

NURSING ASSISTANT PROGRAM STUDENT HANDBOOK

2021-2022



**MORAINÉ PARK
TECHNICAL COLLEGE**

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Moraine Park Technical College Nursing Assistant Program 2021-2022 Student Handbook

The Nursing Assistant Program at Moraine Park Technical College reserves the right to initiate changes in the program as deemed necessary to maintain quality nursing education. Policy changes or exceptions are made only after Nursing Assistant Program review. Changes are communicated to students through updates in the Nursing Assistant Program Student Handbook.

The Nursing Assistant Program Student Handbook includes policies that are program specific. Students are also accountable for policies included in the MPTC Student Handbook and the MPTC Catalog. MPTC policies regarding Grievance Process, Title IX, Affirmative Action and Equal Opportunity, are written in the MPTC Student Handbook for student reference and information.

As a student in the Nursing Assistant Program at MPTC, I have read and understand that I am responsible for knowing and following the contents of the most current Nursing Assistant Program Student Handbook. I understand that information contained in the handbook is subject to change and that I am responsible for adhering to policies in the handbook. A current copy of the Nursing Assistant Program Student Handbook is located on *myMPTC Student* and in CANVAS.

Program and course information will be communicated to students via *myMPTC Student* and Moraine Park Technical College student e-mail. IT IS IMPORTANT TO ACCESS YOUR MPTC student E-MAIL and *myMPTC Student* FREQUENTLY.

Moraine Park Technical College Core Abilities and Indicators

MPTC and the Nursing Assistant Faculty have identified seven essential skills that are key to an individual's success in the Nursing Assistant Program and in the workforce. As you progress through the program students develop these core abilities and they are responsible for their application in the clinical environment. The core abilities and indicators include:

Works Productively

- You stay on task, managing time effectively
- You ask for assistance when needed
- You strive for continuous improvement in your work
- You prioritize work to meet deadlines
- You seek learning experiences

Adapts to Change

- You adhere to infection control standards
- You transfer learning from the classroom to the clinical setting
- You modify thoughts and actions as situations change
- You approach change calmly and rationally
- You anticipate changes coming to, or affecting the situation

Communicates Clearly

- You model professionalism and etiquette in all communications (letters, e-mail, voice mail, texting, etc.)
- You participate in discussions modeling active listening and feedback skills
- You plan and organize communications according to the purpose and audience

Works Cooperatively

- You respect others
- You encourage and offer assistance to team members
- You complete assigned task

Demonstrates Integrity

- You accept and provide feedback to further individual growth
- You demonstrate trustworthiness by being honest, dependable, confidential and reliable
- You maintain a professional image in your work and appearance
- You are accountable for your actions

Acts Responsibility

- You follow directions and suggestions for improvement
- You follow safety procedures
- You meet deadlines
- You maintain residents' rights, this includes but is not limited to keeping all cell phones out of the classroom, lab and clinical environments

- You attend class as scheduled

Think Critically and Creatively

- You are able to problem solve, prioritize and be flexible
- You are creative in exploring possible solutions

Student Progress Policy

Student progress is monitored frequently by faculty. A Student Progress Memo is used to communicate a concern to a student. 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. If a student does receive a progress memo, signature is assumed upon receipt of the notification. This means that when a student receives a memo they are automatically held to the details outlined in the document.

Faculty initiation the virtual Progress Memo through the Internal Referral System (IRS) in the corresponding Canvas course. A plan for success is outlined for student. The progress memo is automatically sent to the Associate Dean of Nursing and Program Director. Areas of concern may also be communicated to 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.

Unsuccessful remediation of the concern identified in the Student Progress Memo will result in a course grade of F.

The Progress Memo may be retained by the Associate Dean while the student is enrolled in the Nursing Assistant program. When the student completes the program, Progress Memos are discarded; they are not included as a part of the permanent student record.

If the student requires skills remediation, the student is required to make an appointment(s) with an instructor to work in the lab.

Nursing Assistant Student Competencies

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

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

Technical Standards

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"> • Fine motor ability for data collection/assessment and to promote a safe care environment • Gross motor ability for data collection/assessment and to promote a safe care environment • Stamina sufficient to maintain physical activity for a period of a typical clinical shift • Ability to tolerate working in confined areas 	<ul style="list-style-type: none"> ○ 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) ○ 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 ○ 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 without the assistance of cane, walker, crutches, wheel-chair or the assistance of another person
Sensory Skills	<p>The Student should demonstrate:</p> <ul style="list-style-type: none"> • Tactile, auditory, visual, and olfactory ability for data collection/assessment and to promote a safe care environment • Ability to tolerate heat and humidity • Ability to tolerate exposure to odors and common allergens 	<ul style="list-style-type: none"> ○ Tactile examples include ability to distinguish subtle vibrations through the skin (i.e., assess a pulse), identify the subtle difference in surface characteristics (i.e., feel a raised rash), and detect temperature (i.e., skin, liquids, environment). ○ Olfactory examples include ability to detect differences in body and environmental odors ○ 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

		<p>and the ability to hear faint noises such as whispers when side by side with another individual</p> <ul style="list-style-type: none"> ○ Identify dangerous objects and client situations within the client room ○ Examples include shower and spa rooms ○ Placement in a latex or allergen free environment cannot be guaranteed
Communication Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> ● Effective communication with clients, client families, and other members of the health care team ● Ability to understand text ● Ability to understand charts, graphs and worksheets ● Ability to read and understand digital and computer displays, as well as enter data in a computerized client record ● Emotional stability ● Interpersonal skills 	<ul style="list-style-type: none"> ○ Ability to interact and support clients during times of stress and emotional upset ○ Ability to cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm ○ Ability to focus attention on client needs despite interruptions and multiple demands ○ Ability to apply knowledge gained in classroom to establish appropriate relationships with clients, families and coworkers ○ Ability to interact as a member of the health care team ○ Ability to show respect for diversity in culture, religion, sexual orientation, marital status, socio-economic status and abilities/disabilities.
Safety Skills	<p>The student must:</p> <ul style="list-style-type: none"> ● Apply knowledge, skills and experience to provide a safe work environment 	<ul style="list-style-type: none"> ○ Work in an environment with potentially infectious materials ○ Demonstrate adherence to safety guidelines and regulations ○ Recognize potentially hazardous conditions and take appropriate actions ○ Maintain immunization and health care requirements ○ Utilize personal protective equipment (gloves, masks, eyewear, gown) ○ Operate equipment, adhering to safety standards ○ Identify and resolve unsafe situations ○ Be familiar with and follow emergency procedures

Critical Thinking Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> • Ability to count and understand the meaning of numbers • Problem solve and make decisions • Apply knowledge, skills and experience 	<ul style="list-style-type: none"> ○ Addition, subtraction, multiplication, and division with or without the use of a calculator ○ Measure length by reading a tape measure or ruler, and the ability to tell time on a clock. ○ Recognize the need to consult with healthcare professionals ○ Prioritize patient care duties ○ Problem solve complex situations while maintaining a professional demeanor
Professionalism	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> • Ability to accept constructive feedback • Accept responsibility for own actions • Ability to adapt to changing situations and emergency conditions while maintaining emotional control 	<ul style="list-style-type: none"> ○ Exhibit positive interpersonal skills ○ Maintain confidentiality ○ Demonstrate ability to work as a team member ○ Adhere to attendance, dress code, and personal hygiene policies ○ Respond to challenging situations while maintaining composure and professionalism

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.

Student Insurance

All students enrolled in classes or in clinical/practicum will automatically be enrolled in and billed for the Wisconsin Technical Colleges Mandatory Accident Only Insurance Plan. The Plan offers comprehensive benefits when an accident occurs while on campus, at a clinical/practicum site or during travel to and from a clinical/practicum site. Please note Moraine Park does not assume any responsibility for personal injuries or property damage on campus or at any offsite clinical arrangement. Each student's participation in a class is strictly voluntary, and it is strongly encouraged that all students carry their own medical and property insurance. Refer to *myMPTC Student/My Support Services/Student Handbook and Other Resources/Accident Insurance* links for additional information.

Accident Reporting

If an injury/incident occurs on school property, an incident report must be completed within 24 hours with the assistance of school personnel. If an injury/incident occurs at a clinical site, an incident report must be completed and submitted for both the clinical site and Moraine Park. Please work with clinical and college coordinators to complete appropriate paperwork in a timely manner.

Nursing Assistant Student Attendance Policy

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)
32.00 lab hours
16.00 clinical hours
Total: 75 hours

In the event of an emergency or severe illness that prevents you from attending class, please do the following;

1. As soon as possible, notify instructor. If you cannot complete the class due to an injury or severe illness we will need specific documentation (i.e. MD Note). MPTC will then send a letter to the state to ask for approval for an extension. MPTC will try and make every effort to accommodate the request if possible.
2. If class is missed, it is your responsibility to obtain notes from another student. You are also responsible to connect with your instructor and arrange make up lab time, demonstrate skills to instructor, and/or complete the on-line activities for the Learning Plans that you missed. Instructor to determine the due date to complete make up work. You will be given a form that outlines the makeup activities and verifies you have made up the hours you missed.
3. If a unit test is missed, speak with instructor about how this will be made up. This must be made up before the next exam.
4. If clinical class is missed you will be required to make up this time. Your 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 and required to withdraw from the course.

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). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. Moraine Park Technical College has a policy and procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy related conditions, and new parents.

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. Students must contact the Director of Student Development/Title IX Coordinator to ensure Title IX protection plan is correctly administered.

Students admitted to the Nursing Program are at greater risk for exposure to certain materials or incidents that may result in injury. Some of these exposures could potentially affect pregnant women or their unborn child. Possible exposures may include: needle stick exposure, chemical exposure, infectious agents and other illness.

Health Requirements

All required health records must be completed and turned in on the date determined by your instructor. Failure to provide all required health records will result in inability to continue with the class, and you will need to withdraw from the course.

Grading Information

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

1. 20% of the final grade = average of 2 unit tests
2. 35% of final grade = clinical
3. 35% of final grade = lab/theory/ homework
4. 10% of final grade = comprehensive exam

To successfully pass the course, the unit test grades must individually be a minimum of 78%. If a grade of less than 78% is obtained on an individual unit test, the original test score will be recorded, but a retake exam must be taken to demonstrate you understand the material. If a

grade of less than 78% is obtained on the retake, or your cumulative two unit test average is less than 78%, you have failed the course. The lab grade, and clinical grade must individually be a minimum of 78%. There is no retake exam for the final exam. If the cumulative course average, including the final exam, of less than 78% is achieved in the class, you will not be eligible to take the nurse aide state exam.

In Summary:

- A. Test 1 and Test 2 must score 78% or higher.
- B. If score is less than 78%, must retake and pass to document comprehension of material.
- C. If re-take is not passed- must withdraw
- D. Original test score goes towards cumulative test grade which must be equal to or greater than 78%. If not achieved- must withdraw
- E. Lab grade must be at least 78%. If not achieved- must withdraw
- F. Final Exam - no re-take is offered -cumulative course grade must be 78% or higher to be eligible for state test
- G. Total percentage of tests, including final, lab/theory/homework and clinical must be 78% or higher to be eligible for state testing.

Per college policy, ½ hour of homework can be assigned for each hour of the course:

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 you are enrolled in an online theory class, you 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 (if online theory), and meeting deadline requirements for all assigned activities, including handing health requirements in by assigned due date, is 10% of your lab grade (20 of 200 total points). Meeting expectations is a core ability for healthcare providers. Your grades will be recorded in canvas as a percentage and will be converted to a grade on your lab/homework/theory form under adheres to deadline requirements and follows directions.

In summary:

Two or more late posts, homework or other required assignments -4 points

Four or more late posts, homework or other required assignments -12 points

In addition, all students must successfully pass a Skills Test prior to beginning clinical. The purpose of this test is to guarantee that you are ready to safely care for clients in the clinical setting. You will have one opportunity to retake the skills test if you are unsuccessful the first time. If you are unsuccessful on the second try, you will need to withdraw from the course.

Your performance in clinical is very important and is 35% of your final grade. You must demonstrate that you can safely and respectfully care for clients in the health care setting in order to pass this 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 told us are essential in a good employee. Following is an explanation of the types of behavior your clinical instructor will be looking for in your clinical performance

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

Grading Scale

A 100 - 93%

B 92 - 85%

C 84 - 78%

D 67 - 77%

F 66% and lower

Your final course grade will not be rounded.

No person is permitted in the classroom that is not enrolled or registered in the course. This includes but not limited to: children of any age, spouse, relatives, or friends of the registrant in the course.

GUIDELINES FOR SUCCESS

Student Responsibilities

As a student of MPTC, you are expected to adhere to the policies of the college, as outlined by the Student Handbook (please see below). A link to the Student Handbook can be found on *myMPTC* Student/My Academics/Program Information/Nursing Assistant.

You are responsible for the duties set forth in this class and to communicate any questions, comments or concerns you have to your Primary Instructor. Acceptable means of communication include Moraine Park student e-mail, voicemail or through online discussion forums. Use of correct grammar and punctuation is required in all written communications.

Plagiarism and cheating are prohibited at MPTC. Students who fail to observe these standards are subject to disciplinary action. Please refer to the MPTC Student Handbook for further definitions and consequences of these behaviors.

Attendance

Attendance is mandatory and important to ensure compliance with DHFS 129 requirements for training. In the event of an emergency or severe illness that prevents you from attending class, please do the following: As soon as possible, notify your Primary instructor. Your Primary instructor will fill out a form that will explain how you will make up the hours and the date it needs to be completed.

The maximum amount of makeup time allowed is 6 hours with an excused absence. If more than 6 hours are missed, you will be expected to withdraw from the class due to state regulations and interference with meeting the objectives of the course.

Therefore, part of your grade is based on your attendance. For this course, you will earn:

- 10 points for no absences or tardiness
- 8 points for 1 excused absence or 2 tardies
- 4 points for 2 excused absences or 3 tardies
- 0 points for an unexcused absence, more than 2 excused absences, or more than 3 tardies

An excused absence would include notification of instructor prior to absence for illness or emergency and/or a doctor's excuse.

An unexcused absence would include not coming to class, and not notifying the instructor.

Please Note: If you earn less than 8 points for attendance, you will not only need to be competent in all other areas, but also be rated exceptional in several areas in order to pass the course.

Student E-Mail

All students are issued a student e-mail account. **This e-mail account is your official means of communication with the College.** All communications from the College will be sent to your Moraine Park issued student e-mail account; including eCollege communications, notifications for availability of grades, add/drop registration information, faculty communications and more.

You are responsible for monitoring your student e-mail account. For more information on setting up and accessing your Moraine Park student e-mail account, please go to the Moraine Park website.

Use of Electronic Devices/Social Media

Refer to the *Use of Computers* section in the Student Handbook for user responsibilities and inappropriate usage of computing resources.

Cameras may not be used in the classrooms, labs, or clinical settings.

The use of Cell phones or other electronic recording devices are not allowed on your person at the clinical setting. Having these devices on your person in the clinical setting is grounds for immediate dismissal from the clinical setting.

Social media and/or Canvas postings that conflict with program policies may be a cause for course failure or program dismissal.

myPrint

MPTC uses *myPrint* as its print management system. Each student is credited with a \$40 lifetime print allowance. Students are welcome to add additional money to their accounts with a credit card either online using PayPal at <http://myprinting.morainepark.edu> or using the cash processing stations at each campus library. More information about *myPrint* can be found on *myMPTC Student/Student Handbook and Other Resources/Technology Tools for Student Success*.

OTHER POLICIES

Dress Code

State law requires you to wear your name tags in clinical. When in clinical, you should:

1. Wear black, blue, white, gray or khaki colored pants (not jeans) scrub pants
2. A solid navy blue scrub top. A plain colored shirt (long or short sleeve/ tank) underneath the scrub top is recommended.
3. Sweaters, hoodies, and lab coats may not be worn while giving patient care.
4. Shoes must be fluid resistant, no sandals, crocs, or clogs.
5. Long hair needs to be pulled back and off the collar and away from face.
6. Fingernails should not be visible from palm side of the hand. No artificial nails, acrylics or wraps. Only clear or neutral polish may be worn.

7. No visible body piercings other than ear. Two pair of plain metal post earrings for pierced ears
8. Tattoos may need to be covered.
9. Minimum use of cosmetics is allowed
10. Beards and mustaches must be clean and trimmed
11. No gum chewing during the clinical experience
12. Antiperspirant deodorant is to be used daily on a clean body with clean clothes

Professional dress is expected, and if you are dressed inappropriately, you will be sent home to change. You will be allowed to wear street clothes in the lab, but appropriate dress is also required. No spaghetti strap tank tops, short skirts, short shorts, short dresses or inappropriate writing on shirts.

Academic Honesty

Cheating is not tolerated. See MPTC student handbook for college policy on cheating.

Personal Conduct

While attending this class, it is important to remember to conduct yourself 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 remember that while in this course, you not only represent yourself, but you also represent the college. Students 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. Student should familiarize themselves with the Student Code of Conduct, which addresses both non-academic and academic misconduct.

Students should be aware, that in this program additional standards of behavior are identified by the Associate Dean of Nursing. In the case that an additional violation, over and above that identified in the MPTC Student Code of Conduct has occurred, further investigation and sanctions, including dismissal from the program may apply.

Responsible Conduct

Information regarding the patient must be referred to the instructor or other designated person. Confidentiality must be maintained at all times in regard to patient records and other information obtained in the clinical area. All patient identifiers are to be removed from student assignments. Students are not allowed to email patient information or post patient information on social media. Students will adhere to HIPAA standards. A breach of patient confidentiality may result in removal from the nursing assistant program.

Discussion of a patient's condition or personal affairs is confidential and will only be held in the presence of the patient, the patient's family, operating room staff, and instructor. Students shall not give information concerning patient's or hospital/agency news to newspaper reporters, lawyers, photographers, or others not connected with the clinical agency. Inquiries will be referred to the appropriate agency staff.

Students are discouraged from continuing relationships (by letter, phone call, social media, or visit) with patients whom they have been assigned to care for in the various clinical areas. Students are also discouraged from returning to visit the clinical area once they have completed a clinical rotation.

When an Incident Report is filled out in the clinical setting which involves a student, the instructor and the Associate Dean will be notified. A copy of the Incident Report will be sent to the Program Director and Associate Dean within 24 hours.

Procedures for solving academic and nonacademic student conduct conflicts are outlined in the Moraine Park Technical College Student Handbook.

Civility

Civility is a critical principle, behavior, and attitude 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 comply with the standards of professionalism whether in the classroom or clinical setting. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the Associate Dean of Nursing or designee. If the problem warrants immediate action, the Associate Dean of Nursing may recommend that the student be dismissed from the Nursing Assistant Program.

Examples of uncivil behavior which are discouraged include but are not limited to:

1. Demeaning, belittling or harassing others.
2. Rumoring, gossiping about or damaging a classmate, instructor, clinical agency, or clinical agency employee's reputation.
3. Habitually interrupting or undermining faculty instruction.
4. Sending emails or posting information online or via social media that is inflammatory in nature.
5. Discounting or ignoring input from instructors or preceptors regarding classroom and/or clinical performance or professional conduct specific to the profession and standards of nursing assistant.
6. and expectations of the college.
7. Using supplies without proper supervision and/or breaking equipment and not notifying the appropriate staff/faculty or preceptor. Inappropriate use of equipment or electronics, including personal electronic devices.
8. Direct communication with clinical sites regarding clinical placement/processes, decisions or placement denials.

Standards of Safe Care

In addition to professional standards of behavior, all Nursing Assistant Program students are expected to comply at all times with standards of safe patient care. Failure to comply with any element of safe patient care standards will result in disciplinary action, up to and including immediate dismissal from the Nursing Assistant Program. In addition, all students shall comply with the following standards of safe care:

1. A student shall, in a complete, accurate and timely manner, report and document professional assessments or observations, the care provided by the student for the patient and the patient's response to that care.
2. A student shall immediately and in an accurate manner report to the instructor and appropriate practitioner any errors in or deviations from the current valid medical orders.
3. A student shall not falsify any client record or any document prepared or utilized for patient care.
4. A student shall implement measures to promote a safe environment for each patient, practitioner and faculty.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. A student shall not self-administer any controlled substance or prescription drug in any way that is not in accordance with a legal, valid prescription issued for the student. All students enrolled in clinical or practicum courses are expected to report any ingestion of prescription medications that may alter the student's perception, thinking, judgment, physical coordination or dexterity, including any and all narcotics, to the assigned faculty or preceptor prior to participating in a clinical experience.
7. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to the extent that impairs ability to practice.
8. A student shall not assault or cause harm to a patient, or deprive a patient of the means to summon assistance.
9. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation in the course of practice.
10. A student shall not misrepresent credentials or student status.
11. A student shall not impersonate a licensed person.
12. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the Nursing Assistant Program, nursing assistant program faculty, clinical agencies, or preceptors or to any licensing board or commission.
13. At all times when a student is providing direct care to a patient the student shall:
 - a. Provide privacy during examination or treatment and in the care of personal or bodily needs.
 - b. Treat each patient with courtesy, respect, and with full recognition of human dignity, self-worth, and individuality.
 - c. A student shall practice within the appropriate scope of practice as set forth by the nursing assistant regulatory and licensing agencies.
 - d. A student shall use standard precautions established by federal, state and local government or established by any clinical site to which the student is assigned.
14. A student shall not:
 - a. Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient.
 - b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
15. A student shall not misappropriate a patient's property or:
 - a. Engage in behavior to seek or obtain personal gain at the patient's expense.
 - b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense.
 - c. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's relationships.

For the purposes of the following the patient is always presumed incapable of informed consent to the behaviors by the student as noted in this paragraph.

16. A student shall not:

- a. Engage in sexual conduct with a patient.
- b. Engage in any verbal or nonverbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

Students determined by the Nursing Assistant Program faculty and administration to have breached the standards of civility, professional behaviors, or standards of safe care will be subject to disciplinary action or may be immediately dismissed from the course, and/or Nursing Assistant Program. The status of dismissal is at the discretion of and determined by Associate Dean of Nursing or designee of the Nursing Assistant Program. In the case of disciplinary action short of dismissal, the offending student will be expected to follow the professional standards and standards of safe care, any further breach of such standards will result in immediate dismissal from the Nursing Assistant Program. Disciplinary sanctions short of dismissal may include but are not limited to: academic warning, loss of privileges, limited access, withdrawal from class, suspension, probation, expulsion, and withholding of degree or certification at the discretion of the Nursing Assistant Program and/or administration.

The Nursing Assistant Program reserves the right to dismiss a student at any time on grounds the Nursing Assistant Program may judge to be appropriate. Each student by his/her admission into the Nursing Assistant Program recognizes the right of the Nursing Assistant Program. The continuance of any student on the enrollment lists and or roster of the Nursing Assistant Program, the receipt of academic credit, letter of good standing, graduation, and the granting of any degree within the Nursing Assistant Program rests solely within the powers of the college and the Nursing Assistant Program.

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 Nursing.

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 Nursing 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 Nursing 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 Nursing 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.

State Exam

To become registered as a CNA, you also must pass a written and skills competency exam through an organization called Headmaster. Further information about the exam will be given to you by your instructor including where to obtain and download the handbook along with specific testing requirements on the first day of class.

You cannot register for the State Exam until you have successfully completed the Nursing Assistant course with a 78% or better.

Background Check Process

Health and Human Services program core students must have a valid criminal background check on file with Moraine Park Technical College. These records must be available to be shared with any external agency such as a clinical site, practicum, internship, or professional practice where the student will be placed as part of their educational program. Students are informed and acknowledge that their Criminal Background Check (CBC) and Wisconsin Background Information Disclosure (BID) record may be shared with these agencies at the point of application to the program.

Criminal Background Checks expire after four years, although some clinical/placement sites may require more frequent documentation. Each semester, Criminal Background Check employees work with program administration employees to review all actively enrolled student records in each applicable program. Students with incidents on their CBC may need to be reviewed by the external agency for placement approval.

Students whose CBC will expire before the end of the next semester are contacted by Moraine Park student email with directions to complete the process. Students who require a more recent CBC for their external placement will also be contacted by Moraine Park student email. The students are directed to complete the CBC process within one week. If the student fails to comply with the process by the deadline, they are sent to the Associate Dean for the program for follow up. If the student does not comply after this outreach, they are referred to their Academic Advisor and may be removed from the program or applicable course.

Should a student complete the CBC and a new finding result, the BID form and the CBC results are shared with the Associate Dean of the program for follow up and determination of next steps. If the CBC results 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.

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 Wisconsin 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.

Failure to Report

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.

Peer Tutoring

Moraine Park offers tutorial services to students who are experiencing difficulties in their courses. This service is provided at no charge through a federally funded project to students who are currently enrolled in vocational and/or technical courses. The program recruits students who excel in their subjects and hires them to work as peer tutors. Every effort is made to find a match, however a match is not guaranteed. Tutoring may be individual or group sessions.

For more information on accessing tutoring services at Moraine Park, please go to the Moraine Park website.