



***HEALTH & HUMAN SERVICES***  
***NURSING ASSISTANT***  
***PROGRAM STUDENT HANDBOOK***  
***2023 – 2024***

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**Note: This handbook is accurate at the time of publishing. Policies contained herein are subject to change without notice. It is the student's responsibility to keep informed of changes. The online document, accessible through program Canvas courses, is the most current version.**

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## SECTION ONE: MORaine PARK TECHNICAL COLLEGE

### 1.1 Moraine Park Mission, Vision and Strategic Priorities

#### Mission

Growing minds, businesses and communities through innovative learning experiences.

#### Vision

Your home for lifelong learning to achieve lifelong dreams.

#### Strategic Priorities

##### Enrollment Objectives

- Enhance delivery methods, schedules, student success metrics and credentials to increase enrollment and retention.
- Improve teaching and learning practices to achieve student success through the use of emerging technology, equipment, facilities, teaching methodologies, program review and faculty expertise.
- Provide integrated, targeted support services that promote individual student success, holistic growth and wellbeing.
- Expand recruitment and retention efforts for both K-12 and adult learners.
- Promote, embrace and recognize the success of the College's diverse learner population.

##### Workplace Culture Objectives

- Pursue competitive talent strategies to recruit and retain talented employees who align with MPTC values.
- Provide and encourage career development opportunities to promote employee professional growth.
- Empower employees to collaboratively improve institutional processes and effectiveness.
- Embrace and advance a culture of diversity, equity and inclusion.
- Enhance efforts to create a safer and more secure College environment.

##### Economic Driver/Community Impact Objectives

- Advance collaborations to ensure job placement opportunities and provide graduates the skills to meet workforce needs.

- Strengthen and grow learning experiences for students to develop and exhibit career and life skills.
- Expand and promote seamless career pathway opportunities for all learners.
- Develop credentials for the evolving workforce.
- Foster philanthropic stakeholders to develop new revenue sources.
- Encourage environmental sustainability.

## 1.2 College Accreditation

Moraine Park Technical College is accredited by the Higher Learning Commission. Accreditation is official recognition that an institution meets industry standards of quality through external peer review. The quality standards encompass faculty, administration, curriculum, student support services, financial management, governance, and institutional integrity.

For additional accreditation information please see [Accreditation](#)

## 1.3 The Moraine Park Technical College District Community

Moraine Park Technical College has campuses in Beaver Dam, Fond du Lac and West Bend, annually serving almost 14,000 students thru the offering of six-degree options and more than 100 programs and customized training opportunities.

For additional information regarding the campus and community, students are encouraged to visit this site [Campus and Community Information](#).

## 1.4 Career and Life Skills

Moraine Park has recently updated and is in the process of transitioning the College's common learning outcomes from *Core Abilities* to *Career and Life Skills*. Transition continues to move all occupational programs and general education courses to have Career and Life Skills integrated into their curriculum. Once this transition is complete, Core Abilities will be discontinued. The five Career and Life Skills are:

- Communication
- Reasoning
- Professionalism
- Engagement
- Awareness

# SECTION TWO: MPTC STUDENT RESOURCES AND STUDENT SERVICES INFORMATION

## 2.1 Student Resources

- Students are encouraged to review the [Academic Calendar](#) throughout the year.
- Admissions, Registration and Student Records Information regarding admission, registration and student records can be found both on the [MPTC website](#) or via the [MPTC Catalog](#).
- [Course Description](#)
- Financial Aid  
Students are encouraged to visit the college catalog ([Financial Aid](#)) or the college website ([Financial Aid](#)) for additional information.

e. **Grading and Academic Standards**

Moraine Park Technical College is committed to assisting its students for success to meet their academic goals. As an institution of higher learning Moraine Park Technical College has established minimum standards for student academic performance. These standards will include procedures for registration, grading, graduation, and completion. Student compliance with these standards will be monitored by the Registrar and the Financial Aid Office (satisfactory academic progress for Title IV Federal Aid) to ensure compliance with external stakeholders and regulators. For more specific information, please visit the [Grading and Academic Standards](#) portion of the Student Handbook.

f. **MPTC Student Handbook**

The contents of the [MPTC Student Handbook](#) provides important information regarding various support services and institutional policies. Please take the opportunity to review this information, as it will be helpful in each student's academic career at Moraine Park.

g. [Student Policies](#)

h. [Student Life](#) at Moraine Park Technical College offers a variety of campus activities and events; student government and clubs; leadership development; community service; volunteerism; and award recognitions. Getting involved in student activities is linked to academic success.

i. **Student Portal**

Moraine Park Technical College offers a [Student Portal](#) to all enrolled students, containing valuable information to support success throughout the educational journey.

j. **Weather Closings (School Closing/Cancellation of Classes)**

Moraine Park Technical College utilizes the [Rave Alert System](#) as the official method to announce cancellation of classes and closure of MPTC campuses in the event of severe weather or other emergencies as determined by the MPTC administration. Decisions are made by approximately 5:30 a.m. if conditions are present in the morning. If the college closes in the morning, all evening classes are also canceled. If inclement weather conditions develop during later in the day, decisions for evening classes will be made by 2:00 p.m. MPTC.edu, the college website, will have information about class cancellation and campus closures.

When students are assigned to clinical/field placement rotation and the school is closed or class canceled, the students must refer to the assigned instructor for further directions. If the campus is not closed, but the weather is questionable, each faculty reserves the right to cancel their class. The faculty will notify the class participants and communicate their expectations.

The easiest and most effective way to receive college closing notifications is by signing up for [MPTC Alerts](#). This service is only available to current students and employees.

## 2.2 Student Services

Moraine Park Technical College offers a wide-array of services to support student success. Student Services staff are dedicated to supporting all students to achieve individual educational goals, with many committed professionals in a wide variety of support offices that can help both in-person and online. These services are included as part of the cost to attend MPTC; therefore, students are encouraged to take advantage of the expertise and knowledge of the Student Services team. For additional information regarding the services available at MPTC, please visit [Student Resources](#).

# SECTION THREE: STUDENT HEALTH AND SAFETY

## 3.1 Student Health and Safety

Moraine Park Technical College is committed to the [health and safety of students](#), visitors, and employees. Students are encouraged to review this information in entirety.

### a. Student Injuries

Any accidents/injuries occurring on College property or in the course of education must be reported immediately to College personnel. MPTC Incident Reports are to be completed and submitted as soon as possible after the accident/injury. Medical bills (physician and/or hospital) incurred as a result of an accident/injury are the responsibility of the individual.

A Significant Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials.

If a student experiences a significant exposure incident at MPTC:

1. Thoroughly wash the affected area with soap and water.
2. Immediately contact the course instructor.
3. Seek medical treatment from a licensed healthcare professional.
4. Complete an [MPTC Incident / Witness Report](#)

If a student experiences a significant exposure incident at an off-site location (clinical, job site, etc.):

1. Thoroughly wash the affected area with soap and water.
2. Immediately contact the clinical Site Supervisor/ course instructor.
3. Follow the protocol at the site for the incident.
4. Complete an [MPTC Incident / Witness Report](#)

### b. Student Insurance

Enrolled students may be covered by the [Student Accident Insurance Plan \(SAIP\)](#). The SAIP is secondary to any health insurance program by which a student is currently covered. The student is responsible for accessing their SAIP account, printing their insurance card, and providing it to any healthcare providers if they receive medical treatment for a covered activity.

c. Hazards and Risks

Persons working in health and human services occupations can be exposed to occupational hazards which may include, but are not limited to, the possibility of physical injury, fatigue, bruises, contusions, broken bones, concussions, paralysis, exposure to bodily fluids, bloodborne pathogens, communicable disease, needle sticks and sharp injuries, damage/destruction to property, and even death.

In consideration of the possible hazards and risks related to a health or human services field of study, each student is required to complete and submit an Acceptance of Risks and Responsibility Agreement and Release of Liability at the beginning of each enrolled course.

## **SECTION FOUR: STUDENT RIGHTS AND RESPONSIBILITIES**

### **4.1 Student Rights & Responsibilities**

Exercising individual student rights and acting in a responsible manner go together. It is the expectation of MPTC that all students comply with the policies and procedures as stated in the [MPTC Student Code of Conduct](#) and obey all public laws. This compliance assures all students the opportunity of having the best possible educational experience in a respectful and safe environment.

### **4.2 Final Grade Appeal**

The purpose of the [final grade appeal process](#) is to provide a vehicle and structure for students to appeal final course grades. The grade appeal procedure only applies to final grades and not individual graded assignments.

Faculty members have the authority to establish course requirements and standards of performance within the college's established curriculum process. It is the responsibility of the faculty to articulate and communicate course requirements and grading standards to students at the beginning of each course via the syllabus. Instructors will apply grading criteria uniformly and in a timely manner. Final grades submitted to the Registrar's Office are presumed to be accurate and final.

All final grade appeals must be initiated by the student within **thirty (30) calendar days** of the grade being available via [myMPTCStudent](#).

### **4.3 Citizenship**

Students enrolled in a health program who are not citizens of the United States should be aware that, based on federal law, they may not be eligible to take licensing or certification examinations given by the state, region, or nation upon completion of the program. Non-citizens are advised to seek further information from appropriate agencies, specific to your occupation.

### **4.4 Fair and Equal Treatment:**

It is the policy of Moraine Park Technical College to maintain an [Affirmative Action and Equal Opportunity](#) Compliance Plan. This Plan ensures equal opportunity and nondiscrimination for all employees, students and non-employees by demonstrating its commitments and efforts toward equal employment opportunities and equal educational program opportunities that are conducive and supportive of cultural and ethnic diversity.

#### **4.5 Student Concerns / Issues / Grievance**

Any student who has a concern, issue, or grievance is encouraged to seek to resolve the issue with the faculty member or employee concerned. In the event that a student is unable or uncomfortable doing so they can contact the appropriate Associate Dean for academic issues or the Director of Student Development for nonacademic issues.

#### **4.6 Title IX: Title IX Pregnancy and Parenting Protections:**

Moraine Park Technical College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by [Title IX of the Education Amendments of 1972](#). Title IX prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. Title IX requirements cover sex discrimination, sexual harassment, sexual misconduct, sexual violence, and pregnant and parenting students.

Students must contact the Director of Student Development/Title IX Coordinator to ensure Title IX protection plan is correctly administered. It is the student's responsibility to contact the Director of Student Development and provide all the documentation required. Adjustments cannot be provided retroactively so timeliness is important.

Students are encouraged to work with their faculty members and Moraine Park Technical College's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible.

## **SECTION FIVE: HEALTH AND HUMAN SERVICES**

### **5.1 Overview of Health and Human Services**

The Health and Human Services Department's (HHS) goal is to provide exceptional education for students seeking occupations in health care or human services professions. Over twenty-five programs (including associate degree, technical diploma, or local certificates) are offered through the Health and Human Services Department. The information that follows begins with information common to all programs in the HHS Department and ends with information specific to each program area. Additional information pertaining at the course level will be found in the course syllabus, made available at the start of each course. Any questions or concerns regarding this information can be directed to the Associate Dean of the corresponding program area.

Health and Human Services Student Handbook: It is the intent of this handbook to follow the MPTC Student Handbook and Student Code of Conduct regarding grievances and student concerns/issues. Students should refer to these publications for their specific situation.



### Quick Phone/E-mail Reference

Contact	Phone/Email
<b>Dean of Health and Human Services</b>	920-924-3319
Admin Assistant-Health and Human Services	920-924-3320
<b>Associate Dean of Health</b>	262-335-5757
Admin Assistant-Health	262-335-5710
<b>Associate Dean of Health Sciences</b>	262-306-5313
Admin Assistant-Health Sciences	262-306-5314
<b>Associate Dean of Human Services</b>	920-924-3330
Admin Assistant-Human Services	920-924-3270
Canvas Support	877-230-3509 <a href="https://www.morainepark.edu/technology/">https://www.morainepark.edu/technology/</a>
Technology Help Line	877-230-3509 <a href="https://www.morainepark.edu/technology/">https://www.morainepark.edu/technology/</a>
Student Services	800-472-4554

## 5.2 Programs Offered

### Health

- [Diagnostic Medical Sonography](#)
- [Health and Wellness](#)
  - [Health and Wellness Technician](#)
  - [Chiropractic Technician Certificate](#)
- [Health Information Technology](#)
  - [Medical Coding Specialist](#)
- [Medical Office Management](#)
  - [Medical Assistant](#)
- [Medical Laboratory Technician](#)
  - [Phlebotomy Specimen Collector](#)
- [Nursing – Associate Degree with a Practical Nursing Exit Point](#)
- [Nursing Assistant](#)
- [Radiography](#)
- [Respiratory Therapy](#)
- [Surgical Technology](#)

## Human Services

- [Criminal Justice](#)
- [Emergency Medical Technician \(EMT\)](#)
- [Advanced Emergency Medical Technician \(EMT\)](#)
- [Paramedic Technician](#)
  - [Emergency Medical Technician \(EMT\)-Paramedic](#)
- [Early Childhood Education](#)
  - [Child Care Services](#)
  - [Early Childhood Administrative Credential Certificate](#)
  - [Early Childhood Preschool Credential Certificate](#)
  - [Infant/Toddler Credential Certificate](#)
- [Fire Protection Technician \(Starting Spring 2024\)](#)
- [Substance Use Disorders Counseling \(SUDC\)](#)
  - [Substance Use Disorders Counseling Certificate](#)

## SECTION SIX: HEALTH and HUMAN SERVICES - POLICIES AND PROCEDURES

### 6.1 Academic Standards

Moraine Park Technical College has in place college-wide policy and procedures related to [academic standards](#). Students are encouraged to review this information throughout their time enrolled at the college. Dependent upon the program enrolled, there may be additional program specific academic standards that apply. Details surrounding these additional academic standards may be found in Section Eight of this handbook and on individual course syllabi.

### 6.2 Required Documentation:

#### Criminal Background Check

For the most up to date information regarding applicable policies regarding the completion of a criminal background check, please review the following link:

<https://catalog.morainepark.edu/student-policies/criminal-background-check/> Additional information can be found on specific program pages.

Although most/all students completed a required criminal background check/BID as part of the program admission process, there are times when there may be a need for additional criminal background check to occur during the time enrolled in a program. Should this need occur, additional cost would be incurred by the student. Furthermore, there are times when additional personal background documentation (criminal and/or health related) prior to and during clinical/field placement might also delay and/or prevent clinical/field placement.

**Self-report:** Health and Human Services program accepted students are required to report any new criminal charges that impact their criminal background check (CBC) within seven business days. They are informed of this requirement at the point of application as well as at points

throughout the program. When a student reports a new charge to a designated official they will be directed to complete a new electronic Background Information Disclosure (BID) Form.

This form is processed and applicable information is added to their Student Record for internal use. The appropriate Program Associate Dean will then review the updated form and will indicate which letter template should be emailed to the student notifying them of required next steps.

Once the charge is closed, the student is responsible for submitting their court documents with disposition listed to the Criminal Background Check email address. These court documents are shared with the Program Associate Dean for review and potential action. If the charge and disposition lead to the student being ineligible for their current program, the student is communicated with and removed from their program by the Program Associate Dean.

If a student fails to report a new charge within the seven-day reporting period, the student may be immediately removed from their program for nondisclosure or a letter may be sent to student with required next steps.

**\*\* NOTE:** MPTC makes no guarantee of future employment based upon an individual's criminal background check.

### **Health Requirements/Drug Screen**

Many of MPTC health programs require all students to train at off-site agencies, external to the College. As such, students must remain compliant with established health requirements. These health requirements are set based upon external agency requirements, and in accordance with [College Policy AP 605 Student Health Records](#). Each student will be provided a document outlining current health requirements, due date, and method for submission to all MPTC health students. Depending upon the specific program, the student may access the Health Requirement Checklist from the program advisor, within the Canvas course, or from the Health and Human Services Program Specialist at the core program meeting. Should the student be assigned to a clinical agency with additional requirements this will be communicated in advance with an expectation that the student will comply within the provided timeline in order to continue program progression. Falling out of compliance with established health requirements may prevent the student from progressing in, or result in an administrative removal from, their program of study.

**\*NOTE:** Clinical/Field placement will not occur if the student fails to meet either or both the requirement for an up to date Criminal Background Check and Health Requirements / Drug Screen.

## **6.3 Health Program Petition Process**

Several health programs at MPTC currently require [petition](#) to move from pre-core into the core courses of the program. For the most up to date information visit the Program Petition section of the program of interest (example: [Nursing Petition](#)).

## 6.4 Readmission Policy and Procedure

Applicable Programs: Diagnostic Medical Sonography, Health and Wellness, Health Information Technology, Medical Assistant, Medical Laboratory Technician, Nursing, Paramedic, Radiography, and Surgical Technology.

### Readmission Policy Statement

This policy and procedure applies to those students who have been required to exit from a health program for one of the reasons outlined below. Such students may elect to apply for Program Readmission through the Health Sciences Readmission Review Committee:

1. **Academic:** Student was unable to continue in a Health Science program due to either the student withdrawing after the midpoint of a course and/or received a grade of *D*, *F* or *NC* twice in the same core/program course or in two different core/program courses.
2. **Interruption of Study:** Student exited from a Health Science program for a continuous period of one to three years from the program.
3. **Clinical/Skills Readmission:** Student received a failing grade in either a skills or clinical course due to unsafe or unprofessional behavior resulting in removal from the program.

A student is only allowed to apply one time per program enrollment for a Readmission Review and only if the student had extenuating circumstances that impacted the student's grades in their core/program courses. If Program Readmission is granted and a student receives a grade of D or F in another program course (or withdraws after the midpoint), the student is ineligible to apply for Readmission again and will not be able to continue in their program.

In the event a student is registered for a future semester but is now ineligible to continue pending readmission, it is the student's responsibility to withdraw from future semester courses. If Program Readmission is granted, course placement will be determined based upon available openings, current students will have placement priority. The student must meet with their academic advisor to enroll in program/core courses.

The MPTC Academic Program Requirements Policy ([AP714](#)) applies.

### Readmission Process Steps

A student seeking readmission must complete each of the following steps:

1. Submit a letter requesting program readmission and the necessary documentation to the Director of Enrollment Management. It is the student's responsibility to ensure receipt of this information by the due date listed below. Please submit via hard copy or email to the Director of Enrollment Management at 235 N. National Ave., P.O. Box 1940, Fond du Lac, WI 54936-1940 or [readmissionshs@morainepark.edu](mailto:readmissionshs@morainepark.edu) by 4:30 p.m. the Friday **before** the requested meeting date. The information included in the letter sent must include:
  - Your name, address, current phone number, student email address and student ID number.
  - Name of the course(s) involved, along with dates enrolled.
  - Reason for the withdrawal and/or unsatisfactory grades in courses, including the extenuating circumstances accounting for your performance in each of the impacted courses.

An extenuating circumstance is defined as any one of the following:

- Death of an immediate relative of the student
- Injury or illness of the student
- Other circumstances that result in undue hardship to the student

Supporting documentation must be included with the request for readmission to substantiate one or more of the criteria. Requests without documentation and/or not meeting one of the above criteria will be deemed incomplete; therefore, not reviewed by the committee.

- Actions taken and plans to resolve or correct the unsatisfactory performance.
- Include in your letter whether you wish to appear in person before the Readmission Review Committee.

**Be specific in describing these actions. Letters without evidence of clear actions or planning will be deemed incomplete.**

2. Upon receipt of the letter, the Director of Enrollment Management will determine if all eligibility requirements have been met. If so, an email/letter from the Director of Enrollment Management will be sent to the student as acknowledgement of receipt of information and notification of the timeline for the appeal review.
3. **Readmission Committee Review:** Unless the student included in their written appeal letter a request for an in-person appearance, all other reviews will be conducted by the members of the Readmission Review Committee. *The Health Sciences Readmission Review Committee is composed of the Director of Enrollment Management, the Director of Diversity, Accessibility and Student Support, Dean of Health and Human Services, Director of Student Development, and a representative of program faculty.*

The outcome of the Readmission Review Committee will be communicated to the student via a letter from the Director of Enrollment Management identifying the Committee's decision, which will include one of the following:

- a. Readmission denied with rationale.
  - b. Readmission decision contingent upon the outcome of a Skills Competency Check-off and Safety Standard Review. Completion of a Skills Competency Check-off and Safety Standards Review is a required component of the Readmission process for any student seeking return following failure of a skills or clinical course due to unsafe and/or unprofessional behavior. Additionally, where required by the Readmission Committee, a student may be required to complete the Skills Competency Check-off and Safety Standard review as part of the readmission application process.
  - c. Readmission granted (See below for additional details regarding Readmission).
4. For those students required to complete a Skills Competency Check-off and Safety Standard review, the following steps applies:
    - a. **Complete a Skills Competency Check-off and Safety Standard review:**  
This hands-on assessment will be used to determine currency of occupational skills of the last passed clinical and/or skills course. This process is outlined in greater detail on the

next page. The outcome of this assessment is two-fold: (1) further inform the Readmission Committee in making their final determination of Readmission and (2) establish at what course the student will re-enter the program, or if they need to repeat a course already passed.

In advance of the Skills Competency Check off review, students will receive information in writing from the program director outlining the expectations of the evaluation. Included in this communication will be: (1) a date/time for the student to complete competency assessment. (2) a detailed description of what to expect during the Skills Competency Check-off and Safety Standard review including required skills and scoring rubric. The student will be asked to demonstrate each competency of the skills or clinical class(s) for which they last passed. This assessment will be completed with a member of the program faculty. Also present may be the program Associate Dean or designee.

**Safety Standard Review:** Completed along with the Competency Check-off, individuals seeking readmission due to a clinical safety concern must also complete a 1-hour Safety Standards review with program faculty.

The outcome of this evaluation will be submitted to the Readmission Committee for consideration. If the student is unable to achieve a pass on the competencies for the clinical or skills course last passed, the student may be required to repeat coursework previously passed (financial aid implications would apply). This decision of the skills competency assessment is final.

**Readmission: Students permitted to re-enter a health program based upon Readmission Policy and Procedure will be required to complete each of the following:**

1. **Advising:** Students permitted to re-enter a health program based upon Readmission should then work with their academic advisor to register for the appropriate course(s) identified.
2. **Student Success Center:** Recognizing that a student returning under this readmission process may only be enrolled in a limited number of course(s), it is important for student to remain proficient in their overall understanding of all course material previously covered. Therefore, it is required that all students entering under the Readmission Procedure spend dedicated time in the Student Success Center throughout the semester they return in to help them achieve success once they return to a full semester of coursework. Program Faculty will identify specific review materials to complete throughout the semester. As an example: a student may be required to complete a 2-hour "boot camp" tailored to the student need week in the Student Success Center.

**Note:**

*The Health Sciences Readmission Review Committee meets in November, January and June. Contact your advisor for specific dates and times. The decision made by the Readmission Review Committee is final. Completion of these steps does not guarantee readmission; rather, this procedure is intended to provide an avenue for consideration to re-enter the program. If Readmission is granted, course placement will be determined based upon available openings; currently enrolled program students will have placement priority.*

## 6.5 Clinical Course Policies and Procedures

### **Clinical /Field Placement Assignments**

Each MPTC Health program schedules clinical/field placement assignments in accordance with the approved number of course credits. The total number of required off-site hours are assigned following the college calendar, including non-student contact days (NSCD). NSCD is defined as a day where there is no student contact with faculty and staff. Students are not to attend clinical or theory (lecture) during Spring Break, Winter Break, and designated non-student contact days. With the exception of NSCD, it is important for all students to understand that in order for MPTC to ensure an appropriate and quality clinical/field placement experience is available for enrolled students, there may be times when a program(s) may schedule clinical/field placement hours to occur in the evenings or on weekends.

Each program has a process for clinical assignments. The process will be noted in each program's information found in Section Eight of this handbook.

NOTE: Students are prohibited from direct communication with clinical/field placement facilities to inquire regarding clinical/field placement processes, decisions, or placement denials. Non-compliance may lead to disciplinary action, up to and including dismissal from a health care program.

### **Dress Code**

Students must comply with the dress code for the classroom, lab and clinical/field placement sites. The standards for each program will be noted in Section Eight of this handbook.

### **Transportation to Clinical / Field Placement**

Students are solely responsible for their transportation to and from any clinical/field placement site or agency. Students must arrive on time and leave according to their assigned schedules. Because of the need to ensure that students have clinical/field placement experiences in a number of different environments, there is no guarantee that required clinical sites will be within reach of public transportation or close proximity to a student's home. Students should be prepared to attend clinical sites within a 60-mile radius in some instances. In some programs, up to 100-mile radius may occur in order to provide students the opportunity for a specialized clinical experience.

### **Protected Health Information (PHI)**

The PHI Privacy Rule defines how healthcare providers, staff in healthcare settings, and students in clinical training programs can access, use, disclose, and maintain confidential patient information called **Protected Health Information (PHI)**. PHI includes written, spoken, and electronic information. PHI encompasses any information that identifies a patient; demographically, financially, and/or medically; that is created by a healthcare provider or health plan and that relates to the past, present or future condition; treatment; or payment of the individual. The Privacy Rule very broadly defines "identifiers" to include not only patient name, address, and social security number, but also, for example, fax numbers, e-mail addresses, vehicle identifiers, URLs, photographs, and voices or images on tapes or electronic media. When in doubt, each student should assume that any individual's health information is protected under HIPAA. This topic will be covered in greater detail within the applicable program course of studies.

- a. PHI must not be transferred to or from, or stored within, any form of personal technology nor should it be shared in any form of social media.

- b. Students are not to access personal health records or records of anyone for whom they are not directly involved in care (including self)
- c. Students who witness a breach of this policy have a duty to report the breach to nursing faculty immediately upon discovery.
- d. Failure to maintain confidentiality may result in liability to the healthcare facility as well as clients, and providers, and legal action may be taken.
- e. Failure of students to follow policies governing access to, and use and disclosure of PHI will result in being denied access to MPTC facilities and clinical/field placement sites. Failure of students to follow policies governing access to, and use and disclosure of PHI might also result in civil and criminal penalties under federal law.

## **HIPAA**

The [Health Insurance Portability and Accountability Act \(HIPAA\)](#) of 1996 requires health care personnel to protect patients' health information. Students enrolled in a MPTC health program are required to learn about the health information privacy requirements ("Privacy Rule") of the federal law, HIPAA. Program faculty will review the requirements of HIPAA with students in advance of off-site clinical. Health care personnel must agree to maintain strict confidentiality of any information and agree not to disclose this information to third parties, unless, (1) authorized in writing by the health care facility, and as appropriate, the patient, practitioner, or provider involved; (2) as required by law. The student can be subject to legal action including, but not limited to, lawsuits for invasion of privacy.

## **Confidentiality**

Students are required to sign a confidentiality agreement signifying that HIPAA regulations are understood and will be adhered to prior to participation in all clinical placement rotations.

Noncompliance with MPTC and clinical agency policies may result in disciplinary action, which may include dismissal from the program.

# **SECTION SEVEN: PROFESSIONAL EXPECTATIONS**

Healthcare students are expected to conduct themselves in a manner consistent with the standards governing their chosen profession. While professionalism looks different in each profession, MPTC identifies the Civility Standard, Medication Administration Safety Standards, Standards of Safe Care, and the Technology Usage Standards as standards outlining what professionalism looks like both as a current student, and in the development as a new health and/or human services profession. It is the expectation of MPTC that students act in accordance with these standards as Care described below:

## **7.1 Civility Standard**

Civility is a critical principle of professionalism in healthcare. Civility is behavior that: 1) shows respect toward another; 2) causes another to feel valued; 3) contributes to mutual respect, effective communication and team collaboration. All students are expected to conduct themselves, both on and off campus, in a civil manner and to comply with requirements of standards of professionalism. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the program Lead Faculty (i.e., Department/Program Chair). If the problem warrants immediate action, the Lead Faculty may recommend to the Dean/designee that the student be dismissed from the health or human services program. For additional information, please refer to [MPTC Policy AP 724 Student Code of Conduct](#).



## 7.2 Medication Administration Safety Standards

As applicable, see individual program section of handbook (Section Eight).

## 7.3 Standards of Safe Care

In addition to professional standards of behavior, all Health and Human Service (HHS) programs are expected to comply with standards of safe patient care. Safety is of utmost importance in all HHS programs and any breach of the below standards may result in disciplinary action.

### **At all times when a student shall:**

- Delineate, establish, and maintain professional boundaries with each patient.
- Have a legal and valid prescription issued for controlled substances or other medications self-administered.
- Immediately and accurately report to the instructor and/or preceptor any errors or deviations in patient care.
- Promote a safe environment.
- Professionally report and document patient care.
- Treat each patient with courtesy, respect, and with full recognition of human dignity, self-worth, and individuality.
- Practice within the appropriate scope of practice.
- Use standard precautions established by federal, state, and local government or established by any clinical site to which the student is assigned.

### **A student shall not:**

- Use controlled substances or other medications self-administered by a student. Student must have a legal and valid prescription issued to the student.
- Assault, cause harm to a patient, or deprive a patient of the means to summon assistance.
- Submit any false or misleading information to the program faculty, clinical agencies, preceptors, or to any licensing board or commission.
- Obtain or attempt to obtain money, or anything of value, through providing patient care.
- Misrepresent credentials or student status or impersonate a licensed or otherwise credentialed person.
- Engage in behavior that causes, may cause, or interpreted as physical, verbal, mental or emotional abuse to a patient.
- Engage in sexual conduct with a patient.
- Engage in any verbal or nonverbal behavior interpreted as seductive, or sexually demeaning to a patient.
- Engage in behavior interpreted as behavior to seek or obtain personal gain at the patient's expense.
- Engage in behavior interpreted as inappropriate involvement in the patient and provider relationship.

## 7.4 Technology Usage Standard

Moraine Park Technical College provides access to computer systems and networks it owns or operates to Moraine Park Technical College students in order to promote legitimate educational and administrative efforts in keeping with the College's role as an educational institution. Such access has broad impact and imposes [certain responsibilities and obligations](#). Students have the responsibility to use these resources in an efficient, ethical and responsible manner, consistent with the law, college policy and the mission of the College.

Individual academic programs may offer further clarify on the usage of any/all of the following technology uses or mobile devices:

- a. Mobile devices, including mobile device regulations and care of the mobile device
- b. Digital content, including digital content copyright
- c. Email and electronic communications
- d. Social media
- e. Code of ethics in social media

Further details regarding program specific information may be found in Section Eight of this handbook or in a given course syllabus.

## **7.5 Professional Integrity**

As noted throughout Section Seven of this handbook, there is an expectation of appropriate behavior when enrolled in a health or human services program. These expectations include behaviors required of students in general and for those enrolled in a health or human services program of study. In addition to this handbook, MPTC publications, including but not limited to college policies, describe academic integrity, its violations, and consequences. A [Student Conduct Code](#) for the campus community, as well as other college policies, is available for review by both students and visitors to the college website.

## **7.6 Program Progression**

Students may not be allowed to progress in their program of study for any of the following reasons:

- a. Unsatisfactory academic performance
- b. Violation of professional practice. Ethics, and/or safety standards in the college or cooperating agencies
- c. Failure to abide by the policies of the school, the program or cooperating agencies as otherwise stated in this handbook.

Should a student's status in an academic program require an [Administrative Withdrawal](#) to occur, college policy and procedure will apply.

For more detailed information regarding program progression for a particular health program, please refer to Section Eight of this handbook.

## **SECTION EIGHT: PROGRAM INFORMATION**

### **8.1 Program Description**

The Nursing Assistant program at Moraine Park prepares students to take the Wisconsin Nurse Aide Registry exam through a combination of more than 78 hours of classroom theory, laboratory work and clinical experience. Students learn the skills they need to work in long-term care settings, such as taking vital signs, bathing, dressing, making beds and other direct resident care.

### **8.2 Student Competencies**

- Communicate professionally within a healthcare setting
- Demonstrate professionalism in the workplace
- Maintain a safe healthcare environment
- Adhere to principles of infection control
- Provide for personal care needs of clients
- Provide for basic nursing care needs
- Demonstrate reporting and documentation of client data
- Utilize principles of mobility to assist clients
- Promote independence through rehabilitation/restorative care
- Provide care for clients experiencing acute and chronic health conditions

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

### 8.3 Technical Standards/Functional Abilities

Upon entering the program, students enrolled in the Nursing Assistant Program should be able to meet the established technical standards identified below with or without reasonable accommodation. The technical standards for the Nursing Assistant Program are representative of those found in the Nursing Assistant profession.

Area	Standard	Examples (not inclusive)
Physical Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"><li>• Fine motor ability for data collection/assessment and to promote a safe care environment</li><li>• Gross motor ability for data collection/assessment and to promote a safe care environment</li><li>• Stamina sufficient to maintain physical activity for the period of a typical clinical shift</li><li>• Ability to tolerate working in confined areas</li></ul>	<ul style="list-style-type: none"><li>○ Examples include the ability to grasp, twist, squeeze, pinch, and manipulate equipment (i.e., operate fire extinguishers, use a manual blood pressure cuff, word process on a keyboard)</li><li>○ Examples include the ability to move in confined spaces; maintain balance in standing position; move body from one side to the other; reach below the waist and to the front or the side of the body to the level of the top of head (i.e., adjust overhead lights, plug electrical appliance into wall outlet); and ability to push, pull, stabilize, and freely move arms to allow movement of an object or transfer of a client from one place to another</li><li>○ Additional examples include the ability to squat or execute a modified squat (one knee on the floor); move quickly in case of emergency situations; climb and descend a flight of stairs; and walk independently.</li></ul>

Area	Standard	Examples (not inclusive)
<b>Sensory Skills</b>	<p>The Student should demonstrate:</p> <ul style="list-style-type: none"> <li>• Tactile, auditory, visual, and olfactory ability for data collection/assessment and to promote a safe care environment</li> <li>• Ability to tolerate heat and humidity</li> <li>• Ability to tolerate exposure to odors and common allergens</li> </ul>	<ul style="list-style-type: none"> <li>○ Tactile examples include ability to distinguish subtle vibrations through the skin (i.e., obtain a pulse), identify the subtle difference in surface characteristics (i.e., feel a raised rash), and detect temperature (i.e., skin, liquids, environment).</li> <li>○ Olfactory examples include ability to detect differences in body and environmental odors</li> <li>Auditory examples include ability to hear and understand voices spoken at a normal speaking volume at a distance of a typical length of a room and the ability to hear faint noises such as whispers when side by side with another individual</li> <li>○ Identify dangerous objects and client situations within the client room</li> <li>○ Ability to tolerate heat and humidity in shower and spa rooms</li> <li>○ Placement in a latex or allergen free environment cannot be guaranteed</li> </ul>
<b>Professionalism</b>	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> <li>• Ability to accept constructive feedback</li> <li>• Accept responsibility for own actions</li> <li>• Ability to adapt to changing situations and emergency conditions while maintaining emotional control</li> </ul>	<ul style="list-style-type: none"> <li>○ Exhibit positive interpersonal skills</li> <li>○ Maintain confidentiality</li> <li>○ Demonstrate ability to work as a team member</li> <li>○ Adhere to attendance, dress code, and personal hygiene policies</li> <li>○ Respond to challenging situations while maintaining composure and professionalism</li> </ul>

Area	Standard	Examples (not inclusive)
<b>Safety Skills</b>	<p>The student must:</p> <ul style="list-style-type: none"> <li>• Apply knowledge, skills and experience to provide a safe work environment</li> </ul>	<ul style="list-style-type: none"> <li>○ Work in an environment with potentially infectious materials</li> <li>○ Demonstrate adherence to safety guidelines and regulations</li> <li>○ Recognize potentially hazardous conditions and take appropriate actions</li> <li>○ Maintain immunization and health care requirements</li> <li>○ Utilize personal protective equipment (gloves, masks, eyewear, gown)</li> <li>○ Operate equipment, adhering to safety standards</li> <li>○ Identify and resolve unsafe situations</li> <li>○ Be familiar with and follow emergency procedures</li> </ul>

Please note that you are provided with the opportunity to individually discuss these technical standards with a college representative. Accommodations are available for students with documented disabilities through Disability Resources located on each campus.

#### 8.4 Code of Ethics

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

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

All students are required to adhere to the Moraine Park Technical College Student Code of Conduct, while on campus or at a clinical site. If a violation of the Code of Conduct has taken place, the Student Code of Conduct will be followed as outlined in the Student Code of Conduct Procedure and Due Process will be applied. Students should familiarize themselves with the Student Code of Conduct, which addresses both non-academic and academic misconduct.

## 8.5 Program Policies and Procedures

### **Monitoring of Student Progress**

Student progress is monitored frequently by faculty. An internal referral is used to communicate concerns to involved staff. Faculty are responsible for communicating concerns to students. This does not mean that a student will be unsuccessful in the course; instead, it is a vehicle to communicate a concern and to identify how the student may improve.

Faculty initiate the referral through the Internal Referral System (IRS) in the corresponding Canvas course. A plan for success is outlined for the student and alerts are sent to the appropriate individuals, i.e. advisor, counselor, accommodation specialists, and other staff as appropriate. This communication will allow staff members to assist the student in meeting the requirements and resolving the areas of concern.

## 8.6 Courses

### **Grading: Academic Requirements**

The course syllabus details the academic rules specific to each course. For additional information regarding college-wide academic requirements, please visit [Academic Standards](#).

The following are the assessment tasks in this course: The grade for this course is based on the following;

- 20% of the final grade = average of 2-unit tests
  - 30% of final grade = clinical
  - 35% of final grade = lab
  - 5% of final grade = homework
  - 10% of final grade = comprehensive exam
- 
- Test 1 and Test 2 must score 80% or higher.
  - If a written test score is less than 80%, and a retake is offered, a score of 80% or higher must be achieved on the retake to document comprehension of material.  
If a re-take score is less than 80%, the student will be unsuccessful in the course.  
The original test score is used in the cumulative test grade calculation. Lab grade must be at least 80%. If not achieved, the student is not successful.
  - Final Exam - no re-take is offered - cumulative course grade must be 80% or higher to be eligible to register for the state knowledge and skills certification exams.
  - A cumulative percentage grade from tests, including final, lab/theory/homework and clinical must be 80% or higher to be eligible to take the state certification exams.

Homework will consist of assigned textbook reading, video viewing and quiz taking on canvas, study guide completion, test preparation, PowerPoint handouts, disease research presentation, and other activities as assigned by your instructor. If the student is enrolled in a blended format course, they will also be graded on content of discussion posts, following the directions of the post, and adhering to deadline requirements. Homework, canvas posts and activities and meeting deadline requirements for all assigned activities, (including the submission of health requirements by the assigned due date, is 10% of the lab grade (20 of 200 total points). Meeting expectations is a core ability for healthcare providers. All grades will be recorded in canvas and will be copied to the respective grade form under the

adheres to deadline requirements and follows directions sections.

Students must successfully pass a Skills Test prior to beginning clinical. The purpose of this test is to guarantee that they are ready to safely care for clients in the clinical setting. Students will be offered one opportunity to retake the skills test if they are unsuccessful the first time. If they are unsuccessful on the second attempt the student cannot attend clinical and therefore is unsuccessful in the course.

Clinical performance is very important and is 30% of the final grade. Students must demonstrate that they can safely and respectfully care for clients in the health care setting in order to pass the course. If at any time a student is found to endanger a resident in any way, immediate dismissal from the program may result. The clinical evaluation is based on Moraine Park Technical College's Core Abilities. The Core Abilities are characteristics that experts in the workplace have identified as essential in a good employee. The clinical instructor will be looking for safe, technically-competent skill performance in the clinical setting

Students must demonstrate mastery of all of the course competencies to successfully complete the course.

### **Grading Scale**

A 100 - 94%

B 93 - 87%

C 86 - 80%

D 79 - 73%

F 72% and lower

Final course grades will not be rounded.

### **Program Attendance and Punctuality**

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

#### **Hours**

27.00 lecture/online theory hours (not including homework or videos)

35.00 lab hours

16.00 clinical hours

Total: 78 hours

In the event of an emergency or severe illness that would prevent a student from attending or completing class, follow the process outlined below:

1. As soon as possible, notify instructor. If the class cannot be completed due to an injury or severe illness specific documentation (i.e. note from healthcare provider) will be required. The student can request to receive an incomplete grade until which time they are able to complete the remaining course work. MPTC will try and make every effort to accommodate the request if possible. Students have 30 days to resolve the incomplete grade.
2. If class is missed, it is the student's responsibility to obtain notes from another



student. The student is also responsible for connecting with the instructor and arranging make up lab time, demonstrating skills to instructor, and/or completing the on-line activities for the Modules that were missed. The instructor will determine the due date to complete make up work. The student will be given a form that outlines the makeup activities and verifies that the student has made up the hours missed.

3. If a unit test is missed, the student should speak with the instructor about how this will be made up. This must be made up before the next exam.
4. If a clinical class is missed the student will be required to make up the time hour for hour. The instructor will determine if the missed time is an excused absence and if so, will arrange an alternative clinical makeup time.
5. Clinical make up will be determined by:
  - your instructor
  - clinical agency acceptance and availability
  - criminal background check

If this criteria is not successfully met, the student will be unsuccessful in the course. The student may request to withdraw from the course during the college withdrawal window or the student will receive a failing grade.

## 8.7 Certification

To become registered as a CNA, a written and skills competency examination must be taken through an organization named Headmaster. Further information about the exam will be provided by your instructor including where to obtain and download the handbook, and specific testing requirements.

Students cannot register for the State Exam until they have successfully completed the Nursing Assistant course with an 80% or higher.

## 8.8 Clinicals

### Dress Code

When in a clinical setting, students must:

- Wear a name tag specifically including Name and Program as required by state law.
- Wear black, blue, white, gray or khaki colored (not jeans) scrub pants.
- Wear a solid navy-blue scrub top. A plain colored shirt (long or short sleeve/ tank) underneath the scrub top is recommended.
- Sweaters, hoodies, and lab coats may not be worn while giving patient care.
- Shoes must be fluid resistant, no sandals, crocs, or clogs.
- Long hair must be pulled back and off the collar and away from face.
- Fingernails should not be visible from palm side of the hand. No artificial nails, acrylics or nail wraps. Only clear or neutral polish may be worn.
- No visible body piercings other than ear. Two pair of plain metal post earrings for pierced ears are allowed.
- Tattoos may need to be covered based on clinical agency policy.
- Minimum use of cosmetics is allowed.

- Beards and mustaches must be clean and trimmed.
- No gum chewing during the clinical experience.
- Antiperspirant deodorant is to be used daily on a clean body with clean clothes.
- Professional dress is expected, and if dressed inappropriately, students will be sent home to change. Students are allowed to wear street clothes in the lab, but appropriate dress is required. No spaghetti strap tank tops, short skirts, short shorts, short dresses or inappropriate writing on shirts.

### **Disciplinary & Dismissal Procedures**

Students in the Nursing Assistant Program are required to provide safe care and maintain all standards described in this Handbook as well as professional standards specific to and governed by the nursing assistant profession. Behaviors that violate the expectations of safe care or behavioral expectations may be grounds for removal of the student from the course, dismissal from the Nursing Assistant Program, and/or other disciplinary actions (warning, probationary status, etc.).

The behavior of any student which is considered: 1) unsafe, or 2) a breach of either the civility expectations, professional behaviors, or the standards of safe care during either clinical or classroom instruction, or 3) while on college property or during a college sponsored service learning or field trip activity, or 4) at a clinical agency approved for study will be reviewed by the Nursing Assistant Program faculty and Associate Dean of Health.

Situations may result in dismissal from the Nursing Assistant Program but not from the college, including violation of Nursing Assistant Program student conduct, professional standards and standards of safe care. For such situation, the student will have an opportunity to be heard by the faculty, then by the Associate Dean of Health or designee prior to imposition of disciplinary sanctions, including dismissal, except in cases where the student's violation of safe care standards and continuation in the Nursing Assistant Program poses a direct threat to the health and safety of patients or others.

Students will be informed in writing of decisions of the Associate Dean of Health or designee as to sanctions, including removal from the course or dismissal from the program. Students may appeal disciplinary sanctions imposed by the Associate Dean of Health or designee.

Students are to follow the appeal process as outlined in the MPTC Student Handbook. In the case of disciplinary action, due process is followed.

Due process includes:

- Notice in writing of violation of student code of conduct
- Opportunity for a meeting to review facts related to the incident and determination of informal resolution or disciplinary sanctions
- Right to appeal the decision/sanction

Procedures for solving academic and nonacademic student conduct conflicts are outlined in the Moraine Park Technical College Student Handbook which is available on the MPTC *myMPTC* Student/My Academics/Program Information/Nursing Assistant.

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