awareness: Student will be instructed in this area during clinical facility orientation.
5. Contaminated Work Clothes: It is strongly recommended that potentially contaminated work clothes are changed before leaving the hospital. OSHA standards mandate changing grossly contaminated work clothes immediately. Should a student's work clothes become grossly contaminated, before leaving the work area they must put on a cover gown and/or change to a clean uniform provided by the clinic and bag the contaminated uniform for transport home. The student must return the borrowed cover gown or uniform on the next clinical day or on the very next day if the uniform is borrowed on the last semester day of clinical in that facility. Failure to return uniform items borrowed from a facility may result in being banned from that clinical facility which could result in the inability to meet NATP requirements and course failure.

B. Education Regarding Patient Privacy/Confidentiality (HIPAA)

Students will receive instruction at the time of entry into the program, as part of regular coursework in the NATP, and from the clinical facilities regarding patient privacy/confidentiality law and practices. Documentation will be maintained in the Health Sciences office reflecting that students have received this education and information.

DISMISSAL FROM THE NURSE ASSISTANT TRAINING PROGRAM

- A. A student will be dismissed from the Program for any of the following:
1. A pattern or incident of unsafe clinical performance which significantly endangers the patient's physical or mental health and/or disrupts the nursing care at the clinical facility.
 2. Failure to adhere to the clinical facility's requirements/policy/procedure for affiliating students (e.g. failing background check and/or drug screen).
 3. Absence or tardiness from theory or clinical (the Program consists of 72 hours of theory and 108 hours of clinical).
- B. If dismissal occurs before 75% of the course is taken, the student transcript may show a W. After 75% an "F" will appear on the transcript.
- D. All incidents must be documented in writing on a Faculty/Student Meeting Record form and signed by both instructor and student.

SURVEY

Students should expect to complete a course evaluation survey at the end of the Nurse Assistant Training Program. Student may receive a survey regarding employment within six months of completion of the Nurse Assistant Training Program.

DEPARTMENT OF HEALTH SERVICES ADDENDUM

Upon request from the applicants, LTC facilities must reimburse exam costs within one year of passing the exam and after at least four months of continuous employment if the applicant paid for the cost of their exam. The CNA must show the employer the original receipt of the payment for the exam to be reimbursed. (CDPH Nurse Assistants Certification Facts, September 2006 <http://www.cdph.ca.gov/certlic/occupations/Documents/CertificationFacts.pdf> .)



**COPPER MOUNTAIN COLLEGE
NURSE ASSISTANT TRAINING PROGRAM**

ACKNOWLEDGEMENT

By signing this document, I acknowledge that I have received a copy of the Copper Mountain College Nurse Assistant Training Program Policies and Procedure Manual Part II Student Responsibilities (2017) and that I understand and agree to follow and abide by all of the policies, procedures and information contained therein.

Date: _____

Please PRINT your name _____

Please SIGN your name _____



**COPPER MOUNTAIN COLLEGE
NURSE ASSISTANT TRAINING PROGRAM**

CLINICAL FACILITY HAZARD AWARENESS FORM

The following items represent the Nurse Assistant Training Program student's responsibility/awareness when in the clinical areas.

The Nurse Assistant Training Program student is aware that:

- A. Each clinical facility has a hazard policy according to Title 8 California Code of Regulation, Section 5194, and Federal Regulations 29, Part 1910.1200, requirements.
- B. Note: Mercury (used in certain equipment – BP, Cantor Tube) is toxic and absorbed via the skin. Never handle mercury without gloves.
- C. All clinical facility spills of body fluids should be managed according to facility policy. Check with the RN on the Unit for direction. Bleach (e.g. Clorox) is a universal cleanser.

Student signature verifies:

- 1. Receipt of this notice.
- 2. Commitment to read, know and comply with these directions.
- 3. Agreement to ask questions when in doubt.
- 4. Student has been informed (see page 16 of this handbook) and understands the clinical facility hazards.

Date: _____

Please PRINT your name _____

Please SIGN your name _____