

Whatcom

COMMUNITY COLLEGE

Nursing Assistant

STUDENT HANDBOOK

Summer 2024

This Handbook is a part of every Nursing 100 Course Syllabus

Student Handbook

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Introduction

Students in the Nursing Assistant Certified Training Program (NACTP) are representatives of Whatcom Community College in the community. Nursing Assistant students therefore are expected to follow many of the same guidelines as the Nursing students.

For many students, the Nursing Assistant course and Nursing Assistant Certification are the first steps toward a rewarding career in healthcare. Whatcom Community College has several options beyond this course to further your career, should you decide to continue. Talk to an advisor for more information.

Whatcom Community College does not offer the Nursing Assistant Registered (NAR) Work Pathway. Students seeking to complete the NAR Work Pathway are advised to contact the Department of Health for eligible programs in the state of Washington. Students in the WCC Nursing Assistant Certified Training Program must successfully complete all components of theory, lab skills, and clinical in order to receive the certificate of completion and be eligible to complete the theory and skills test. This 8-credit course includes 49.5 hours of theory, 37 hours of lab, and 40 hours of clinical experience.

Starting Fall 2024, the nursing assistant course will use the WABON Common Curriculum as indicated in WAC 246-841A-440. Access to common curriculum materials will be provided at the start of the course.

COVID-19 Considerations

COVID-19 is a highly infectious virus that is currently impacting the health of individuals in the United States and throughout the world. Impacts of this pandemic has affected higher education and healthcare in multiple ways resulting in strategies to keep students, WCC employees, and clinical facility staff and clients safe. Students are expected to follow the current guidance from the Governor, Washington Department of Health, Whatcom County Health Department, Whatcom Community College, and clinical facilities for specific instructions for accessing campus and clinical facilities, reporting guidelines, self-isolation for COVID-19 or suspected COVID-19 illness, attestations for campus and clinical facilities, and any additional requirements such as use of PPE including masking, COVID-19 testing or antibody testing, and immunizations.

Anti-Discrimination and Harassment, Title IX Affirmation of inclusion

Whatcom Community College is committed to maintaining an environment in which every member of the College community feels welcome to participate in the life of the College, free from harassment and discrimination. We welcome people of all races, ethnicity, national origins, religions, ages, genders, sexual orientations, marital status, veteran status, abilities and disabilities. Toward that end, faculty, students and staff will:

- Treat one another with respect and dignity.

- Promote a learning and working community that ensures social justice, understanding, civility and non-violence in a safe and supportive climate.
- Influence curriculum, teaching strategies, student services and personnel practices that facilitate sensitivity and openness to diverse ideas, peoples and cultures in a creative, safe and collegial environment.

Notice of non-discrimination / Affirmative Action

Whatcom Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, gender identity, gender presentation, ancestry, ethnicity, family status, immigration status, citizenship, socioeconomic status, genetic information or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director for Human Resources, by phone: 360.383.3400 or email: hr@whatcom.edu , 237 W. Kellogg Road, Bellingham, WA 98226.

WCC publications are available in alternate formats upon request by contacting the Access & Disability Services office at 360.383.3139; or Video Phone at 360.255.7182.

Title IX statement of support

We at Whatcom Community College are committed to providing a healthy and productive environment for our students to learn and our employees to work. The College does not tolerate violent, harassing, threatening, or intimidating behavior toward our students, staff, faculty or visitors. Students learn and employees work best when they know they have a supportive environment in which to do so.

The safety of our students, staff, faculty and visitors is our highest priority. Whatcom Community College offers our campus community professional staff, resources, training and policies that help ensure a safe environment on and off campus. With these people, tools and means in place, we are confident that we have created a college in which people can learn and work at their best.

For Title IX compliance: Title IX Coordinator, by phone: 360.383.3400 or email: titleIX@whatcom.edu , 237 W. Kellogg Road, Bellingham, WA 98226.

Academic Assistance

In addition to the Theory Advisement by Nursing Assistant faculty, the Learning Center offers help with study skills, math skills, test-taking, tutoring, and academic counseling. Students are reminded that the Nursing Assistant course is demanding. Success may require that students adjust work schedules and other demands on their time to allow adequate study time.

Academic Integrity

Nursing is a highly trusted profession and students in the nursing assistant course are expected to demonstrate academic integrity. Academic dishonesty, the opposite of academic integrity, includes cheating, plagiarism, fabrication, and facilitating academic dishonesty.

1. Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic activity.
2. Plagiarism includes submitting to a faculty member any work product that the student fraudulently represents to the faculty member as the student's work product for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty member as part of the student's program of instruction. Plagiarism includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
3. Fabrication is the intentional and unauthorized falsification or invention of any information or citation in an academic activity.
4. Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another to violate a provision of this section of the disciplinary code. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:
 - a. Any student who commits or aids in the accomplishment of an act of academic dishonesty shall be subject to disciplinary action.
 - b. In cases of academic dishonesty, the instructor or Nursing Assistant Program Director may adjust the student's grade.

Other examples of dishonesty include:

1. Giving the appearance of, or actually looking at, another student's examination paper;
2. Communicating exam answers with another student during an examination;
3. Taking an exam or writing a paper for another student;
4. Copying sentences from a paper or offering another person's work as one's own (plagiarism), without citing the source;
5. Copying or sharing information from answer sheets and/or care plans/maps without doing the work independently;
6. Leading one to believe you have completed a required assignment or activity when you have not;
7. Fabricating data;
8. Stealing school, agency or client property.

Students will be held accountable for their dishonesty. A zero grade for the exam or paper will be given to the student for any of the above infractions. Additionally, the faculty will report the incident to the WCC Office of Community Standards.

Students are encouraged to report observations or knowledge of dishonest acts to the faculty. Such reports are confidential. Refer to the section on Academic Dishonesty under College Policies in the Whatcom Community College Catalog for further information.

Alcohol and Controlled Substances, Use/Abuse of

Students are prohibited from using, possessing, being demonstrably under the influence of, or selling any narcotic or controlled substance, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. Students are further prohibited from being demonstrably under the influence of any form of alcoholic beverage or possessing or consuming any form of alcoholic beverage on College property, with the exception of sanctioned events approved by the president or designee and in compliance with state law. These prohibitions apply to every student whenever said student is present upon or in any College facility and whenever said student is present at or engaged in any college-sponsored activity which is held in College facilities or non-College facilities. [WAC 132U-120-030 (1) and 050 (3) (f) and (g)].

Attendance Guidelines

Knowing and understanding emerges from skills laboratory, clinical, and classroom experiences, thus attendance is vital for all activities. The Nursing Assistant course is viewed as seamless, therefore one grade will be given for the course that encompasses clinical and classroom experiences. Students are responsible for attending all classes and completing all clinical assignments on the dates assigned. Attendance is recorded at each class meeting. Punctuality and full attendance is a professional behavior and valued by employers. Three (3) late arrivals and/or leaving class early will be considered an absence. More than one absence, whether excused or unexcused, will result in failing the course. Exceptional circumstances should be discussed with the instructor at least one week in advance.

Missed clinical times are missed opportunities to meet course objectives. Make-up time is not an inherent feature of any clinical course. Clinical absences will lead to the inability to meet clinical objectives that will result in a clinical failure, thus failure of the course.

In the event of an absolutely unavoidable absence, the student must:

1. Notify the instructor at least two hours prior to the assigned clinical time.
2. Talk to the instructor via telephone or in person (not voicemail).
3. At the discretion of the faculty member, submit a release signed by a health care provider to return to the clinical.

Absences from clinical jeopardize the student's ability to achieve the learning outcomes. **There may be no opportunity to make up missed clinical experiences.** A student who misses campus/clinical experiences may be asked to withdraw from the course and repeat the course the next time it is offered. The course schedule, including theory, lab skills, and clinical experiences meet the requirements of WAC 246-841A-440(4) and students must meet these requirements and the course outcomes in order to successfully pass the course and receive a certificate of completion.

Bad Weather Cancellation

During adverse weather conditions it may be necessary to cancel class or clinical. Classes will be cancelled when Whatcom Community College is closed for inclement weather. Listen to the radio KPUG (1170) and KGMI (790) for announcements to this effect. The faculty may also choose to cancel class or clinical during inclement weather and students will be notified by their instructors in that case. Be sure the Nursing Assistant Instructor has your current phone number.

Chemical Dependency and Abuse

The Washington State Department of Health Nursing Commission under RCW 18.130.180 (concerning the misuse of alcohol, controlled substances or legend drugs) has defined chemical dependency as unprofessional conduct.

The Nursing Assistant course at Whatcom Community College has adopted the following positions:

- Chemical dependency may have a negative impact on all aspects of life.
- Chemical dependency is a condition that can be successfully treated.
- Chemical dependency of a nursing student will compromise client safety and clinical standards of performance.
- Nursing faculty have a primary responsibility to the students enrolled in the Nursing Assistant course.
- Nursing faculty have a responsibility to intervene when client safety in the clinical setting is compromised.
- Nursing faculty have a responsibility to demand professional behavior from students in all aspects of the curriculum, as professionalism is one of the industry's standards. Professional behavior is defined in the Washington State Department of Health Law Relating to Nursing Practice and this handbook.
- All students are expected to perform their clinical activities efficiently and safely, without the influence of drugs or alcohol.
- Nursing students who are chemically dependent must address that problem before they resume pursuing their professional nursing career.

To protect the welfare of clients, students, and instructors at Whatcom Community College and affiliating facilities, the following activities are prohibited:

- Reporting for a clinical session with the odor of alcohol or illegal chemicals on the breath or person.
- Possessing any illegal narcotic, hallucinogen, stimulant, sedative or similar drug while on clinical time.
- Removing any drug from the institution or client supply for any reason.

- Using any intoxicating liquor or illegal substances within 24 hours prior to or while on clinical time, on the premises, or away from the premises when required to return to the clinical facility.
- Failure to follow the clinical facility's policies and procedures for controlled substances.
- Students have an ethical responsibility to report other students who are suspected substance abusers. This may be done by contacting Nursing Assistant instructors or the Nursing Assistant Program Director and may be done anonymously.

All questionable student behavior will be dealt with through the following procedure:

- If clinical performance is adversely affected by a prescribed medication, the student will be sent home and considered ill.
- Should an incident occur, the student may be required to submit immediately to a drug/alcohol test at the site designated by the instructor. The expense for such testing will be the responsibility of the student. If the student refuses testing, s/he will be dismissed from the program on the grounds of implied admission to substance use. In the event of suspected use in the clinical setting, the instructor has the right to confiscate the substance for identification.
- All tests will be processed using identification other than the student's name. All tests and test results will be considered confidential.
- The student will be barred from attendance at clinical sessions until the Nursing Assistant Program Director has received the test results.
- If test results are negative, the student may return to clinical practice, but will be expected to make up any time missed.
- If test results are positive, the student will be dismissed from the course on the grounds of substance abuse.
- Should an incident occur after the student has shown negative test results and the results are again negative, the student will be barred from clinical practice until the cause of the problem has been determined. All missed time will be subject to make-up.
- Any student dismissed from the course for substance abuse may apply for readmission with evidence of having successfully completed a treatment program. Other aspects of the readmission process may be handled under the standard procedure for readmission.

Children in Nursing Laboratory and Classrooms

Children are not allowed in classrooms, the campus Nursing Laboratory, or resource areas as this is unsafe and there is no one to supervise children when the student is busy. Further, only individuals officially registered for a course may attend classes, laboratories, or clinical experiences.

Clinical Assignment Policy

Nursing Assistant students are assigned to clinical sites on the basis of faculty and site availability to assure that maximum learning will be accomplished for each student in the course. Students should not be in a clinical facility without an instructor. The student may not return to the facility after the clinical session is completed. Students must pass the Department of Health Background check in order to attend clinical experiences. This process will be facilitated by the nursing instructors. Students that are ineligible to attend clinical based on positive findings for the background check must withdraw from the nursing assistant course.

Course Objectives

This comprehensive training program provides basic awareness of the role of the Nursing Assistant in nursing care and skill development in several facets of that care. Certified Nursing Assistants (NACs) are qualified to work under the direction of registered nurses (RNs) and licensed practical nurses (LPNs) and assist in the care of clients in hospitals, clinics, and assisted living facilities. This includes but is not limited to maintaining a safe environment for the patient, restorative care, communication with patients and basic concepts of care. Students must successfully complete NURS 100 in order to receive the Washington Certificate and be eligible to take the state NAC exam.

Competencies

- **Basic Technical Skills:** The nursing assistant demonstrates basic technical skills, which facilitates and optimal level of functioning for the client, recognizing individual, cultural, and religious diversity.
- **Personal Care Skills:** The nursing assistant demonstrates basic personal care skills.
- **Mental Health and Social Service Needs:** The nursing assistant demonstrates the ability to identify the psychosocial characteristics of all clients including persons with mental retardation, mental illness, Alzheimer's disease and other dementias.
- **Basic Restorative Services:** The nursing assistant incorporates principles and skills of restorative nursing in providing nursing care.
- **Residents' Rights and Promotion of Residents' Independence:** The nursing assistant demonstrates behavior which maintains and respects residents' rights and promotes residents' independence, regardless of race, religion, lifestyle, sexual preference, disease process or ability to pay.
- **Communication and Interpersonal Skills:** The nursing assistant uses communication skills effectively in order to function as a member of the health care team.
- **Infection Prevention:** The nursing assistant uses procedures and techniques to prevent the spread of microorganisms (germs).
- **Safety/Emergency Procedures:** The nursing assistant demonstrates the ability to identify and implement safety/emergency procedures.
- **Rules and Regulations Knowledge:** The nursing assistant demonstrates knowledge of, and is responsive to, the laws and regulations which affect his/her practice including but

not limited to: client abuse and neglect, client complaint procedures, worker's right to know, and the Uniform Disciplinary Act.

Complaint Procedure: Informal and Formal

The emphasis of this procedure is the informal resolution of a complaint. Many differences can be resolved by direct, courteous, and respectful communication. Formal complaints and appeals, which involve Hearings before the Academic Appeal Committee, should be rare. An informal complaint can be filed in any situation in which a student alleges that a Nursing Program administrative or academic policy is faulty, or its application has resulted in unfair treatment. The burden of proof to establish a case for a hearing rests with the student. The informal procedure will be instituted within a reasonable amount of time but no later than 30 days after the event occurred.

If the complaint involves a faculty member:

- Step 1:** Informal resolution: Students who believe a college faculty member has treated them unfairly shall first discuss their concerns directly with that person.
- Step 2:** if the complaint is not resolved in Step 1, the student will meet with both the faculty member(s) and the Nursing Program Director. The student needs to document all events concerning the complaint using the **Informal Complaint Form** available from the Nursing Program Assistant.
- Step 3:** If no acceptable resolution is reached in Step 2, the student may initiate a formal complaint using the WCC Student Complaint Process found on the college website (listed as WCC Student Complaint Step 2).
- Step 4:** If no acceptable resolution is reached in Step 3, the student may institute an appeal as outlined in the WCC Student Complaint Process.

Student complaints about this nursing assistant training program can be filed with the Washington State Board of Nursing (WABON), formerly called the Nursing care Quality Assurance Commission at <https://fortress.wa.gov/doh/opinio/s?s=EducationComplaintForm>

Counseling

Whatcom Community College has counseling services available to all students. If personal problems seem overwhelming you may wish to talk with a counselor. The instructor may recognize this need before you do and may refer you for further help. Counseling sessions are confidential. The counseling office is in LDC 134 and can be contacted by email at counseling@whatcom.edu, 360-383-3139.

Dress Code

All Nursing Assistant students are expected to adhere to the following dress code.

- 1. Uniform: Navy blue scrub top with navy blue scrub pants.** The student must be identified by wearing a professional uniform and Nursing Assistant student photo ID is

required with the uniform and should be worn at all times when in a clinical setting. Any device used to wear a name-tag around the neck must be of material that breaks away easily. Matching jackets or sweaters may be worn over the uniform in cold weather. Blue jeans, shorts, halter-tops, or sweat clothes are not to be worn in any professional setting. Women wear tan or white stockings or hose; men wear white socks with the uniform. Sheer, tight, or see-through fabrics, denim, and spandex materials are not appropriate. All uniforms should fit to allow for comfortable sitting, bending, stretching, etc.

2. **Shoes:** Closed-toe, closed and low-heeled, professional-appearing white or black shoes or all-white or black athletic shoes are required. Clogs, sandals, or cloth tennis shoes are not to be worn. Shoes are expected to be clean and in good repair.
3. **Nursing Assistant Photo ID** should be ordered from Student Services in the Syre Center, and include the student's first name. Nursing Assistant student photo ID is required at all times when in the clinical facility. When withdrawing from the program, the photo ID is to be returned to the Nursing Assistant Program Director.
4. Students may not carry **personal communication devices** in the clinical setting. Telephone calls may be made at break time off-site.
5. **Jewelry** is limited. No jewelry except a watch with second hand, wedding bands, and one pair of small stud earrings. Other visible body-piercing jewelry must be removed prior to entering clinical facilities. Hoop earrings or any other jewelry may not be worn with the exception of a medical I.D. tag.
6. **Makeup:** To be used conservatively while in uniform.
7. **Hair:** Hair should be pulled back, off shoulders if longer than shoulder length. Barrettes are acceptable. Ribbons, scarves, and other hair ornaments may not be worn.
8. **Fingernails:** Long nails are impractical and unsanitary. Nails should be kept clean, manicured, and of minimal length. Use of fingernail polish and/or acrylic nails is prohibited.
9. **Personal Hygiene:** All students are expected to be well-groomed. This includes a clean, well-pressed uniform, deodorant, clean hair, clean shoes and good oral hygiene. No perfume or strongly-scented soaps or lotions should be used. If personal hygiene is deemed inappropriate by the facility, the student will be sent home.
10. **Chewing Gum** is inappropriate in the clinical setting.
11. **Tattoos:** Visible tattoos must be appropriate in content and quantity and in keeping with a professional image. Tattoos that may be considered offensive or excessive must be covered while in the nursing lab, simulation, and clinical sites. Clinical Facility policies for tattoos will be adhered to.

Eating and Drinking

Individual faculty will give directions as to whether food or drink is allowed in the classroom. No food or drink will be allowed during examinations. The classroom must be left clean and orderly. Failure to keep the environment clean will result in the loss of this privilege. There will be no eating or drinking in the Nursing Laboratory.

Electronic Communication, Online Social Networking, and Texting

Whatcom Community College NAC students must adhere to the Health Insurance Portability and Accountability Act (HIPAA) guidelines in all instances. Client information (including photographs) should not be a part of a student's personal electronic communications (e.g., texting, phone calls, web pages, online social networking). As outlined in the HIPAA section of this handbook, **all verbal, electronic, and written information relating to clients and affiliated agencies is considered confidential and is not to be copied or discussed with anyone.**

Students should refrain from using cell phones (for conversations, texting, and image taking), and any similar device directly in front of clients. The use of these electronic tools in the presence of a client may degrade the client's feelings of safety and confidentiality. By adhering to these rules, students will demonstrate the respect and confidentiality all clients deserve.

Additionally, professional conduct dictates that NAC students must refrain from communication and action that perpetuates, relates to, or infers gossip, stories from behind the scenes, or hearsay. The Whatcom Community College affiliated agencies (i.e. clinical sites) and their employees must receive the professional respect and privacy restrictions granted to all clients.

Specific procedures that have been completed in the clinical setting and helpful hints for fellow students may be items deemed appropriate to discuss when no identifiable HIPAA protected information is disclosed. Questions related to adhering to HIPAA should be directed to your instructors or the Program Director.

Employment

The faculty strongly recommends that the hours of employment do not precede hours required at the clinical site. This is required for resident safety.

Students, when at their regular employment, may not wear the WCC name pin or uniform. Employed students are not considered official representatives of the WCC Nursing Assistant course. An uncertified Nursing Assistant student should not accept employment that requires the student to perform duties that should be performed only by a certified nurse assistant. Students are accountable for their actions and are urged to use reasonable and prudent care in accepting a position and in fulfilling their responsibilities as employees.

Expenses for the Program

Cost of the Nursing Assistant course reflects current community college tuition rates. Information on financial aid may be obtained by calling the Financial Aid Office or by visiting the WCC website.

Listed below are the approximate expenses for the Nursing Assistant course in addition to general college expenses (tuition and college expenses).

Supplies:

Textbook	\$ 60
Student Lab Fee	\$ 75
Uniform (including shoes)	\$ 150

Watch (with second hand)	\$ 40
Personal health insurance (cost varies)	

Test and Application Fees

Department of Health Application Fee	\$ 85
Certification Nurse Assistant Exam Written	\$ 55
Certification Nurse Assistant Exam Skills	\$ 100

Financial Aid

Students attending WCC for the purpose of receiving a degree or certificate may be eligible for financial assistance through federal, state, or local programs. Details may be obtained from the Student Financial Aid Office. WorkSource and Advising also provide referrals to funding resources.

Grading Guidelines

Grading Scale

Percentage:

96-100.....	A
92-95.....	A-
89-91.....	B+
86-88.....	B
83-85.....	B-
80-82.....	C+
78-79.....	C

The student is not passing if grade is below 78%. A score of 77.9% will not be considered passing. Grades will not be rounded to the nearest percentage point.

75-77.....	C-
71-74.....	D+
68-70.....	D
67 and below.....	F

The instructor reserves the right to deduct points or assign a grade of “0” for assignments and exams turned in late. Refer to the course syllabus for specific details. Students may request an incomplete for the course from the instructor and program director if all course work is not completed at the discretion of the program director and instructor.

All clinical experiences are required and campus nursing laboratory attendance is mandatory. Clinical grades will be based on quizzes over skills lab content and performance of required clinical skills. Quizzes must be passed with a minimum of 78%.

Guidelines for Exposure to Body Fluids

Standard Precautions – all blood and body fluids are considered to be potential sources of infection and are treated as if known to be infectious.

1. Contaminated sharps shall not be bent, recapped or removed.
2. Contaminated sharps must be placed in an appropriate container as soon as possible.
3. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure.
4. When exposure is possible, personal protective equipment shall be used. Personal protective equipment includes:
 - a. Gloves to be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when touching contaminated items or surfaces.
 - b. Masks, eye protection and face shields to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
 - c. Wash hands immediately after removal of gloves or other personal protective equipment.

(Excerpts from OSHA Blood-borne Pathogens Section 1910.1030)

Exposure Guidelines

1. Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
2. Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor.
3. The clinical instructor and student will notify the agency supervisor.
4. The student will complete an agency site incident report.
5. The student will complete the college accident report.
6. The student will file a report of the incident with the Nursing Assistant Program Director.
7. Any medical expenses incurred by the student will be the responsibility of the student.

Health Insurance Portability and Accountability Act (HIPAA)

All verbal, electronic, and written information relating to clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the course.

I. Rationale for Guidelines

The Health Insurance Portability and Accountability Act (HIPAA Privacy Regulations) protect an individual's identifiable health information. Procedures are established for the purpose of mitigating, to the greatest extent possible, any deleterious effects from any improper use or disclosure of individually-identifiable health information or Protected Health Information (PHI). Protected health information includes the resident's name or other resident identifiers, including information on past, present, or future physical or mental health

status, or the condition and provision of health care to the patient. HIPAA established an individual's right to control access to and use of PHI.

II. Security

This refers to how private information is safeguarded, controls access to information and protects it from inappropriate disclosure, distribution or loss of data.

- Maintain the security of PHI and prevent its unauthorized use or disclosure, e.g. chart security; log off computer when leaving terminal.
- Report immediately in writing any use of PHI that is not permitted.
- Consequences of violation include fines and criminal charges.

III. Privacy

This refers to what is protected -- health information about an individual and the determination of who is permitted to use, disclose, or access the information.

- Protect resident confidentiality in all forms: written, oral and electronic.
- Only access resident information to the extent of the need to know for each job/position, and only the minimum necessary for the immediate purpose.
- Residents have the right to see their own medical records and learn who has seen their records when the disclosure is for purposes other than treatment, billing or other healthcare operations.

Integrated Basic Education and Skills Training (IBEST)

IBEST students enrolled in Nursing 100 are also enrolled in a support class. The support class instructor will attend all Nursing 100 lectures and labs in order to assist IBEST students in comprehending lecture and textbook/workbook information, vocabulary, and concepts. Study skills strategies and test preparation are also major focal points. IBEST students are required to attend all support classes. Please refer to the NAC schedule for Nursing 100 and support class dates and times.

Latex Allergy Response Plan

When working in the clinical setting or Nursing Skills Lab, students may be exposed to latex and other allergens.

Procedure

For students with known sensitivity/allergy to latex or any other element in the lab or clinical environment, it is recommended that you:

- Obtain a consultation with your health care provider (HCP) about your sensitivity/allergy, risks, and treatment.
- Provide documentation from your HCP to your clinical instructor regarding your sensitivity.
 - Latex-free gloves will be provided. However, the lab environment and clinical facilities are not latex free.
- Inform your clinical instructor of your plan to handle a reaction.

In the case of a life-threatening reaction in the Nursing Lab, an ambulance will be summoned immediately.

- Any faculty member or student may **dial 911 on the phone in the Lab, state that you have a life-threatening “latex emergency” and need an ambulance. Epinephrine will be needed.**
- After calling 911, **notify the WCC switchboard.**
- Do not handle the victim with any latex products.
- The affected student or faculty member will be transferred to PeaceHealth St. Joseph Medical Center by ambulance. It is helpful for the ambulance personnel to know the victim’s allergies, current medications and any medical conditions.

Faculty and staff with known sensitivities are to inform the Nursing Assistant Program Director as above. If a student or faculty member has a reaction requiring medical attention, an Incident Report is to be completed and forwarded to the Nursing Assistant Program Director.

Lines of Communication

To facilitate the open communication between students and faculty, the Nursing Program has defined a line of communication to resolve academic issues that may arise in the classroom and/or at the clinical site. Student issues or concerns need to be addressed promptly and according to the established line of communication outlined below. Dialogue with the next person in the line of communication is necessary only after the prior contact does not lead to resolution.

Line of Communication for Problem Resolution

Course Instructor or Clinical Instructor → Nursing Program Director → Department Chair → Dean for Health Professions and SEM → Vice President of Instruction

Progression in the Course

Nursing Skills Lab

Students are required to attend Skills Lab demonstrations and lab appointments. Skill proficiency will be evaluated by the instructor on the basis of clinical performance in labs.

A. Nursing Skills Lab Requirements

1. Campus Lab

- A. Campus equipment must be returned to the appropriate location when finished.
- B. Uniform. Clean scrubs.
- C. Name badge
- D. Hair off collar, no excess jewelry (see dress code)
- E. Skills check-off sheet

2. Skills Guidelines

Certain steps are always carried out while performing procedures. In addition to the steps listed in the Nursing Assistant textbook, the faculty believe there are some core competencies that must be demonstrated in the performance of each task.

- A. At the beginning of procedure:
 - 1. Identify resident, explain procedure, and gain cooperation;
 - 2. Wash hands, don gloves if warranted;
 - 3. Provide for privacy, drape as necessary, and position bed at a safe working level.
- B. At the completion of the procedure:
 - 1. Position resident for comfort, bed in low position, side rails up (if appropriate), call light in place.
 - 2. Collect used items and equipment, dispose appropriately.
 - 3. Wash hands, report and document.

Students not prepared for lab practice will be dismissed from lab. Students who are unprepared when doing a procedure in the clinical area will be required to return to the lab for practice.

Medically Necessary Leave

This policy covers medically necessary leave that a nursing assistant student may need to take during the course. This could include pregnancy, major surgery, or other medical procedures that require time away from the course. Students will be referred to Access and Disability Services to determine the need for reasonable accommodations. The student is responsible to:

- 1. Advise the instructors and Nursing Assistant Program Director of the need to take leave.
- 2. Be under a doctor's supervision

The pregnant student who is in good health may continue clinical nursing courses as long as, in the judgment of the student's primary care provider, the requirements of the course will not interfere with their health or their pregnancy, and the state of their health does not interfere with meeting course outcomes. Pregnant students should notify their nursing instructor/nursing assistant program director and provide a release from their provider that they are able to continue in clinical or of any restrictions. Depending upon the circumstances, the student may need to withdraw from the nursing course.

Students who take a medically necessary leave and are unable to meet the requirements of the course with reasonable accommodations are advised to consider re-enrolling in the course at a later time.

Professional Boundaries

Your professional role at Whatcom Community College is "student Nursing Assistant". Students in the Nursing Assistant Certificated (NAC) Program must function in the role of student Nursing Assistant in **all** clinical settings. Skills from your present job or previous certifications, including but not limited to unit secretary and EMT, will not be allowed in the clinical setting. You will always function under the guidance of the NAC instructor. For your protection and your client's

safety, you may not perform skills before they are covered in the NAC Program, regardless of your previous experience, unless under direct supervision of your clinical instructor.

To become friends with clients and their significant others you meet in the NAC Program is non-therapeutic. Clients are vulnerable during treatment and a new social relationship with a professional person will create added problems for them. If a client asks for your personal information such as address, phone number, or e-mail address, **DO NOT GIVE IT OUT**. Explain with respect and encourage the patient to seek out his or her own support system. Under no circumstances do you transport a client in your car or ride in theirs. If you encounter a personal friend or relative on the unit where you are assigned, please inform your staff and instructor so you may receive assistance in dealing with the situation.

Additionally, as a NAC student at Whatcom Community College, you are required to maintain professional boundaries with clients and clinical site employees. This includes the use of all forms of electronic communication, online social networking, and texting (see Electronic Communication, Online Social Networking, and Texting policy).

To be professional, you must be able to objectively evaluate your own strengths and weaknesses and demonstrate initiative for furthering your own learning. You must also accept and profit from constructive criticism and past experiences and be able to adapt to various situations.

Record Systems

The Admissions/Registration Office maintains official files for all students who apply at the college.

Smoking Policy

The Surgeon-General of the United States has issued a statement that smoking is injurious to one's health. It has also been demonstrated that "second-hand smoke" may be even more damaging. Consequently, the Nursing faculty at Whatcom Community College does not condone smoking.

The odor of tobacco products emanating from the smoking healthcare provider may result in a variety of adverse effects upon the resident, including refusal to accept care. It is for these reasons that the faculty has adopted the following smoking policy.

Smoking is allowed in designated smoking areas only, at both clinical sites and on campus. Nursing Assistant students must comply with these regulations and the following additional limitations:

1. Avoid smoking in the car on the way to clinical;
2. Refrain from smoking during morning or afternoon breaks;
 - a. Smokers who are unable to control the odor of tobacco on their breath or clothing may be required to abstain from smoking.
 - b. The student may be removed from the resident care areas if the odor of smoking impacts resident care or if the facility's non-smoking policy is violated.

Standards of Professional Conduct

It is important for Nursing Assistants to adhere to the standards of professional conduct that are an inherent part of the nursing profession. Students enrolled in the Nursing Assistant course are expected to adhere to the standards. These standards include:

- Confidentiality: Respects the privacy of residents and respects privileged information.
- Accountability: Is answerable for one's actions.
- Responsibility: Executes duties associated within the Nursing Assistant role.
- Care Facilities Policies and Procedures: Adheres to the care facility policies and procedures.
- Honesty: Practices fairness and straightforwardness of conduct; displays moral excellence and truthfulness.
- Punctuality and Promptness: Is on time for classroom and clinical assignments.
- Dependability: Is trustworthy and reliable.
- Respect: Treats others with consideration and courtesy.
- Professional Appearance: Adheres to the established dress code in all clinical and professional activities.
- Professional Boundaries: Maintains professional relationship with residents.
- Ethical: Behaves ethically in all situations.
- Legal: Operates within the standards of practice related to the Nursing Assistant role.
- Safety: Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.

Student Reference Request

See **STUDENT FORMS** section.

Students Rights and Responsibilities

Personal and professional ethics are qualities essential in the Nursing Assistant practice and are expected of each student entering the Nursing Assistant course.

Nursing Assistant students are expected to abide by and demonstrate these qualities by following the expectations as outlined in the "Students Rights and Responsibilities Policy" found in the WCC catalog. In addition, students are expected to assist others who may have violated this policy by discussing the situation with them and informing them of the consequences. Students are also expected to report violations of this policy in private to the Nursing Assistant Program Director. Violations of this policy will result in disciplinary action up to and including dismissal from the course.

Students violating section 2 and other sections of the "Students Rights and Responsibilities Policy" will be subject to disciplinary action as outlined in the college's disciplinary policy. The complete policy, WAC 132U120-010-213U-120250, can be obtained from the Office of Educational Services or the College website.

Students have the right to:	And a responsibility to:
------------------------------------	---------------------------------

1. Be treated with respect, civility, and dignity.	1. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
2. Equal and fair treatment regardless of race, color, creed, age, gender, national origin, or disability.	2. Respect individual rights and recognize the impact on others and take responsibility for their actions. Review the WCC Nursing Assistant Student Handbook and the WCC Access and Disability Services Student Handbook. Follow program policies.
3. Accurate and clear information about course requirements, learning objectives, and instructions.	3. Know and understand the contents of each syllabus. Actively participate in class, skills lab, and the clinical setting. Ask for explanation of any unclear course requirements, learning objectives, or instructions. Review WCC student.edu and Canvas email communication regularly and respond accordingly.
4. Actively participate in an orderly and non-distracting classroom, lab, simulation environment, or clinical setting.	4. Avoid distracting others. Be actively engaged and persistently interested in course material and activities. Come prepared to class, skills lab, simulation, and clinical experiences.
5. Receive thorough and prompt feedback on work.	5. Turn in assignments on time. Read the feedback and make requested changes in future assignments. Acknowledge that grading and thorough feedback take time to complete. Review WCC student.edu and Canvas email communication regularly and respond accordingly.
6. Receive assistance understanding rights and resources for support through difficult situations.	6. Communicate with course lead faculty and/or assigned faculty. Utilize WCC resources such as the Academic Success and Advising Center, Writing Center, Library, Tutoring/Learning Center and WCC student health services for counseling, as needed. See WCC Catalog and WCC Nursing Assistant Student Handbook as needed.
7. Participate in curriculum development, implementation, and evaluation.	7. Participate in class and appropriate organizations to learn about current nursing trends and practices. Complete all institutional course and clinical placement evaluations.
8. Know and be informed of the criteria for admission, progression, remediation, and graduation.	8. Know and abide by criteria for admission, progression, remediation, and graduation as listed in the WCC Catalog and the WCC Nursing Assistant Student Handbook.
9. Access to their own grades and records and confidential treatment of those grades and records.	9. Keep track of points received for assignments and know their total points received throughout the quarter(s). Listen attentively and respectfully express their own opinion if in disagreement with faculty. See Complaint Procedure Informal and Formal in the WCC Nursing Assistant Student Handbook for specifics.

10. Notification of pending failure to progress for academic, professional, or health reasons.	10. Appeal such decision if considered by the involved student to be unfair on specific grounds. See Grading Guidelines and Complaint Procedure Informal and Formal outlined in the WCC Nursing Assistant Student Handbook for specifics.
11. Learn about policy changes prior to effective date through verbal and written channels.	12. Respond to proposed changes through appropriate channels prior to the effective date; verbally (such as in class meetings) and written (via email). Evaluate the changes on an ongoing basis providing feedback through proper channels.
12. Complete the basic program and apply for certification once all requirements are fulfilled.	13. Comply with the State of Washington Board of Nursing requirements for certification examinations.
13. Be treated as an aspiring nursing assistant - certified.	14. Perform within approved nursing assistant student's scope of practice. Review and follow WCC Student rights and responsibilities, Nursing Assistant policies, and clinical site student expectations.

Technology Requirements

Students enrolled in NURS 100 should have access to a computer with a high-speed internet connection throughout the course. The student should also be familiar with Windows based computer applications, word processors, and web browsers. Specific recommendations are listed below.

1. Computer with latest Windows operating system
2. Web browser (Mozilla-Firefox, Chrome)
3. Word processing program (Microsoft Word preferred)
4. Cable, DSL, or wireless internet connection

Telephone Policy

There are times during college classes when it is essential that faculty and/or a clinical facility contact a student. Consequently, students are required to have a telephone or have a reliable method of receiving messages on a regular basis.

It is the student's responsibility to keep **telephone numbers as well as address and name change information updated** in the Nursing Assistant Program Support Office (HPC 205) and the WCC Registration Office.

Cell phones will need to be turned off during classroom and clinical instruction times.

Transportation

Students provide their own transportation to college and clinical facilities.

Unsafe or Unethical Clinical Conduct

The following is a partial list of actions that constitute Unsafe or Unethical Clinical Conduct and may become the basis for dismissal from the Nursing Assistant course.

1. Consistent unsatisfactory clinical evaluations.
2. Failure to immediately report a resident care error to the Nursing Assistant instructor and/or responsible nursing personnel.
3. Violation of principles of confidentiality.
4. Lack of preparation for clinical practice.
5. Ineffective, inaccurate, or dishonest verbal or written communication that does or may result in danger to the resident or others in a healthcare setting.
6. Failure or refusal to comply with direction from healthcare professionals that does or may affect the well-being of others.
7. Failure to respect resident rights and dignity.
8. Failure to accept personal responsibility for actions.
9. Soliciting, borrowing, or removing property or money from a resident or resident's family.
10. Assuming resident care tasks which the student lacks the education or competence to perform.
11. Removing drugs, supplies, equipment, or medical records from the clinical setting.
12. Abusive, obscene, violent, willfully-disturbing or irresponsible behavior on college property or at clinical agencies.

When any performance occurs that could jeopardize life, impede recovery, or interfere with the maintenance of the resident's current health status, a conference will be held as soon as possible with the Nursing Assistant student, Nursing Assistant instructor, and the Nursing Assistant Program Director. Students may be dismissed from the Nursing Assistant course for unprofessional behavior as well as for academic failure.

STUDENT FORMS



Agreement to Abide by the Requirements of HIPAA

NAC Program

Faculty and students must protect information coming from a health care provider. Faculty provide a HIPAA orientation to students before they begin their clinical rotations. Faculty and students will safeguard client confidentiality as required by the Act.

Statement of Confidentiality:

I, _____, understand that as part of my clinical experience and during the course of my participation in the Nursing Assistant Program, I will come in contact with medical records.

I understand that under Federal law the unauthorized disclosure of medical record information is unlawful and could subject me to civil and criminal penalties. I therefore pledge to Whatcom Community College that I will not reveal the name, address, or any other pertinent information that exists on any medical record which I have come in contact with during the course of my clinical experiences.

I also will not access any medical record unless it is necessary for the assignment for which I am responsible. I will not photocopy or print any portion of a client’s medical record.

Student

Date

I, _____, request that
_____ (faculty name) provide a reference for me.

The reference may be given orally and/or in writing. I authorize the faculty member to release information and provide an evaluation about any and all information from my Whatcom Community College Nursing Program education records. This authorization includes information pertaining to my education at other institutions I have previously attended that is a part of my education record at Whatcom Community College, and which is deemed necessary by Nursing Program faculty to provide the reference.

I acknowledge that faculty may decline to provide any, some, or all of my reference requests and the **Faculty's signature on this form is required.**

References are requested for: (Please check one.)

- All prospective employers Yes No
 - Specific employers listed below Yes No
-

- All educational institutions to which I seek admission Yes No
 - Specific educational institutions listed below to which I seek admission Yes No
-

- All organizations considering me for an award or scholarship Yes No
 - Specific organizations listed below considering me for an award or scholarship Yes No
-

I understand further that:

1. I have the right not to consent to the release of my education records;
2. I have a right to receive a copy of any written reference upon request;
3. This consent shall remain in effect until revoked by me, in writing, and delivered to the above faculty member, but that any such revocation shall not affect disclosures previously made by faculty prior to the faculty's receipt of any such written revocation.

Student Signature

Date

Faculty Signature

Date

**Complaint Form
NAC Program**

Complainant _____ Date _____

Person(s) Against Whom Complaint Directed _____

Other Persons Involved

Summary of Issue (detail all pertinent
facts): _____

Resolution Being
Sought: _____

Signature of Complainant

When working in the clinical setting or Nursing Skills Lab, students may be exposed to latex and other allergens.

Procedure

For students with known sensitivity/allergy to latex or any other element in the lab or clinical environment, it is recommended that you:

- Obtain a consultation with your health care provider (HCP) about your sensitivity/allergy, risks, and treatment.
- Provide documentation from your HCP to your clinical instructor regarding your sensitivity.
 - Latex-free gloves will be provided. However, the lab environment and clinical facilities are not latex free.
- Inform your clinical instructor of your plan to handle a reaction.

In the case of a life-threatening reaction in the Nursing Lab, an ambulance will be summoned immediately.

- Any faculty member or student may **dial 911 on the phone in the Lab, state that you have a life-threatening “latex emergency” and need an ambulance. Epinephrine will be needed.**
- After calling 911, **notify the WCC switchboard.**
- Do not handle the victim with any latex products.
- The affected student or faculty member will be transferred to St. Joseph Hospital by ambulance. It is helpful for the ambulance personnel to know the victim’s allergies, current medications and any medical conditions.

Faculty and staff with known sensitivities are to inform the Nursing Assistant Program Director as above.

If a student or faculty member has a reaction requiring medical attention, an Incident Report is to be completed and forwarded to the Nursing Assistant Program Director.

I have reviewed the above policy and understand that questions regarding this policy are to be directed to the Nursing Assistant Program Director.

Student/Faculty Signature

Date

Printed Name

I, _____, agree to abide by the following expected Nursing Assistant student behaviors. The following student obligations to faculty and residents under this contract require that:

1. I have received the Nursing Assistant Student Handbook, NURS 100 course syllabus, course schedule, and access to the WABON Common Curriculum resources (starting fall 2024).
2. I will attend scheduled classes and clinicals and if unable to attend, notify the instructor and the assigned clinical agency prior to the class/clinical experience.
3. I know that more than one absence, excused or unexcused, will result in a failure in the course and require me to repeat the course the next time it is offered.
4. I know that missed classroom and/or clinical work is my responsibility to complete as negotiated with the instructor.
5. I will be responsible for the quality and quantity of my own learning.
6. I will abide by the clinical agency policies, parking regulations, and dress code.
7. I will respect other persons' rights to privacy and confidentiality, including but not limited to peers, residents and families, facility staff, and college faculty and staff.
8. I will consistently demonstrate honesty and integrity in the classroom and clinical setting by, among other things, reporting violations of standards for client care. I know that if I am found to be lying, cheating, or plagiarizing, I may be dismissed from the Nursing Assistant course.
9. I am aware that I will be removed from the clinical area if found to be under the influence of drugs or alcohol; for actions that cause actual or potential harm to others; for lack of preparation for the assignment; or for other unsafe behaviors.
10. I will use appropriate communication channels for assistance with student/faculty problems and to report serious issues.
11. I am aware of the quality of my own performance at all times and will take the responsibility to seek assistance from the instructor to improve my performance when necessary.
12. I understand that drug testing may be required prior to entering some clinical facilities based on the facility policy.
13. I will be professional in all my interactions with peers, staff, instructors, facility employees, and administrators.
14. I am aware that I represent the nursing profession and the Whatcom Community College Nursing Assistant course when I am in the community and will behave accordingly.

15. I understand that I have the right to file a complaint with the Washington State Board of Nursing. Student complaints about this nursing assistant training program can be filed with the Washington State Board of Nursing (WABON) formerly called the Nursing Care Quality Assurance Commission.

<https://fortress.wa.gov/doh/opinio/s?s=EducationComplaintForm>

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY:

(A) THE ABOVE CONTRACT STANDARDS and

(B) THE POLICIES AND TERMS OUTLINED IN THIS STUDENT HANDBOOK.

STUDENT SIGNATURE _____

DATE _____

Our Health Industry Partners

The following health industry partners have contributed to the Whatcom Community College Nursing Assistant Course. We greatly appreciate their support.

North Cascades Health and Rehabilitation Center
St. Francis Extended Health Care
Mount Baker Care Center
Lynden Christian Healthcare Center

