

Coastal Bend College Nurse Aide Program Student Handbook

2019 - 2020



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Adherence to Policy

Students shall:

1. Adhere to Coastal Bend College policy outlined in the College Student Catalog as well as those listed in this Coastal Bend College Nurse Aide Program Student Handbook.
2. Obtain required equipment and supplies
3. Accept clinical assignments in coordination with the instructor.
4. Follow policies and procedures at the assigned health care facility.

Accommodations

Special accommodations will be made for students with documented special needs.

Documentation of accommodations must be presented from the office of the Vice President of Student Services to the instructor at the beginning of each course. It is the student's responsibility to seek documentation and to present it to the instructor.

Attendance Policy

The Texas Health and Human Services requires the Nurse Aide students attend a minimum of 60 hours in the classroom and lab and 40 hours of clinical training. Sign-In Records must be filled out daily for all scheduled class, lab and clinical times. Students who fail to complete the mandatory hours will not be eligible to take the certification exam and will receive a failing grade for NURA 1160.

Clinical Tardy/Absence

Active participation is required in order to acquire the knowledge and clinical skills needed to master the course. Attendance is mandatory and students are expected to be on time. Absences and tardiness will reflect on Clinical Evaluations.

Notification of Clinical Absence

Students anticipating a clinical/lab absence must notify the clinical instructor. Failure to notify the instructor constitutes unprofessional behavior.

- ✓ A student who is absent will have the hours deducted that corresponds to the clinical rotation.
- ✓ The student may be placed on clinical probation for failure to call and notify instructors of absence.
- ✓ The student must notify instructor personally. A peer, spouse or significant other report will not be accepted.
- ✓ The clinical evaluation will reflect the absence and no credit will be received for the day.
- ✓ A second offense of no call, no show, may be grounds for being dropped from the program.

Student Pregnancy Policy Statement

- ✓ A student who is pregnant may participate in the areas of clinical requirements as long as her physical health status does not prohibit satisfactory completion of clinical assignments.
- ✓ Students who are pregnant must inform the assigned clinical faculty prior to the clinical assignments of the student. Health and agency regulations determine clinical placement of students during a pregnancy.
- ✓ The safety of the pregnant student is important. Clinical assignment in areas where radioisotopes or x-ray therapy is administered is prohibited. Specific patient conditions and/or treatment of certain patients may be harmful to the student and/or fetus.

- ✓ Students who deliver during the semester must present in writing an official statement from the health care provider in support of “readiness to assume clinical assignments”.
- ✓ All course and clinical assignments must be met at the end of the semester. No incompletes are permitted.
- ✓ Coastal Bend College Certified Nursing Program or its affiliated clinical agencies does not assume any responsibility for any harm that might occur to the pregnant student or to the fetus.

Excused Absences

Any absences due to illness, attendance at college approved activities, and family or other emergencies constitute excused absences and must be supported by documentation presented to the instructor prior to or immediately upon the student’s return to class. Students are always responsible for all oral and written examinations as well as all assignments (e.g., projects, papers, reports) and must comply with the respective faculty member’s course protocol (syllabus, outlines, etc.). Absence hours will accrue. If absence hours exceed amount allowed during that semester, the student may be dropped from the program. (Refer to attendance policy)

Background Checks

All students are referred to the Texas Department of Aging and Disability rules and regulations regarding eligibility for certification. All prospective Nurse Aide students will undergo a criminal background check with evidence of a clear background which must be received in the Coastal Bend College Allied Health Department prior to attending any clinical rotations.

The following histories will disqualify an individual from consideration for the clinical rotation.

1. Felony convictions/ deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances.
2. Misdemeanor convictions or felony deferred adjudications involving crimes against person (physical or sexual abuse).
3. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.).
4. Registered sex offenders.
5. Having a revoked status on the Nurse Aide Registry (NAR).
6. Being listed on the Employee Misconduct Registry (EMR).

Cellular Phones/Other Electronic Communication Devices

Electronic communication devices are absolutely NOT allowed in the clinical site/clinical lab and/or classroom at any time.

Clinical

Upon successful proof of competency of clinical skills the student will be allowed to participate at the on-site clinical setting.

1. Experiences will include providing basic care to residents of long-term care facilities.
2. Students will be expected to participate in clinical conferences directed by the clinical instructor.
3. Students showing signs and symptoms of infections will be asked to leave the clinical

setting. They will not be able to return to clinical until signs and symptoms have cleared.

4. Students, who have been absent due to illness or injury, may be required to have a physician's or healthcare provider's release in order to return to clinical/class.

Competence (Skills Check-Offs)

Patients have a right to expect safe, competent care. Students will not be allowed to go to the clinical site until the required skills for the specified level are evaluated by the faculty for competency and safe performance.

If, after successful skill(s) competency check off in the laboratory, a student cannot perform a skill safely and competently at the clinical site, the student will be required to leave the clinical site and schedule time in the lab for remediation. Absence time will accrue when the student leaves the clinical site.

The student must be able to demonstrate the skill in a satisfactory manner in the lab prior to returning to clinical. The following guidelines will be used:

1. The instructor will devise a counseling plan. The counseling plan will include standards to be demonstrated, a time frame for successful demonstration of the skill(s), and disciplinary action which may be imposed for failure to meet the timeline for successful demonstration.
2. The student may practice the skill(s) at any time the lab is available.
3. It is the student's responsibility to arrange for supervised practice with an instructor.
4. If the student is unable to demonstrate the required skill(s) within the specified timeline, the student will not be allowed to return to the clinical site.
5. Students unable to return to the clinical site will be given a failing clinical grade and the student will be dropped from the course/program.
6. To assist students to maintain the highest level of competence, faculty can require a student to demonstrate a previously learned skill at any time.

Clinical/Lab Safety

The laboratory and clinical sites are for teaching purposes. It is important that the Nurse Aide student understands and demonstrates proficient performance of standard precautions prior to performing procedures in the lab and clinical setting. These areas pose a possible inherent risk of exposure to blood and/or blood containing bodily fluids, thereby risking exposure to microbial infections, including but not limited to Hepatitis B and human immunodeficiency virus (HIV). The student consents to such laboratory practicum and agree to hold Coastal Bend College, its agent, employees and students, free and harmless from any claims, demands or suits for damages from any injury or complications which may result.

For safety, the laboratory setting will be managed by instructors as a teaching unit and will supervise skills practice and competency check offs. Coastal Bend College faculty and clinical instructors will supervise clinical sites/rotations.

In the event of an accidental exposure to blood and bodily fluids (including needle sticks) it is the responsibility of the student to notify clinical instructor/preceptor and seek medical care. Upon exposure, the clinical supervisors will notify the Assistant Dean of Allied Health. The Assistant Dean of Allied Health, or designee, will notify Student Services of

the incident. Prophylactic care for needle stick injury shall follow CDC guidelines.

It is the student's responsibility to maintain health insurance while enrolled in the program. Coastal Bend College will not be responsible for costs incurred by the student due to exposure to blood and bodily fluids or due to accident or injury while engaged in nurse aide program activities.

Classroom/Clinical/Lab Demeanor

- Disruptive behavior will not be tolerated in the classroom, lab, or at clinical. Students displaying disruptive behavior will be required to leave the classroom, learning lab or clinical site. A Counseling/Warning may be issued. Absence time will accrue (see attendance policy). If the disruption occurs in a clinical or learning lab environment, this will be reflected on the clinical evaluation.
- No food will be allowed in the classroom or lab during lecture or clinical learning events.
- Faculty/CBC are not responsible for personal items left in the classroom/lab/clinical site.
- No sleeping or non-class related conversation with other students when class is in session. Sleeping constitutes absence (see attendance policy). Infractions will result in the student being asked to leave the classroom. The student may return after the next at the instructor's discretion.
- Students will show the same regard and respect for the manikin patient as for a real patient. Disrespect in a learning situation will be reflected in the course evaluation. Students are expected to be careful with the learning manikins and equipment. Breakage due to carelessness may result in a charge to the student for repair.

Complaint Procedures

Students with complaints/concerns about issues within the program must follow the established chain of command and must present these concerns in writing. Complaints not resolved at the program level should follow the Complaint Procedures as listed in the Coastal Bend College Student Catalogue

Confidentiality (HIPAA)

Patient information from any source and in any form (such as paper, verbal communication, and electronic sources) is confidential. The student shall protect the privacy and confidentiality of patient information and should only access to this information if needed to perform safe, competent nursing care. Failure to maintain patient confidentiality may result in being dropped from the program.

Social Networking Policy

Students who fail to abide by the following social networking policy will be subject to disciplinary action including dismissal from the program:

1. **Do not** identify patient by name or post information that may lead to their identification including but not limited initials, age, gender, social status, name of health care agency, diagnosis, specific tests or procedures performed and physical and/or psychological condition. Identifying patients and family members would be a serious violation in the Health Insurance Portability and Accountability Act (HIPAA). It is possible that someone could identify the patient and the patient's family based on context.
2. **Do not** take photos or videos of patients or their family members on personal devices, including cell phones. Students are strictly prohibited from transmitting by way of electronic media any patient related image.
3. **Do not** have online contact with patients or their family members. Online contact with

patients or their family members is a boundary violation. The fact that a patient or family member may initiate contact does not permit the student to engage in a personal relationship with patients and/or their family members.

4. **Do not** post sexually explicit photos.
5. **Do not** post photos of manikin parts used for learning skills.
6. **Do not** post photos of skills performed in the clinical laboratory by faculty or students.
7. **Do not** make libelous, slanderous, bullying, threatening, harassing, profane, obscene, sexually explicit, racially or culturally derogatory, homophobic, or other offensive comments.

Dismissal from the Program

Reason for dismissal from Coastal Bend College Nurse Aide Program include but are not limited to:

1. Evidence of actual or potential harm to patient or the public
2. Criminal behavior whether violent or non-violent, directed against persons, property or public order and decency
3. Intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity
4. The lack of good professional character as evidenced by a single incident or an integrated pattern of personal academic and/or occupational behavior
5. Failure to pass courses and/or clinical work with a grade at or greater than 75% per syllabi requirements
6. Failure to master the safety and competency standards in the skills lab will be assigned a failing grade and may be dropped from the skills or clinical course.
7. A second offense of no call, no show at clinical.
8. Failure to abide by the confidentiality and social networking policy

Dress Code

Personal Appearance/Hygiene

1. The student must maintain a clean and healthy appearance.
2. The student's breath must be free of offensive odors. Avoid tobacco, alcohol, garlic or a. onion before coming to the clinical site.
3. The student must keep hands clean and smooth; fingernails must be clean and neatly trimmed.
4. Nails should not extend past fingertips.
5. No nail polish or artificial nails.
6. Hand lotion should be used to prevent chapped, cracked hands and hang nails.
7. Student's make-up must be conservative.
8. No false lashes.
9. Male students: facial hair must maintain a neat appearance according to instructor discretion and facility guidelines.
10. The student must wear a clean, neat professional hairstyle.
11. Hair should be neatly arranged in such a manner as to not extend over the shoulder onto the patient or student's face. No loose ponytails or braids.
12. Bangs should not contact upper border of eyebrows, or protective lenses/eye glasses.
13. Hair clips, hair scrunches, and barrettes should be as close to hair color as possible.
14. Students will be dismissed from the clinical site to correct any variance from hair standard. The incident will be documented and an absence will be recorded.
15. Male students must have short, trimmed haircuts.

16. Student should not wear strong scents when working with patients. (I.e. Perfume, body powders, lotions, aftershave, etc.)
17. Smokers or individuals who live with smokers must pay particular attention to personal hygiene. The body, especially hair and clothing should be completely free of tobacco odor. The student must ensure that his/her hands are free of odors such as tobacco, onion and garlic, which are offensive to many patients.
18. Hair color should be natural and non-distracting while attending class, lab, and the clinical sites. This includes obvious coloring of bright reds, purples, orange, blue, and greens. This includes moderate to severe blond highlighting to dark hair.
19. NO jewelry with the exception of a working watch with a second hand and a plain wedding band is allowed at clinical. Watch should be plain and free of intricate design or “bling”. Microorganisms can harbor under the ring, and you must take it off each and every time you wash your hands (which is often). You take a chance of losing your wedding ring at your own personal cost. CBC or the clinical affiliation is not responsible for lost property.
20. NO “love bites”, “hickeys”, “and tattoos” may be visible while attending the clinical sites.
 - a. These must be covered at all times while in clinical lab and at the clinical site. If not, the student will be excused from the facility until the infraction is corrected and the appropriate time will be docked. Bandages used to cover tattoos must be nude/flesh color.
21. NO gum chewing during clinical/lab time.

Clinical/Lab Uniform Policy

All rules of dress and appearance will apply when in full uniform, including rules for hair. Students at clinical sites who do not adhere to the uniform policy will be asked to leave the site until the deficiency is corrected. Please note that this also includes any disparity regarding professional appearance. Absence time will accumulate during the period of time the student is not present.

Clinical Lab Scrubs

- Each student will wear the program-approved scrubs (correct color and style indicated by the program policies) while practicing and checking off skills in the learning lab. Style numbers and color will be announced for each cohort.
- All scrubs will be clean and neatly pressed.
- Tee shirt (white), for male may be worn under uniform top or with scrubs.
- Long sleeve (white) body hug type tee shirt may be worn for warmth or to cover tattoos.
- Color coordinating lab jackets may be worn in the lab for warmth.
- Only crew length white socks should be worn with pants/slacks
- Shoelaces must be clean and not frayed.

Uniform Requirements/Policy

- Only official uniforms will be worn during clinical sessions (correct color and style indicated by the program policies). Style number and color will be announced for each cohort.
- No cut/split hems on uniform pants.
- Uniform must be fresh, clean, unwrinkled, unstained and free of odors.
- Dress or skirt must be at mid-knee or below the knee in length.
- Slacks should touch the top of your shoes.

- Tee shirt (white), for male may be worn under uniform top or with scrubs.
- Long sleeve (white) body hug type tee shirt may be worn for warmth or to cover tattoos.
- Only white crew length socks (without logos/designs) should be worn with pants/slacks during clinical/lab rotations.
- White hosiery must be worn with dresses or skirts. Support hose are optional.
- Undergarments will be solid color (white or matching skin tone) and are traditional cut.
- Clean white, closed heel and closed toe white shoes will be worn with scrubs.
- Nametag/Badge is worn on left side whenever in uniform, scrubs, or lab coat/jacket. The School ID will be used as a nametag. The student may purchase the device for suspending the ID from the CBC Bookstore or another source. The nametag/badge holder will be clear plastic that can easily be cleaned. Due to safety and infection control, no decorations (sequins, rhinestones, bling, etc.) or dangling badge holders (lanyards) are allowed.
- Nametags/Badge must be worn at all times while in clinical setting or while attending conferences. If you do not have your nametag, you must go home to get it and will be counted absent until you return.
- No jewelry will be worn while in uniform except a watch with a second hand, and a plain wedding band. A working watch with a second hand is required.
- Absolutely no public smoking while engaged in program activities. This rule also applies to ALL College sponsored activities during the year.
- You must have your completed uniform by the deadline indicated by the instructor.
- Failure to present at the clinical site with appropriate uniform or clinical tools may result in grade deduction and/or absence.

Religious Attire

With the student request, the program will make a reasonable effort to accommodate student attire that is related to their religious belief. Religious attire is not cultural/traditional dress; it is a requirement of religious observation. Religious attire may include but not limited to:

- Head covers
- Hairstyle
- Crucifixes
- Modesty of attire
- Yarmulkes/kippah (skullcaps), turbans, Rastafari headdresses.

Examination/Testing Guidelines

Course grade distribution is noted in each course syllabus.

Calculators: Only basic calculators will be allowed during testing. Cell phones, smart calculators, PDA, language translator or other technology will not be allowed for calculator use. Sharing calculators is prohibited.

Exams shall consist of four-option multiple choice questions as well as alternate format questions. The numbers of questions and the time allowed for completion of the examination may vary.

Pop Quizzes

- Unannounced tests/pop quizzes may be given.
- There will be no make-up for unannounced test/pop quiz.

Chapter Examinations

- The number and format of test questions may vary by faculty preference.
- The dates of the exams are noted in advance on course schedules.
- Item analysis will be performed on all exams.
- Once you leave the testing area, you may not re-enter until everyone has finished taking the exam.
- If a student steps out of the testing area prior to completing the exam, he/she may not re- enter the testing area and will receive the grade earned up to that point.
- It is the student's responsibility to contact the instructor of record to schedule a make-up exam. This will be scheduled at your instructor's earliest convenience and must be taken before the next scheduled exam.
- It is the student's responsibility to arrange for individual/private exam review with instructor and should occur prior to the next chapter exam.
- Tutoring is highly encouraged for those students who score 78% or less on a chapter exam. It is the student's responsibility to make arrangements for tutoring.

Final Exam

- The final examination is a comprehensive examination.
- All personal belongings will be left outside of the testing area.
- Students may be given random seating assignments.
- There will be no talking after entering the testing area.
- No cell phones/beepers or other electronic devices can enter the testing area.
- Students may not leave the testing area until he/she has completed the examination.
- If a student steps out of the testing area prior to completing the exam, he/she may not re- enter the testing area and will receive the grade earned up to that point.
- Any breach of the above will result in the students being asked to leave the room and receive a grade of zero for the final examination.
- Final Exams are not subject to challenge.

General Statement

If at any time throughout the academic year, a student is unable to meet clinical requirements without limitations, that student will not be allowed to participate in the clinical area, therefore, time missed will accrue and the student will be dismissed from the program according to the attendance policy.

Examples:

- A student becomes pregnant and requires bed rest.
- A student is involved in a car accident and has broken bones requiring assistive devices for ambulation, such as wheelchair, walker, crutches, or cane.
- A student requires surgery and does not receive a full medical release within the allotted time schedule and exceeding the time missed allowed per policy.

Grading System

To succeed and progress in the program, students must maintain a "C" or better in each

course. The student must pass NURA 1301 course with a 75 or better to progress to the next component, NURA 1160 course. Grading rubric is as follows:

A = 100-90

B = 89-80

C = 79-75

D = 74-70

F = 69 and below

Each student is responsible for tracking his/her own grades.

Students must follow the established Coastal Bend College Grade Appeal policy, located in the college catalog to appeal the grade.

Immunizations

Students are required to maintain up-to-date immunizations throughout the entire program.

Insurance

All students must carry professional liability insurance. The expense of this insurance is included in fees charged at admission and each semester.

Medical Insurance is recommended for all students. This insurance is the student's expense.

Plagiarism

Plagiarism is the act of taking the writings of another person and passing them off as one's own. The fraudulence is closely related to forgery and piracy—practices generally in violation of copyright laws. Please be advised that Plagiarism will not be tolerated. Students caught, will receive an “F” which could result in the student being dropped from the program. Please refer to the Coastal Bend College Policy On Line regarding [Scholastic Dishonesty and Plagiarism](#) and [Penalties for Student Misconduct](#).

Registration for Certification Exam

It is the responsibility of the student to register, pay, schedule and take the exam for certification as a Nurse Aide. The student may get more information from their [Candidate Handbook](#) or from the [Pearson Vue website](#).

Review/Changes of Handbook

Coastal Bend College Nurse Aide Program has the right to review and change any policy/procedure anytime during the program as deemed necessary. The student will be informed of any changes and when they will be implemented. The student will be required to sign an acknowledgement of the changes being implemented at that time.

Schedules

Classroom days will be posted at the beginning of each semester. Clinical hours may vary. Occasionally, Nurse Aide students may be required to travel or attend clinical on Saturday to meet the course objectives. Classroom holidays correlate with the Coastal Bend College published holidays. See the Coastal Bend College catalog/academic calendar for more information. Course schedules are tentative and subject to change.

Sexual Harassment

As part of the admission application, Coastal Bend College Nursing Students are required to successfully complete a mastery test in Preventing Sexual Harassment.

Transportation

Expense and mode of transportation to clinical sites, is the responsibility of each student. Adequate notice will be given for travel out of the local area.

Student Acknowledgment for Policy & Procedures and Review & Changes

I have reviewed the following Policies and Procedures of Coastal Bend College Nurse Aide Program as set forth in this student handbook and I know how to access this handbook as needed:

- Adherence to Policy
- Accommodation
- Attendance Policy
- Background Checks
- Cellular Phones and Other Electronic Communication Devices
- Clinical
- Competence
- Clinical/Lab Safety
- Classroom/Clinical/Lab Demeanor
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- Schedules
- Sexual Harassment
- Transportation

Student Name (Print)

Date Signed

Student Signature (in ink)