



*Nursing Assistant
Student Handbook*



An Equal Opportunity / Access Educator / Employer

Revised Fall 2017

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WELCOME

Welcome to the Nursing Assistant program at Gateway Technical College. The faculty wishes you success as you undertake this exciting and demanding step in your education as a Nursing Assistant.

This handbook is designed to supplement the Gateway Technical College Student Handbook and provide you with information specific to the Nursing Assistant program. It is important to read the entire handbook, familiarizing yourself with the content.

If you have further questions or need additional information, please contact an Academic Advisor in Student Services by calling (800) 247-7122.

Additional information about Gateway and the Nursing Assistant program may be found on the Gateway's Web page at www.gtc.edu

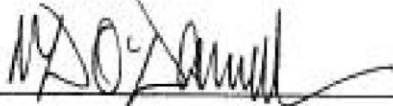
GATEWAY TECHNICAL COLLEGE
NURSING ASSISTANT PROGRAM
POLICY ADOPTION

The following policies have been developed and adopted to govern the Nursing Assistant Program at Gateway Technical College to provide consistency throughout the District and to ensure adherence with state regulations DHS 129.

Rationale:

DHS cites "Failure to notify of a substantial change and/or to operate a program according to the specifications submitted with the program application may result in suspension or revocation of program approval."

3/26/09
Date


Signature of Health Dean

CORE ABILITIES

Gateway believes students need both technical knowledge and skills and core abilities in order to succeed in a career and in life. The following nine core abilities are the general attitudes and skills promoted and assessed by all Gateway programs.

All Gateway graduates should be able to:

ACT RESPONSIBLY

Among the skills and attitudes of acting responsibly are:

1. Exert a high level of effort and perseverance toward goal attainment.
2. Display high standards for attendance. Punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
3. Maintain self---control in difficult situations.
4. Judge accurately the amount of work he/she can accomplish.
5. Take good care of tools and equipment.
6. Show up on time and ready to work.
7. Apply ethical work values such as keeping confidentiality, putting in a full day's work and following health and safety standards.
8. Assess personal values and uses them to guide actions and decisions.
9. Recognize one's responsibility to personal, social, professional, educational, and natural environments and makes informed decisions based on that responsibility.

COMMUNICATE CLEARLY AND EFFECTIVELY

Among the skills and attitudes essential to communicating clearly are:

1. Select appropriate means to convey a message.
2. Speak clearly so others can understand.
3. Write with clarity so others can understand.
4. Ask questions for clarification.
5. Participate in discussions and group presentations.
6. Interpret nonverbal communications.
7. Use active listening skills.
8. Apply standards of spelling, English, grammar, and punctuation.
9. Read for content, structural analysis, and word meanings.
10. Distinguish between fact and opinion.

DEMONSTRATE ESSENTIAL COMPUTER SKILLS

Among skills and attitudes essential to demonstrating computer skills are:

1. Demonstrate Level 1 computer literacy skills as determined by District policy.
2. Demonstrate ability to send and receive electronic mail.
3. Demonstrate ability to perform research utilizing the Internet.
4. Demonstrate ability to use a word processing software program.
5. Demonstrate the ability to use occupational specific software

DEMONSTRATE ESSENTIAL MATHEMATICAL SKILLS

Among the skills and attitudes essential to demonstrating essential mathematical skills are:

1. Perform computations using appropriate methods.
2. Demonstrate knowledge and application of measurement.
3. Demonstrate knowledge and application of formulas.
4. Apply mathematical problem solving steps.

DEVELOP THE SKILLS REQUIRED TO SUCCESSFULLY SEEK AND OBTAIN EMPLOYMENT

Among the skills and attitudes essential to successfully seek and obtain employment are:

1. Identify job possibilities.
2. Write a resume.
3. Complete an application for a job.
4. Participate in an effective interview.
5. Accept or reject a job offer.
6. Develop a record keeping system for job search.
7. Research job clusters to determine possible careers.
8. Determine career choices and alternatives using personal information and career research.
9. Set long range and short range goals.
10. Develop a plan of action to achieve goals.
11. Network with peer groups and people in one's career field.

RESPECT SELF AND OTHERS AS MEMBERS OF A DIVERSE SOCIETY

Among the skills and attitudes essential to respecting self and others as members of a diverse society are:

1. Communicate in a culturally sensitive manner.
2. Act with sense of equity.
3. Work well with individuals and groups from diverse backgrounds.
4. Value individual and cultural differences.
5. Act consistently with a cultural context.
6. Take responsibility for own behavior.
7. Express ideas self---confidently.
8. Behave assertively.
9. Set personal goals.
10. Maintain confidentiality.

THINK CRITICALLY AND CREATIVELY

Among the skills and attitudes essential to think critically and creatively are:

1. Apply the principles and strategies of organized thinking.
2. Practice analytical, explorative, and innovative thinking.
3. Apply problem---solving steps.
4. Make decisions based on analysis.
5. Evaluate information, ideas, and problems.
6. Accept all ideas during brainstorming sessions.
7. Collect data through probing questions and research.
8. Respect the contributions of others.
9. Use techniques such as brainstorming to acquire alternative solutions.
10. Make inferences and connections.
11. Demonstrate open mindedness.
12. Demonstrate comparison skills.
13. Persist in the search for truth.
14. Present ideas for critical evaluation.

WORK COOPERATIVELY

Among the skills and attitudes essential to working cooperatively are:

1. Contribute to a group with ideas, suggestions, and effort.
2. Complete one's share of tasks necessary to complete a project
3. Encourage team members by listening and responding appropriately to their contributions.
4. Build on an individual team members strengths.
5. Resolve differences for the benefit of the team.
6. Challenge existing procedures, policies, or authorities responsibly.
7. Participate as a member of a team (e.g. following instructions, providing feedback, cooperating with establishing team goals.)
8. Work to satisfy internal and external customer's expectations.
9. Appropriately respond to praise and criticism; accept advice.
10. Display a positive attitude.
11. Empathize with others.
12. Maintain a safe and health work environment for self/group.
13. Interpret nonverbal cues accurately.
14. Perform competent and effective leadership of a group.
15. Evaluate outcomes.

VALUE LEARNING

Among the skills and attitudes essential to valuing learning are:

1. Set personal learning goals.
2. Assume responsibility for life---long learning.
3. Identify own learning needs.
4. Access appropriate resources for learning.
5. Apply effective learning processes.
6. Help others to learn effectively.

STUDENT- CODE OF CONDUCT

ACADEMIC HONESTY STATEMENT:

Academic honesty is a core principle of learning and scholarship. All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of this learning experience. We also have the responsibility to censor behaviors that interfere with this effort. The following behaviors will be subject to disciplinary action:

- Plagiarism---presenting someone else’s words, ideas, or data as your own work.
- Fabrication--- using invented information or falsifying research or other findings.
- Cheating--- misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered. Examples include, but are not limited to:
 1. Copying from another learner’s work.
 2. Allowing another learner to copy from your work.
 3. Using resource materials or information to complete an assessment without permission from your instructor.
 4. Collaborating on graded assignment without permission from your instructor.
 5. Taking a test for someone else or permitting someone else to take a test for you.
 6. Academic Misconduct---such as tampering with grades, taking part in obtaining or distributing any part of an assessment, selling or buying products such as papers, research, projects, or other artifacts that document achievement of learning outcomes.

REPORTING ACADEMIC DISHONESTY:

Students are able to report dishonesty witnessed on---line in an anonymous fashion. To report incidents, students should go to the Gateway Web link: www.gtc.edu. Click on “Security/Incident Report”, and scroll down and you will see a checkmark for “Academic Dishonesty.” This Maxient Reporting system is done anonymously. Gateway administration will be tracking individuals/concerns for trending as well as to address specific incidents.

If a student is caught cheating by the instructor, they will be removed from the class for a minimum of one day, the complaint of cheating will be forwarded to the Campus Dean or Vice President of Student Affairs, and they will receive a grade of “0” on the coursework completed.

STUDENT BEHAVIOR

If the student wishes to discuss an issue with an instructor, it is expected the student will initiate communication with their instructor outside of classroom discussion. Communication is expected to be professional and respectful by all parties.

Inappropriate student behavior will not be tolerated, and can result in dismissal from the program. Inappropriate behavior includes, but is not limited to, verbal threatening, or intentional intimidation. If the instructor deems inappropriate behavior is being exhibited, the instructor will dismiss the student from the classroom/Lab/clinical, and/or may call security or 911. Incidents of inappropriate behavior will result in the initiation of a Maxient incident report and may require a meeting with the Dean of Health Occupations. Refer to Gateway Technical College Student Handbook for more information on the Student Code of Conduct.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICY H-110

POLICY STATEMENT:

The Gateway Technical College District Board, hereinafter referred to as the Gateway District Board, will be fair and impartial in all its relations with its students, employees, and applicants for employment without regard to race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family, or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or nonunion affiliation, membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin.

For further information and policy updates, please refer to the Gateway Technical College Student Handbook.

NURSING ASSISTANT PROGRAM OUTCOMES

PROGRAM LEARNING OUTCOMES:

Graduates of the Nursing Assistant Technical Diploma Program should be able to:

1. Communicate and interact effectively with clients, family, and co-workers.
2. Maintain and protect client rights.
3. Report information and record observations.
4. Demonstrate the ethical and legal responsibilities of the NA/HHA.
5. Carry out the basic nursing skills required of the NA/HHA.
6. Provide for resident personal care and hygiene.
7. Assist with client rehabilitation and restorative care, promoting independence.
8. Assist clients with long-term, disabling conditions including dementia.

NURSING ASSISTANT INFORMATION

COURSE DESCRIPTION:

This 120 hour course prepares individual students to provide direct hands-on care for clients under the supervision of a licensed professional nurse.

Examples of technical skills you will learn are:

- Ambulation and transfers
- Bed-making
- Personal care grooming and hygiene (e.g. toileting, dressing/undressing, pericare, bathing, oral care, and feeding)
- Measuring intake and output
- Transporting clients
- Taking vital signs (e.g. temperature, pulse, respirations, height, and weight)
- Meeting client's needs that they cannot do for themselves

Our job will be to assist clients with activities of daily living and within the role, assist clients to their highest level of functioning. Maintaining resident's rights and patient confidentiality are covered under the client's Bill of Rights and the federal Health Insurance Portability and Accountability Act of which you will learn about in this course. This course will have 72 hours of classroom/lab experience in which theory based concepts are presented via lecture/discussion, videotapes, and lab practice of skills, along with 48 hours in the clinical setting working with clients. Text book readings and independent practicing of technical skills are required. Tests/quizzes will be evaluating comprehension of reading materials, medical terminology, handouts, content of videotapes and lecture/discussion. The clinical portion of this course will take place at a local health care facility. You will report to and work with your instructor at the clinical site, and as a student, you are not to work on the assigned clinical unit without your instructor's knowledge, consent, and/or presence.

Upon successful completion of this course, you will be eligible to apply for the state competency testing within one calendar year of taking the course in order to be placed in the Nurse Aide Registry for the State of Wisconsin as a certified nursing assistant.

Curriculum is approved by the State of Wisconsin Department of Health Services--Division of Quality Assurance, and meets the requirements of ch. DHS 129.

NURSING ASSISTANT HEALTH INFORMATION REQUIREMENTS

Go to gtc.castlebranch.com

- Will be asked a series of questions to determine which package you are ordering.
- Will be asked to create a profile for you.
- Must make a one---time payment of \$25.00.
- Once done, you will be directed to your To---Do List where you will be able to download the needed health forms.
-

NOTE: To access your To---Do List at another time, go to: www.castlebranch.com. Log into your account using your username (email address) and password provided when placing your original order and creating your account.

Health forms needed for Nursing Assistant students include:

1. TB Skin Test – which must be current within the last 12 months. This test is required for all nursing assistant students. The form must be completed and signed by a Healthcare Provider. If you have a Quantiferon done, you will also need to submit the lab report to complete this requirement.
2. Influenza Vaccine – This vaccine is required if your clinical is scheduled between September 1st and April 30th.
3. Tetanus Vaccination – within 10 years. This vaccination is recommended but NOT REQUIRED. You must fill out the form found on your myCB account (previously known as CertifiedProfile) and indicate date received. If not receiving the vaccination, you will need to complete and submit the Immunization Declination Waiver form also found on your myCB account.
4. Hepatitis B Vaccination --- This vaccination is recommended, but NOT REQUIRED. You must fill out the form found on your myCB account and indicate date(s) received. If not receiving the vaccination, you will need to complete and submit the Immunization Declination Waiver form also found on your myCB account.
5. Immunization Declination Waiver – only needs to be filled out and submitted if you cannot get any of these vaccinations done due to a medical or religious reason. It must be signed by your Doctor or clergy. Clinical facility has the right to deny access if immunizations are declined.

NURSING ASSISTANT HEALTH INFORMATION REQUIREMENTS CONT'D.

Once you have the needed forms completed, please upload them to your myCB account, www.castlebranch.com, for each form's corresponding requirement. If you do not have access to a computer to scan and upload the documents, Gateway Student Services has a tablet you can use for this purpose.

Important: Please try to have all of these documents submitted prior to the first day of class. All health forms MUST be submitted (uploaded) no later than one week prior to the last day of your classroom experience to allow time for processing. Start now! If your records are not uploaded in time, you may not be allowed to enter clinical facility.

If you have questions about the health form requirements, please contact CastleBranch at 888-723-4263 x7194 (servicedesk.cu@castlebranch.com) or your Gateway contact, Cheryl Brummel (brummelc@gtc.edu). You may also speak with your New Student Specialist at your High School.

FUNCTIONAL ABILITIES FOR THE TECHNICAL DIPLOMA NURSING ASSISTANT PROGRAM

Functional Ability Categories and Representative Activities/Attributes for the Technical Diploma Nursing Assistant Program.

The Federal American with Disabilities Act (ADA) bans discrimination of persons with disabilities. In keeping with this law, Gateway Technical College makes every effort to ensure quality education for all students. However, we feel obliged to inform students of the functional abilities demanded by a particular occupation.

Students should have the ability to:

GROSS MOTOR SKILLS:

- Able to move in confined spaces.
- Maintain balance in standing position.
- Twist 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 the head (examples: adjust overhead lights, plug electrical appliance into wall outlet, turn gatch handle (crank) to raise and lower non---electric bed).
- Able to push, pull, stabilize, twist, and freely move arms to allow movement of 50 pounds as in moving an object or transferring a client from one place to another.

FINE MOTOR SKILLS:

- Ability to grasp, twist, squeeze, pinch and manipulate fine equipment for at least 5 seconds (example: operate fire extinguisher, open child proof caps/lids).

TACTILE ABILITY:

- Ability to distinguish subtle vibrations through the skin (pulse).
- Ability to identify the subtle difference in surface characteristics (feel a raised rash).
- Ability to detect temperature (skin, liquids, environment).

MOBILITY:

- Ability to squat or modified squat (one knee on floor) for at least one minute.
- Ability to move quickly in case of emergency situations.
- Ability to climb and descend a flight of stairs in succession.
- Ability to walk independently without the assistance of a cane, walker, crutches, wheelchair or the assistance of another person.
-

ENVIRONMENT & PHYSICAL ENDURANCE:

- Ability to have stamina sufficient to maintain physical activity for a period of time from 5---8 hours.
- Able to tolerate exposure to common allergens such as: pets, body lotions, soaps, cleaning products.
- Ability to work in confined areas.
- Ability to tolerate heat and humidity as high as 90 degrees for up to 2 hours (shower/spa rooms.)
- Students with pet allergies need to contact the Nursing Assistant Instructor in advance of the class to determine if a pet resides within the clinical facility. If possible, attempts will be made to place student in clinical facility without pets.

SPEECH AND COMMUNICATION:

- Ability to interact with others to report and advocate for the needs of the clients.
- Ability to speak, write and understand English in order to be able to communicate with clients as well as report and document client information.

SENSES: SMELL, HEARING AND VISION:

- Ability to detect differences in body and environmental odors.
- Ability to hear and understand voices spoken at a normal speaking volume within a distance of 10 feet.
- Ability to hear faint noises such as whispers within a range of 4 feet.
- Ability to see objects clearly within a minimum of 20 feet.
- Ability to have depth perception and peripheral vision to allow identification of dangerous objects and client situations within the client room.
- Ability to read and interpret written data held at normal reading distance.

EMOTIONAL STABILITY:

- Ability to interact and support clients during times of stress and emotional upset.
- Ability to adapt to changing situations and emergency conditions while maintaining emotional control.
- 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 accept constructive feedback and accept responsibility for own actions.

INTERPERSONAL SKILLS:

- 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, socioeconomic status, and abilities and disabilities.

READING:

- Ability to read and understand at a minimum of 55 on the COMPASS placement assessment. o Applicants who score lower than the required score are encouraged to meet with a counselor for information about Gateway services to help improve reading and comprehension.
- Ability to understand charts, graphs, and worksheets.
- Ability to read and understand digital and computer displays.

MATH:

- Ability to add, subtract, multiply, and divide without the use of a calculator.
- Ability to count and understand the meaning of numbers.
- Ability to measure length by reading a tape measure or ruler.
- Ability to tell time.

NURSING ASSISTANT PROGRAM GRADING SCALE

The grading scale in the Nursing Assistant Program:

100---93%	A
92---86%	B
85---78%	C
Below 78%	F

An average of 78% or better is required on all coursework in order to pass the classroom part of the course. If you do not pass the classroom part of the course, you will be notified the last day of classroom that you will receive a final course grade of "F" if you do not go to the Student Services and request to be withdrawn from the course. You will not be allowed to continue by attending the clinical portion of the course as you will not have an adequate theory knowledge base in order to be a safe and competent care provider.

NOTE: The Health Occupations programs at GTC have a policy of "no rounding up of grades" and no re---taking of any test/quizzes, etc.

ADDITIONAL NOTE: Any regular classroom homework more than 1 classroom day late being turned in, will receive a grade of 0% (this does not pertain to make---up homework assigned due to attendance issues.)

ADDITIONAL INFORMATION:

- During any testing, the use of any resources (i.e. notes, open book, calculators, etc.) is prohibited.
- The use of calculators for solving math problems for the Intake and Output homework is not allowed.
- There is no extra credit coursework, or additional assignments that can be completed to change the grade you have earned.

POTENTIAL REASONS FOR DISMISSAL FROM PROGRAM

The student may be dismissed from assigned experiences, the course, or the program for the incidences listed below. This is not all inclusive and there may be other situations that warrant the student's dismissal. Any hours missed from classroom, clinical, or other assigned activities will be considered absent hours.

- A. Any behaviors that threaten the health or safety of clients, client's family, members of the health care team, students, and/or faculty are subject to disciplinary action that may include immediate removal from the nursing assistant program. Some actions may result in permanent expulsion.
- B. Students may be dismissed if, in the judgment of the faculty, the actions of the student may be detrimental to the program or the profession.
- C. Students may be dismissed from the course and/or program for breach in confidentiality.
- D. Students may be dismissed from the clinical if they are perceived to be emitting any strong odor including perspiration, perfume, aftershave, tobacco, or alcohol.
- E. Student will be dismissed if they are under the influence of alcohol or drugs.
- F. Students will be dismissed from clinical experiences if inadequate preparation is evident. (Hours missed are counted as absence hours.)
- G. Students may be dismissed from the course or program in situations of plagiarism, cheating, theft, or any other dishonest behaviors.

All health occupations students must adhere to professional conduct at all times while in course.

You are a representative of Gateway Technical College while in the role of student. Refer to Section V of Gateway Technical College Student Handbook for more information.

Each student entering the clinical setting must ensure compliance with any client's plan of care and/or instructor direction. If not done, student is personally legally liable for their own actions.

APPEALS PROCESS-DISMISSAL FROM PROGRAM

The student must utilize the Student Due Process Rights Policy J---290 found in the Gateway Technical College Student Handbook.

ATTENDANCE POLICY

The mandatory minimum number of 120 hours for nursing assistant training programs is defined in the state of Wisconsin's Division of Quality Assurance regulations DHS 129. Any lost classroom/lab/clinical time for this 120 hour course, for any reason, will require satisfactory completion of make---up work assignments within defined time frames, up to a maximum of 8 hours.

NOTE: If you have a medical reason that will cause you to use/exceed the 8 hour attendance limit within the clinical component of this course, you must request an incomplete grade and forward this information to the NA Program Chair before your course is scheduled to end. This information will then be forwarded to DHS in Madison for approval. If approved, a timeframe for completion will be defined by DHS that may include a re---integration plan that prepares you to return to the clinical area. You will receive a copy of this paperwork once received with complete directions. When your extension had been approved by DHS and you have provided your NA Program Chair with a medical provider release that allows you to return to the coursework without any limitations, you will be placed by the NA Program Chair in the first available clinical slot within Gateway's district to complete your required course work. If you do not complete the reintegration plan as scheduled and/or return to complete the course work within the designated time frame outlined by DHS, your incomplete grade will convert to a permanent course grade of "F."

PLEASE NOTE: Any event of tardiness will be rounded up to the quarter hour.

Failure to comply with any of the following attendance policy components will result in being dropped from the program for excessive absenteeism as defined in DHS 129 regulations, and will result in your receiving a final course grade of "F", which will remain on your school record permanently:

- Failure to schedule an appointment with your instructor to receive make---up work assignment for any lost course time on first class period after absence/tardy occurs.
- Failure to satisfactorily complete make---up work assignment outside of scheduled class time and by date given by instructor.
- Absence/tardiness in any combination that exceeds 8 hours for the 120 hour course.

NOTE: There is no way of making up missed clinical time relating to student absence/tardy for any reason. Remember to call and report any tardy/absence to your instructor and the clinical site at least 2 hours before start of scheduled shift. Failure to call and report your absence will be considered a "No call/No show" as in the health care field and will be cause for being dropped from Gateway Technical College Nursing Assistant program for failure to "act responsibly." **IMPORTANT NOTE:** If you report to a clinical site when you are ill, please keep in mind every clinical facility has the right to safeguard their clients by refusing your admittance into their facility.

MECHANICAL LIFT POLICY

To ensure the safety and well---being of all students and the clients they care for, when utilizing any type of mechanical lift on a client at any time, a minimum of two people MUST be in attendance and within view of the client while the client is attached and elevated from a surface. At no time is a student to move a client in a mechanical lift ALONE. Each instructor may, additionally, request the presence of a facility staff member and/or themselves to be present in the room for any transfer as well. Any student that fails to follow this policy/instructor direction will jeopardize their successful completion of the program.

ELECTRONIC DEVICES POLICY

Instructor Policy:

Due to the sole use of *Alert Me* system via email or text messaging that GTC utilizes to notify instructors of security issues on campus, GTC's Dean for Health programs has authorized instructors to carry their cell phones if on vibrate mode and not prominently displayed for student knowledge of its presence.

Student Policy:

The use of electronic devices during any portion of this class is prohibited. All devices, including cell phones, must be turned off and stored in purses or backpacks. It is considered inappropriate to utilize such devices during a class.

Any electronic device usage in the class, including text messaging, will result in the student being dismissed from the class for the balance of the day and their lost time will count against their attendance as identified in the Attendance Policy for this course. Any 2nd infraction of the classroom cell phone policy will result in immediate dismissal from the course and an F grade applied.

Due to HIPAA regulations, there will be **absolutely no electronic devices, including cell phones, allowed in the clinical facility at any time.** This is a violation of the clinical dress code and will result in the student being dismissed from the program. ***There are no exceptions to this policy.***

DRESS CODE

- Navy uniform top (preferably with pockets)
- Navy uniform pants or skirt
- Clean, white leather or canvas shoes (no clogs/open toes)
- White socks
- Watch with sweep second hand; no other jewelry except post ear earrings
- Black pen
- GTC ISSUED Name tag must be worn at all times (federal law)
- Makeup and perfume kept to a minimum
- Long hair must be pulled back and secured
- No long or artificial nails; clear/blush colored polish only
- No food or drinks allowed on client units at any time
- No gum chewing
- No hats, scarves, or headgear
- No cell phones/cameras/pagers allowed in clinical facility at any time

Please Note: Failure to comply with GTC dress code standards will result in student being dismissed from clinical site for scheduled shift and will count against their attendance as identified in the Attendance Policy for this course.

Toe enclosed shoes are to be worn by all students when working with clients, performing transfers, and using mechanical lifts for safety for all concerned.

Please Note: Some Lab locations require that students dress in uniform in order to utilize their Lab space. Make sure you are aware of how you are to be dressed for Lab exercises and practice.

PROFESSIONALISM

- A. The student is expected to adhere to the Nursing Assistant Code of Ethics.
- B. Students must maintain health requirement.
- C. Students, faculty, health professionals, patients, and administrators have the right to respect and safety. Aggressive, disrespectful, dishonest, and unsafe attitudes, verbalizations, and/or actions will not be tolerated.
- D. All assignments are to be completed on time.
- E. Confidentiality is required of all students. Any patient information that is learned through direct data collection or patient interaction, as well as anything that is learned by written words, professional or personal discussions, fellow student discussion, instructor input, or any other means is strictly confidential. The student may use this information for discussions of learning in private or secured environments including hospital or campus classroom settings. The information must not be discussed in public places including hallways, elevators, lobbies, hospital or campus cafeterias, or any other setting or environment that is not specifically designed for patient care or academic learning. Any breaches in confidentiality may cause the student to be dismissed from the course or the program.

TRANSPORTATION TO CLASSROOM/LAB/CLINICAL SITES

The Nursing Assistant Program uses a variety of facilities for student learning experiences. The facilities are located in various areas of the community and require students to provide transportation to and from the facility.

- A. Students are responsible for their transportation to and from the health care agencies for clinical experiences.
- B. Under no circumstances are students allowed to transport patients/clients in their private vehicles.

STUDENT ACCIDENT INSURANCE COVERAGE

Gateway Technical College has implemented a mandatory student accident insurance coverage, which covers any accidents related to student's time on campus, in route to or from campus, or in college---sponsored activities, i.e., clinicals.

Please refer to the GTC Student Handbook

or the college's website: www.gtc.edu/accidentinsurance

for more information.

DISABILITY SUPPORT SERVICES

Gateway Technical College is committed to assisting the academic needs of every learner to ensure scholastic excellence is achieved and maintained.

We invite you to contact faculty members to learn more about their program area and how they prepare students for a career or help a working professional continually build on the skills they already have to continue to succeed.

Gateway offers accommodations within every Disability Support Services office at every campus. Disability Support Services provides a full range of support services/reasonable accommodations at the request of learners with documented disabilities to give them equal access to learning opportunities at Gateway in order to reach their educational goals.

Once you have decided on your program and career goal, Gateway is there to ensure you have the tools and opportunities possible to succeed.

MISSION STATEMENT:

Disability Support Services provided a full range of support services/reasonable accommodations at the request of learners with documented disabilities to give them equal access to learning opportunities at Gateway in order to reach their educational goals.

In accordance with Section 504 of the Vocational Rehabilitation Act, Gateway provides a wide range of services that assist special needs students in developing independence and self---reliance within the Gateway campus community. Reasonable accommodations will be made for students with documented disabilities. Gateway's intent is to provide equal access to programs and facilities.

<https://www.gtc.edu/disability-support-services>

SUPPORT SERVICES

Gateway offers a variety of support services to help students succeed in their program of study including tutoring, supplemental instruction, and disability services.

A variety of specific support programs are also offered. These support programs are designed to support and assist students in a variety of different ways from providing workshops to one---on---one assistances.

- Displaced Homemaker Program
- Health Profession Opportunity Program (HPOP)
- Multicultural Program
- Non---Traditional Occupations
- TRIO Student Support Services

<https://www.gtc.edu/disability-support-services>

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program provides education, assistance, and support for students afflicted with or affected by chemical dependency and other personal problems. Please refer to Gateway's website or Student Services site.

STUDENT RECOMMENDATION FORM

The Student Recommendation Form is used for employment references. Students can submit the form to their instructor to be sent to the employer.

Note: It is the Instructor's choice to agree/disagree to complete this form.

The student must provide the form with their signature and an addressed envelope with the employers name on it to the instructor. If the student would like to have a copy of the completed Student Recommendation Form, the student should also provide a self---addressed envelope. Forms will be completed and sent directly to the employer and student if requested. Forms will not be handed back to the student. If the employer requests the form back immediately, the student can provide the instructor with the employer's email address to have the form sent electronically.

The direct link for this form can be obtained on the Gateway Website at:

<https://www.gtc.edu/sites/default/files/files/documents/Student-Recommendation-For-Employment.pdf>

Student Employment Services Guidebook:

https://www.gtc.edu/sites/default/files/files/documents/1467298649/CES_Guidebook.Revised-2016.pdf

Summary:

1. Print out form and sign it.
2. Submit signed form and employer---addressed envelope to the instructor.
3. If you want a copy, include a self---addressed envelope.
4. If needed by the employer ASAP, provide a fax number to the instructor.

Student Recommendation For Employment GATEWAY TECHNICAL COLLEGE

Student Name _____ Date _____
 Program _____
 Instructor Name (Please Print) _____
 Please List the class or classes you have taken with this Instructor: _____

Release of Information:

I do hereby give my permission to Gateway Technical College to forward or release information about me that may include instructor evaluations and personal student directory data. I understand this directory data will be released only to prospective employers.

Date _____ Student Signature _____

Instructor:

Please rate the student in terms of the following characteristics by circling the appropriate number and/or write a description narrative which states the student's abilities below.

	Needs Improvement	Average	Average	Excellent
PROGRESS <i>Has student advanced in skill & knowledge?</i>	1	2	3	5
INITIATIVE <i>Does the student exhibit creativity and problem solving capabilities?</i>	1	2	3	5
RELIABILITY <i>Does the student exhibit personal integrity and a sense of responsibility?</i>	1	2	3	5
WORK ATTITUDE <i>Does the student have a good attitude toward work?</i>	1	2	3	5
COOPERATION <i>Does the student work well with others?</i>	1	2	3	5

Attendance: (Circle One) Excellent Good Fair

Comments: _____

Instructors Signature _____ Date _____

CONFIDENTIALITY

Protecting the privacy of information is referred to as “confidentiality” and is an important part of how health care is delivered to the people in communities we interact with. As required by the federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), all health care providers, and caregivers must protect the patients’ medical records and other health information. Patients can expect that steps are taken to ensure that communication about them is kept confidential.

Each healthcare facility has established policies and procedures to protect the confidentiality of protected health information (PHI) about their patients. PHI (Protected Health Information) includes any personal information that the patient provides.

Some examples are:

- Name
- Date of Birth
- Phone number and address
- Insurance and social security numbers
- Medical History

PHI (Protected Health Information) includes any information the health care facility creates.

Some examples are:

- Medical Record Number
- Billing Information
- Medical Information

Health care workers can protect privacy by following the “need to know” rule, which state, “Use only the minimum necessary information needed to do your job.” This rule pertains to students as well. As a nursing assistant program student you will have limited access to the PHI and will be trained on the policies and procedures of each facility that you may encounter.

You will be responsible to understand and follow the policies and procedures set forth by the individual facilities.

NURSING ASSISTANT STUDENT HANDBOOK
ACKNOWLEDGEMENT STATEMENT

I, _____, do verify that I have received and read

(Print)

the Nursing Assistant Student Handbook. I understand that I am responsible for the information contained herein.

(Signature)

(Date)