



**LAKESHORE**  
TECHNICAL COLLEGE

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

*Student Handbook*

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# General Information

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

Faculty may modify policies, given sufficient cause and will announce changes to the class. These policies are intended to be current but are subject to change. The most current edition of the handbook is available on the LTC website: <http://gotoltc.edu/pdf/nursingHandbook.pdf>

## *Course Description*

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

## *Textbooks*



**Textbooks: Textbooks:** Hedman, S., Fuzy, J., Rymer, S. (2018) Nursing Assistant Care Long-Term Care, 4<sup>th</sup> Edition Hartman Publishing ISBN: 978-1-60425-074-9  
978-1-60425-075-6 workbook  
Required.

2. Wisconsin Nurse Aide Candidate Handbook from <http://hdmaster.com/>

## *Additional Supplies Required*

- Access to computer with internet access
- Clinical uniform, appropriate shoes, and a watch with **a second hand**.
- Pocket-sized notebook for clinical

## *LTC Core Abilities for Students*

- 1. Demonstrate Critical Thinking**
  - a. Learner determines issues that merit action
  - b. Learner takes initiative in the problem solving processes
  - c. Learner makes decisions considering alternatives and consequences
  - d. Learner refines action plans based on evaluation of feedback
- 2. Demonstrate Responsible Work Ethic**
  - a. Learner displays behavior consistent with the ethical standards within a discipline or profession
  - b. Learner follows policies and procedures
  - c. Learner attends class as mandated by the instructor
  - d. Learner completes assignments on time
  - e. Learner exhibits academic honesty
  - f. Learner accepts responsibility and accountability for his/her actions
  - g. Learner demonstrates time management and task prioritization
  - h. Learner demonstrates ability to handle ambiguity and unfamiliar situations
- 3. Communicate Effectively**
  - a. Learner comprehends written materials
  - b. Learner writes clearly, concisely and accurately
  - c. Learner adjusts communication style in order to meet the needs of others
  - d. Learner demonstrates active listening skills
  - e. Learner uses culturally appropriate verbal and non-verbal communication methods
- 4. Use Mathematics Effectively**
  - a. Learner measures accurately
  - b. Learner analyzes graphical information
- 5. Work Cooperatively**
  - a. Learner contributes to a group with ideas, suggestions, and effort
  - b. Learner completes his/her share of tasks necessary to complete a project
  - c. Learner encourages team members by listening and responding appropriately to their contributions
  - d. Learner maintains self-control
  - e. Learner resolves differences for the benefit of the team
  - f. Learner accepts constructive feedback
  - g. Learner effectively establishes rapport and builds situationally appropriate relationships
- 6. Apply Learning**
  - a. Learner transfers academic knowledge and principles to life and work situations
  - b. Learner incorporates prior learning
  - c. Learner knows when to ask for help
  - d. Learner demonstrates appropriate safety precautions
- 7. Respects and Appreciates Diversity**
  - a. Learner demonstrates respectful workplace actions for successfully working with a diverse workforce (race, color, creed, national origin, religion, age, sex sexual orientation, disability, and other differences)
- 8. Integrate Technology**
  - a. Learner determines which tasks can be performed more efficiently by using technology
  - b. Uses technology to perform tasks more efficiently
- 9. Apply Sustainable Practices**
  - a. Incorporates sustainable practices (environmental, economic, social, and cultural) during the decision making

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

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

## ***Nursing Assistant Program Competencies***

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

1. Communicate professionally within a healthcare setting
2. Demonstrate professionalism in the workplace
3. Maintain a safe healthcare environment
4. Adhere to principles of infection control
5. Provide for personal care needs of clients
6. Provide for basic nursing care needs
7. Demonstrate reporting and documentation of client data
8. Utilize principles of mobility to assist clients
9. Promote independence through rehabilitation/restorative care
10. Provide care for clients experiencing acute and chronic health conditions

## ***Grading Policy and Rationale***

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

- Obtains a comprehensive overall percentage for the course of 78%.
- Completes all assignments
- Obtained 90 hours of instruction
- Abides by the attendance policy; has not been absent more than once (which must be made up)

## **Learning Plan & Final Exams**

- Obtains an average of 78% or higher on the learning plan exams.
- Obtains a score of 78% or higher on the final exam.

## **Virtual Lecture practice quizzes**

- Completes all pre-lecture quizzes as assigned.

## Skills

- Satisfactorily demonstrates safe clinical skills in lab and/or clinical; unable to do so will result in immediate failure of the course.
- Demonstrate a 78% or higher for core ability skills; all core abilities must be rated > “0”

## Components of Student’s Grade Include:

- \*Learning Plan Exams – 45%
  - \*Final Exam – 15%
  - Virtual Lecture quizzes – 10% of the final grade
  - Clinical Skills – 30% of the final grade
  - Core Ability Skills – Earning a “0” in any area results in course failure
- \*Each of these grades must be at least 78% to pass the course**

## Assessments

- Learning plan exams are assigned for each reading assignment and are completed through Blackboard. They can be taken on any computer with internet connection without a proctor. They can only be taken one time. It is expected that they will be completed according to the course calendar. The overall average of the learning plan exams must be at least 78%; inability to obtain a 78% combined average for the learning plan exams will result in immediate failure of the course, and the student will not be able to proceed to the clinical component of the course.
- A final exam is assigned during the first several days of the clinical component of the course. It is a cumulative multiple choice question test. It can be taken on any computer with internet connection without a proctor. It can only be taken one time. It is expected that it will be completed according to the course calendar. It is expected that the minimum final exam score is 78%. Inability to obtain a 78% on the final exam will result in immediate failure of the course, and the student will not be able to complete the clinical component of the course.
- Video viewing and related virtual lecture with practice quizzes are assigned prior to each class in preparation to practice and demonstrate skills in the lab setting. The practice quizzes are incorporated into the virtual lecture presentation. They can be taken on any computer with internet connection without a proctor. They can be taken multiple times to help you learn the related skill content. The highest score obtained will be used in the calculation of the final grade.
- Clinical Skills will be practiced with demonstration of competency in the lab setting prior to performing the skills with residents or patients. Students are expected to come to lab prepared to demonstrate skills. You will prepare to demonstrate skills by watching videos, completing all virtual lecture with practice quizzes, and reviewing and practicing the assigned skills in the Wisconsin Nurse Aide Headmaster Handbook prior to coming to lab.
  - Students must demonstrate the care giving skills competently in the skills lab and at the clinical setting with confidence in order to pass the course.
  - Competency is demonstrated by completing the skills using the performance criteria in the course text (Hartman) as well as the Headmaster Handbook, with minimal prompting from the instructor.
  - Each skill will be scored as satisfactory or unsatisfactory. Unsafe performance of skills when caring for residents will result in course failure.
- Core abilities are college and employer identified skills that prepare students for employment. They will be evaluated throughout the course in the virtual lecture, skills lab and clinical setting. All core abilities must be scored above “0” to pass the course.

## **Grading Scale**

- A = 93 – 100%
- B = 86 – 92%
- C = 78 – 85%
- D = 70 – 77%
- F = 69% and below

## **Course Structure**

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

- Clinical Hours = 36
- Laboratory Hours = 27
  - 2-hours NWTC Videos
  - 25-hours Skills Lab
- Lecture Hours = 27
  - Virtual Lecture/Quizzes: 12 hours 45 minutes
  - Learning Plan Exams: 9 hours
  - Final Exam: 2 hours
  - Hartman’s Online Videos: 3 hours 15 minutes

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

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

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

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

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

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

### ***Outside of Class Work***

This course requires the student to do work in addition to the scheduled class-time. You can expect to spend 2-3 hours per course hour (e.g. 3-hour class may require 6-9 hours outside class work) working on



learning activities and assessments. Keep in mind, this time is for one class, and is an average; your individual time may vary. If you are taking more than one class, be sure to allow additional time for them as dictated by the courses

- You can expect to spend 2 hours per virtual lecture for each Learning Plan. This is in addition to the required reading, workbook, and video assignments.

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

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

## **Student Attendance and Participation**

As the Wisconsin Department of Health Services (DHS 129) requires at minimum 90 hours of learning to complete the program, students are required to attend ALL scheduled classes and clinicals. **If you know you will need to miss one of the scheduled days, please register for a nursing assistant course offered at another time.** Please be aware that attendance and tardiness records are maintained in accordance with DHS 129 regulations as published in the state's administrative code and may be audited at any time for compliance. Therefore, LTC will comply with all DHS regulations for nurse aide training with 90 hours meeting the minimum.

Our strict adherence to our attendance policies will not only keep us in compliance with the Department of Health Services regulations for Nurse Aide training programs, but will ensure that each LTC student enters the clinical setting with all the information and skills they need to provide the best care for patients and residents in our communities. Our attendance policies are uniformly applied to all students. Satisfactory performance in the clinical setting requires that all of the objectives for the clinical rotation be met. **Absence from the clinical area may result in your inability to meet the clinical objectives necessary to achieve a satisfactory grade.**

If there are extenuating circumstances, one absence may be able to be made up. Examples may include injury, illness that may be transmitted to the patients or residents, or an event qualifying for FMLA. However, more than one absence results in a student's inability to catch up to the rest of the class. Therefore students will fail the course on the second absence. For this reason, absences such as vacations, doctor appointments, work, sport events or other school related functions during the scheduled class time will not be allowed.

### ***Absence due to Illness or Emergency***

Students are required to discuss with their instructor cases of illness or injury involving themselves and/or family members when they prevent class attendance.

In the case of an emergency absence, the **STUDENT IS REQUIRED TO NOTIFY THE INSTRUCTOR PRIOR TO THE START OF THE CLASS** or clinical. If you need to miss a clinical and cannot contact the instructor, contact the clinical agency directly, inform them of the situation and ask them to pass on the message to your instructor. For your own protection, make sure you ask the name of the person you leave a message with and note the time that you called them.

All situations involving a students' inability to complete the 90-hour requirement are reviewed with DHS. The instructor may require a physician's release prior to returning to the next scheduled clinical experience dependent upon the nature of the illness or injury. DHS maintains final decisions on providing a student with an incomplete for the course and allowing the student to make up the work.

### ***Consequences of Absences/late work***

- a. Two absences for any student circumstance may result in immediate dismissal from the program and an F for the final grade.
- b. Failure to appear to any scheduled class period without contacting the instructor before the start of class (No call and no show) may result in immediate dismissal from the program.
- c. **Virtual Lectures (which include embedded quizzes) must be viewed and completed in their entirety** by the due date and time as outlined in the Course Calendar. If the deadlines are not met, students will not be allowed to participate in lab, therefore causing an absence for the course.
- d. Completion of all workbook assignments/exams by assigned due dates will be verified. Failure to meet deadlines may negatively affect your core ability scoring, which may lead to course failure.

### ***Weather Related Absences***

In the event of inclement weather, access LTC's website (<http://gotoltc.edu/current-students>) for news of delay or cancellation of LTC classes. If LTC communicates a delay, it is generally a 10:00 a.m. start. Because clinical times vary, your instructor will manage the potential weather related delays in class start time. Your instructor will communicate what will happen should there be a delayed start to a school day due to weather. Report to labs and clinicals at the time communicated. Time missed will need to be made up to reach the 90-hours required.

### ***Timely Arrival***

You are required to arrive to lab and clinical 10 minutes prior to the listed start time, with hands washed and in your seat at the start of the session. In the spirit of quality instruction for classmates, courtesy to the instructor, and emphasizing successful core ability skills, students who are unable to arrive 10 minutes prior to the start of class or clinical **MUST CONTACT THE INSTRUCTOR PRIOR TO THE ABSENCE OR TARDINESS**. Students who are not ready to work at the time the class or clinical is scheduled are considered tardy.

### ***Consequences of Tardiness***

- a. Students arriving late should enter without interrupting the class. All missed time will be made up at the discretion of the instructor. Three instances of tardiness may result in course failure.

## **ADA Statement**

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

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

A student requesting reasonable accommodation is required to:

- Submit an Accommodation Request Form to Accommodation Services, requesting accommodations.
- Submit documentation of the stated disability. This documentation must identify the disability for which accommodation is requested, and substantiate that the need for accommodation is related to the disability. In general, documentation should not be more than five (5) years old.

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

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

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

Additionally, this program course adheres to a set of Technical Standards that are necessary to ensure your success in this course and program. A student taking this course as a standalone course and not part of an LTC program still must meet the stated abilities for that program. To view the stated abilities for this program course, please visit the Current Students home page at <http://gotoltc.edu/current-students>.

## **Student Rights and Responsibilities**

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

## **Academic Integrity Code**

As an academic community, it is fundamental that every member of the college, including students, be responsible for upholding the highest standards of honesty and integrity. Activities that have the effect or intention of interfering with the institution's mission, its educational programs, the pursuit of knowledge, or the fair evaluation of a student's performance are prohibited. Examples of such activities include, but are not limited to, misrepresentation of academic records, cheating, plagiarism, fabrication, multiple submissions, facilitating academic dishonesty, and unfair advantage. Faculty members have the discretion to resolve cases of dishonesty on their own or formally initiate a hearing through the division dean and Student Services Office designee.

# Student Conduct Code

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

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

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

- Additional provisions from accrediting bodies may supplement this Student Conduct Code.
- Creating false accusations towards other students or staff.
- Lewd and lascivious behavior.
- Not complying with program accreditation requirements.

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

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

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

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

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

## **Preparing for Class, Lab, and Clinical**

You will be required to complete work prior to each lab or clinical. At a minimum, textbooks will be read to a level of comprehension and retention and workbook and study guide assignments will be completed.

Work completed by students prior to class is essential for the progression of the class and for the success of the student. Maximum time for developing skills for safe practice prior to working with clients is our goal.

### ***Use of Handheld Technology and Social Media***

To maintain an effective learning environment you are required to silence all electronic equipment such as cell phones or tablets during lab and clinical. The use of electronic devices (including Smart Watches) will not be allowed during any lab or clinical session unless specifically directed by the instructor. Texting, checking e-mails or accessing the internet during any lab or clinical time is not allowed. Any violations of handheld technology will have the consequence of automatic dismissal from the program. In addition, students are responsible to maintain client confidentiality. Posting patient/resident information or pictures on social media such as Facebook, Twitter, YouTube is a violation of confidentiality and would be cause for removal from the clinical setting and dismissal from the program.

## ***Clinical Skill Development***

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

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

**NOTE:** Your instructor will describe the management of using mechanical lifts in the lab and/or clinical area. Under no circumstances are you to use mechanical lifts without the presence of your instructor, qualified staff of the facility, or both. Strictly follow the directions provided to you by your instructor. You must be 18 years of age or older to operate or assist a mechanical lift in the clinical setting.

## ***Clinical Practice***

Safe practice is defined as:

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

Students may be discharged from the course if their performance or behavior places the student, resident or patient, classmate, staff or faculty in an unsafe situation.

Unsafe practice is defined as:

- Not adequately preparing for patient or resident care
- Attending labs or clinical under the influence of alcohol or drugs
- Behaving in a way that jeopardizes the personal safety of anyone
- Refusal to follow common patient care oral or written orders including care plans given as part of routine care
- Talking in such a way that is unethical or abusive such as but not limited to: revealing confidential information inappropriately, being rude or using offensive language, or demonstrating abusive behavior

- Taking indecent liberties that could be construed as sexual harassment toward residents, staff, instructors, or classmates
- Disregard for safety rules such as smoking or handling materials or equipment in a way that can injure another
- Disregarding Lakeshore Technical College or clinical facility safety rules, or other policies or procedures
- Inappropriate attire
- Repeating errors
- Lying about or falsification of clinical data
- Acts of omission
- Failing to follow the direction of the clinical instructor

### ***Clinical Dress Code: General Requirements***

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

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

## ***Uniform Guidelines***

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

### ***Student Uniform***

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

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

Violation of the Student conduct code, attendance policies, and clinical agency policies will result in dismissal from the program. Neglect, abuse, inappropriate actions towards a client, classmate, instructor, or staff, or disrespectful or inappropriate language towards same will result in immediate dismissal from the program.

- Should a clinical site refuse a student from returning to complete their rotation, this will be grounds for dismissal from the program.
- Students not able to satisfactorily demonstrate a clinical skill in lab and/or clinical, will not be able to pass the course.
- Students who are dismissed from the nursing assistant program for disciplinary reasons including unsafe practice are not eligible for readmission.
- Students who are dismissed from the nursing assistant program for academic reasons may be considered for readmission under certain circumstances.

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

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

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



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

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

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

### ***LTC self-disclosure requirements***

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

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

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

## **Admissions**

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

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

## **Behavioral Intervention Team on Campus**

For student and staff protection and safety, we have a Behavioral Intervention Team on campus. The purpose of the team is to intervene where a student may indicate or shows signs of potentially harming self or others. It is everyone's responsibility to report incidents to keep all of us safe. The rule of thumb is, "if in doubt, report." The easiest way to report a concern is to contact the course instructor, but you may also report using a link on the LTC website under Current Students/ General Campus Information/Behavior Intervention.

- Behavior Intervention site: <http://www.gotoltc.edu/current-students/general-campus-information/behavioral-intervention/index.html>
- Behavior Intervention referral form: <https://webapps.mywilm.com/BitReferral/default.asp>

### ***Concealed Weapons***

No concealed weapons are permitted in any Lakeshore Technical College classroom setting. Any violations shall be subject to disciplinary action. See the Student Handbook – Student Conduct Code or click on the [Students Rights and Responsibilities](#) link.

### ***Discrimination/Sexual Misconduct***

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

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

For more details please refer to the [Title IX Sexual Misconduct Policies and Resources](#).

### ***Incident Reports***

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

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

## Change of Address/Phone Numbers

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

## Technical Skills Attainment (TSA)

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

## Proprietary Notice and Limited Use Agreement

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

### ***Take Advantage of Campus Resources***

[\*Personal/Social/Life-transitioning Counseling\*](#)

[\*Academic Support Center\*](#)

[\*Trio/Student Support Services\*](#)

[\*Diversity and Multicultural Services\*](#)

[\*Phi Theta Kappa International Honor Society\*](#)

[\*Disability Support Services\*](#)

[\*Career Placement Center\*](#)

[\*Financial Support\*](#)

# Nursing Assistant Clinical Competencies

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

Clinical Site \_\_\_\_\_  
 Initials \_\_\_\_\_ Date \_\_\_\_\_

<i>Competencies</i>	<i>Lab Date/sign</i>	<i>Clinical Date/sign</i>	<i>Competencies</i>	<i>Lab Date/sign</i>	<i>Clinical Date/Sign</i>
<b>Count, Record Radial Pulse</b>			<b>Position on side</b>		
<b>Count, Record Respirations</b>			Logrolling		
Temperature			Sit on side of bed/dangling		
Measure Height			<b>Transfer from Bed to Wheelchair - Transfer Belt</b>		
<b>Measure &amp; record weight</b>			Transfer from chair to bed		
Fire extinguisher/evacuation			Transfer to and from toilet		
Apply soft restraints			Transfer using mechanical lift		
<b>Hand washing</b>			<b>Passive ROM shoulder, hip, knee</b>		
<b>Gloves-on &amp; off</b>			<b>Assist w/ambulation w/ belt</b>		
<b>Don and remove PPE</b>			Assist w/ ambulation; walker, wheelchair		
<b>Brush client's teeth – Mouth Care</b>			Make Closed/unoccupied bed		
<b>Denture care</b>			Make an Occupied Bed		
<b>Modified bed bath</b>			FBO		
Assist w/ tub or shower			Measure & record food/fluid intake		
<b>Female perineal care</b>			<b>Feed client who cannot feed self;</b> Feed w/ assistive devices		
Male perineal care			<b>Assist w/ Bedpan</b>		
Shave face			Assist w/ Urinal		
Shampoo hair, Brush and comb hair			Assist w/ Commode		
Fingernail care			Empty drainage bag		
<b>Foot care</b>			Change incontinence garments		
<b>Dress client with a weak arm</b>			<b>Catheter care</b>		
Undress client			<b>Measure &amp; record urine output</b>		
Applies Body Mechanics			Manage blood and body fluids		
Move up in bed w/assistive devices			Assist with hearing and visual aids		
Move to side of bed			<b>Apply elastic stockings</b>		
Turn and position: Fowlers, supine			Apply topical meds		

**DHS requires dates & initials for EACH skill that the student demonstrated with competence.**

**SCORING KEY:**

- *Date & instructor initials indicate competent performance*
  - *(Student is prepared and may need minimal cueing with skill)*
- *U = Unsatisfactory; needs improvement and additional practice*
  - *(Student may or may not be prepared but needs significant cueing with skill)*
- *N/A = not available in clinical areas.*

# Nursing Assistant Program Core Abilities Checklist

Name \_\_\_\_\_

Core Ability				
Demonstrates Critical Thinking	Final Score			Final Comments
• Determines issues that merit action	0	1	2	
• Takes initiative in problem solving process	0	1	2	
• Makes decisions considering alternatives and consequences	0	1	2	
• Refines action plans based on evaluation of feedback	0	1	2	
Responsible Work Ethic				
• Displays behavior consistent with the ethical standards within a discipline or profession	0	1	2	
• Follows policies and procedures	0	1	2	
• Attends class as mandated by the instructor	0	1	2	
• Completes assignments on time	0	1	2	
• Exhibits academic honesty	0	1	2	
• Accepts responsibility and accountability for his/her actions	0	1	2	
• Demonstrates time management and task prioritization	0	1	2	
• Demonstrates ability to handle ambiguity and unfamiliar situations	0	1	2	
Communicates Effectively				
• Comprehends written materials	0	1	2	
• Writes clearly, concisely, and accurately	0	1	2	
• Adjusts communication style in order to meet the needs of others	0	1	2	
• Demonstrates active listening skills	0	1	2	
• Uses culturally appropriate verbal and non-verbal communication methods	0	1	2	
Uses Mathematics Effectively				
• Measures accurately	0	1	2	
• Analyzes graphical information	0	1	2	
Works Cooperatively				
• Contributes to a group with ideas, suggestions, and effort	0	1	2	
• Completes his/her share of tasks necessary to complete a project	0	1	2	
• Encourages team members by listening and responding appropriately to their contributions	0	1	2	
• Maintains self-control	0	1	2	
• Resolves differences for the benefit of the team	0	1	2	
• Accepts constructive feedback	0	1	2	
• Effectively establishes rapport and builds situationally appropriate relationships	0	1	2	
Applies Learning				
• Transfers academic knowledge and principles to life and work situations	0	1	2	
• Incorporates prior learning	0	1	2	
• Knows when to ask for help	0	1	2	
• Demonstrates appropriate safety precautions	0	1	2	
Respects and Appreciates Diversity				
• Demonstrates respectful workplace actions for successfully working with a diverse workforce (race, color, creed, national origin, religion, age, sex, sexual orientation, disability, and other differences)	0	1	2	
• Identifies own bias and can adapt to the customs and practices of others	0	1	2	
• Demonstrates respectful behavior for living/working in a diverse society	0	1	2	

<b>Integrates Technology</b>			
• Determines which tasks can be performed more efficiently by using technology	0	1	2
• Uses technology to perform tasks more efficiently	0	1	2
• Adapts to changing/emerging technology	0	1	2
<b>Applies Sustainable Practices</b>			
• Incorporates sustainable practices (environmental, economic, social, and cultural) during the decision making process	0	1	2
<b>TOTAL CORE ABILITY SCORE</b>			
<b>CORE ABILITY PERCENTAGE</b>			
No single skill may be ranked at "0" for the final grade. A single skill ranked at a "0" will result in failing the course.			

*There are 37 competencies with a potential total point value of 74 points.*

**KEY:** 2 = Above Average; minimal cueing, ready for clinical or Day 1 employment  
 1 = Competent; some cueing, on track for clinical or Day 1 employment  
 0 = Needs improvement; needs additional practice and/or significant cueing. Not ready for Day 1 employment.

### ***Final Evaluation***

- \*Learning Plan Exams – 45%
- \*Final Exam – 15%
- Virtual Lecture quizzes – 10% of the final grade
- Clinical Skills – 30% of the final grade
- Core Ability Skills – Earning a "0" in any area results in course failure
- \*Each of these grades must be at least 78% to pass the course

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Last day signatures and dates:***

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

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

Enclose a copy of the Blackboard gradebook in the course folder.  
 Please note the Date and Reason below for withdrawal if applicable:

**30-543-1 Nursing Assistant**

**Performance Assessment Tasks**



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

**Directions**

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

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

**Target Program Outcomes**

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

**Rating Scale**

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

### Scoring Standard

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

### Scoring Guide

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



# Technical Standards: Nursing Assistant Program

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

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

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

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

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

## ***Nursing, Practical Nursing, and Nursing Assistant Technical Standards***

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

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

# Nursing Assistant Program Student Handbook Sign-off

Name: \_\_\_\_\_

LTC Student ID Number: \_\_\_\_\_

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

- I have read and I understand the Nursing Assistant Program Handbook. By signing this form, I agree to uphold the policies of the program. I understand that I may be dismissed from the program if I am in violation of any of the policies.
- I have read and I understand the Functional Abilities specific to the Nursing Assistant Program provided in this handbook.
- I understand that I must disclose all violations to laws including violations at the municipal/local level.
- I understand that when signing the Background Disclosure form, local/ordinance violations should be disclosed in addition to all felonies and misdemeanors. Parking tickets or a single speeding ticket do not need to be disclosed.

## Choose ONE:

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

**-OR-**

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

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