

**MONROE COUNTY COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES**

**NURSE AIDE
STUDENT INFORMATION HANDBOOK**

2017 - 2018

“The trouble with opportunity is that
it always comes disguised as hard work.”

■ Samuel Johnson

MONROE COUNTY COMMUNITY COLLEGE
Nurse Aide
Student Information Handbook

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Student Policies and Procedures

The Student Handbook describes in detail grading and behavioral policies of the nurse aide class. Should contradictory information be found in the particular course syllabus or in the Handbook, please notify the course faculty. The syllabus policies take precedence over the Student Handbook.

Faculty reserve the right to change policies when needed. Timely and written notification of changes will be given to all students. Additionally, College student policies are found in the College Catalog and the current Class Schedule brochure. The Catalog and Class Schedule are available in print form in the Admissions/Counseling area, the Health Education Building office, and on-line via the College web site at www.monroecc.edu.

Nurse aide students who fail to adhere at all times to the policies and procedures outlined in this handbook may receive a failing grade for the nurse aide course. Some policy and procedure violations could result in ineligibility of the student to reenroll in the course.

Academic Dishonesty

Academic dishonesty is an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. Academic dishonesty includes forgery of academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. It is the student's responsibility to know what constitutes academic dishonesty. If a student is unclear whether a particular act constitutes academic dishonesty, he or she should consult with the instructor of the class involved.

Any act of academic dishonesty will result in disciplinary action by the College. The maximum penalty under the provisions of this policy is permanent expulsion from the College. (See Monroe County Community College Catalog and the Class Schedule for more details. Both documents are available online at www.monroecc.edu.)

Please see the current catalog for information about the MCCC disciplinary procedure for academic dishonesty. There will be zero tolerance for dishonest conduct.

Honesty/Professional Ethics Policy

Nurse aide students are expected to adhere to high standards of ethical behavior and academic honesty. Because of the nature of the work, these behaviors may affect the life and safety of clients.

The following behaviors shall not be tolerated: cheating (including, but not limited to, misrepresentation of self, attempting to access, accessing, possession, copying, distributing, and/or using unauthorized materials such as testing materials, instructor resources, and/or test banks), copying (including other students' work), lying, plagiarism, withholding pertinent information, stealing, falsification of records, breach of confidentiality, giving false information, etc. A student who is found to have violated this policy will be immediately dismissed from the course and/or the College. Course dismissal will result in a failing grade and possible ineligibility for re-enrollment to the course. Students

found in violation of this policy will also be subject to the *MCCC Academic Dishonesty Policy* (College Catalog, pg. 45). See the College Catalog and the Class Schedule for additional information regarding Academic Dishonesty and Due Process information for other infractions.

Federal Program Objectives

The overall objective of the Nurse Aide Training Program is the provision of quality services to residents in long term care facilities by nurse aides who are able to:

- Form a relationship, communicate and interact competently on a one-to-one basis with the residents;
- Demonstrate sensitivity to residents' emotional, social, and mental health needs through skillfully directed interactions;
- Assist residents in attaining and maintaining functional independence;
- Exhibit behavior in support and promotion of residents' rights; and
- Demonstrate observational and documentation skills needed in the assessment of residents' health, physical condition and well-being.

The above are program objectives, which reflect federal requirements.

Learning Objectives

The curriculum for the CNA program is founded on the following:

1. Learning objectives
 - A. Describe emergency procedures to be taken in the event of:
 - a. Fire
 - b. Natural disasters
 - c. Power failure
 - d. Choking
 - e. Heart or lung function cessation
 - B. Perform basic nursing skills safely and meeting legal and ethical considerations:
 - a. Personal care skills such as bathing, ADL activities
 - b. Care of the environment
 - c. Care of the bed
 - d. Collecting and sharing information: pulse, respiration, blood pressure, weight, height
 - e. Intake and output, specimen collection
 - f. Catheter care
 - g. Observation, recording, and reporting changes in conditions
 - h. Preventing, recognizing, and responding to seizure activity
 - i. Infection control
 - j. Issues regarding delegation
 - k. Aspects of rehabilitation care, such as transfer, position, and use of assistive devices
 - l. Basic first aid for common situations, such as bleeding, burns
 - C. Describe three basic purposes of long term care and facilities
 - D. Describe the rights of the resident as specified in the Michigan Public Health Code
 - E. Recognize and integrate Indirect Care Measures into clinical practice:

- a. Communication
 - b. Residents' rights
 - c. Safety
 - d. Comfort
 - e. Standard precautions
 - F. Interact appropriately with persons having special needs
 - G. Identify the role and responsibilities of the nurse aide
 - H. Meet course requirements for behavior and attendance
2. Behavioral/learner objectives for each unit of classroom instruction (as identified in the 1991 Michigan Model, Revised 2006) Core Curriculum will be successfully completed before any student will have direct client or clinical unit contact. The core consists of:
- a. Communication and interpersonal skills
 - b. Infection control including Autoimmune Deficiency Syndrome/Human Immune Virus content
 - c. Safety and emergency procedures, including abdominal thrusts
 - d. Promotion of client independence
 - e. Residents' rights and responsibility
 - f. Abuse definitions and causes and reporting violations (Public Health Code 333.21771), investigation and consequences

Teaching strategies: class discussion and lecture, audio-visual aids, demonstration and return, reading assignments, theory and skills testing

Instructional facilities: Classroom, Nursing Skills Laboratory, Long-term care facilities

Required textbooks and Supplemental Material:

- A. Information regarding required course textbook(s) will be provided through the campus bookstore and course syllabus.
- B. State of Michigan, Nurse Aide Training Model, Michigan Department of Public Health, Bureau of Health Systems, Division of Federal Support Services, 1991 (Revised 2006)
- C. The Identification and Reporting of Abuse: A Training Manual for nursing Home Aides prepared by the Department of Public Health, 1988

Course Requirements: Students are expected to consistently meet the course requirements.

While observing due process, student who violate course requirements will be dropped from the course.

- 1. Students are expected to be present during all scheduled class experiences.
- 2. Students are expected to be on the nursing unit five minutes before the predetermined time for clinical experience.
- 3. Students are expected to be neat, clean, and free of body odor whenever they are in the clinical setting.
- 4. Students are expected to observe the stated dress code whenever they are in the clinical setting.
- 5. Students are expected to be accountable and report all accidents or errors immediately to the instructor. See section regarding "Unusual Occurrences".
- 6. Students are expected to maintain the confidentiality of privileged information. See "Privileged Information and Confidentiality".

7. Students are expected to abstain from the use of any illegal and/or mind altering substances. See “Drugs, Intoxicants, and Mind-Altering Substances”.
8. Students are expected to maintain professional behavior whenever they are in the role of a nurse’s aide.
9. Students are expected to follow the rules and regulations of the college and the clinical facility in which they are studying.
10. Students are expected to maintain personal health insurance for the course duration.
11. Students are expected to report to the instructor changes in health or other status that might impact meeting course requirements.

All MCCC policies are in effect. See MCCC Catalog and Class Schedule.

Grading

- A. Theory grade: See syllabus for information regarding calculation of theory grade for the course.
- B. Skills Grade: Competency is expected in assigned skills. Competency is determined by the student’s ability to perform according to the standards established by the course. All skills competency testing must be successfully completed prior to the published deadlines in the course syllabus. It is expected that students demonstrate competency of all mandatory skills at a 100% competency level. In other words, students cannot make errors in skills to pass the skills testing. Students who are unable to demonstrate skills competency in three separate attempts will fail the course.
- C. Clinical Grade: There are only two levels of student performance: Satisfactory and Unsatisfactory.
 - a. S – Satisfactory Clinical performance: The student’s clinical performance meets all objectives of the course; the student practices behavior which exhibits progress toward course objectives; the student demonstrates growth toward course and program objectives.
 - b. U - Unsatisfactory Clinical performance: The student’s clinical performance seldom or inconsistently meets course and program objectives; inadequate application of theory and skills.
 - c. Explanation of Clinical Evaluation
 - i. It is expected that nurse aide students provide quality nursing care. Students are evaluated regularly on their progression toward this goal. Students are not compared with each other, but against the standards and objectives identified in the course, syllabus, Michigan Model and textbooks.
 - ii. Evaluation Process: Daily evaluations will be completed by the clinical instructor using the Clinical Student Achievement Record filled out highlighting the specific course objectives or skills. This evaluation will identify satisfactory and unsatisfactory clinical performance. Strengths as well as areas of needed improvement will be noted by the instructor, indicating progress toward meeting expected clinical competencies. When a student’s behavior is unsatisfactory during a clinical experience, it will be noted on the Clinical Student Achievement Record in order to give the student opportunity to correct the problem area(s). Repeated or significant clinical difficulties will result in a jeopardy warning which is indicative of a serious inability to meet the clinical objectives and may result in course failure if not corrected. Due process will be observed except in cases of extraordinary circumstances, i.e. any behavior

which threatens health, welfare, and safety of clients/public in general.

Fabrication of any clinical or College record will result course failure.

- d. At the end the class, students will be given a "Summary Clinical Evaluation/ End of Rotation" form written by faculty outlining the student's clinical progress for the term. To pass the nurse aide course, a student must have demonstrated 100% competency in all skills/lab testing; passed the theory tests with a grade of 75% or better; and satisfactorily completed all clinical and laboratory assignments/ experiences.

Attendance: Attendance is required for all classroom, skills laboratory, and clinical assignments. Any tardiness to class/skills lab or clinical settings will result in **point deductions from the course grade** (see course syllabus) regardless of the reason and may result in difficulty in meeting course objectives and passing the course. The tardiness will result in a jeopardy warning which is indicative of a serious inability to meet the course objectives and may result in course failure. Repeated tardiness is also unacceptable and may result in discipline up to and including course failure

Any absence class/skills lab or clinical settings will result in **point deductions from the course grade** (see course syllabus) regardless of the reason and may result in difficulty in meeting course objectives and passing the course. The absence will result in a jeopardy warning which is indicative of a serious inability to meet the course objectives and may result in course failure. Repeated absence is also unacceptable and may result in discipline up to and including course failure.

Communications

E-mail Students are required to use their official college e-mail address (@my.monroeccc.edu) when communicating electronically with faculty or staff. All communications should be completed in a professional manner. Students should check their accounts frequently, or forward the mail to a frequently checked account. For assistance using your college e-mail account, please contact the help desk at 734-384-4234.

Blackboard is the college's official electronic course management system used to communicate course information in the Nursing Program. Students are required to check their Blackboard account frequently.

Connecting to Blackboard at MCCC and selecting a course:

- From your web browser (Firefox is recommended) connect to the MCCC homepage at <http://www.monroeccc.edu>
- Select "Student Blackboard Log-in" (top right)
- Log in with your user name and password, which is the same as your WebPAL user name and password. Orientation to each course will highlight Blackboard use in the course.
- Select the course you would like to review.

For assistance using Blackboard, please contact the help desk at (734)-384-4328.

WebPal is an online system that allows students to access records, register for classes, pay fees and complete a number of other processes through a secure Web server. Further information, instructions, system availability, and registration times are published in each MCCC semester schedule.

For assistance using WebPal, please contact the help desk at 734-384-4333.

Television

College events and emergency information are also visible on the communication television located in the Health Education Building lobby.

College Web Page (<http://www.monroeccc.edu>)

The College web page also provides information about student activities, policies, financial aid, and inclement weather.

School Closing/Inclement Weather/Emergency

The College rarely closes for inclement weather, however, in the event of extremely unsafe driving conditions, check the College webpage (<http://www.monroeccc.edu/snow/>) to see if the school is closed. A decision to close will be announced on local television and radio stations (listed in the Class Schedule) and by using the Emergency Notification System. The college may also implement a delayed start time. This will be announced in the same manner as the above. Students must make a personal decision about unsafe driving conditions. Students should contact their course or clinical instructor if unable to attend class or clinical.

Emergency Notification System: In case of emergency, school delays, closing, or inclement weather situations, Monroe County Community College officials will send emergency alerts to anyone registered in the MCCC Emergency Notification System. MCCC has a system in place to rapidly communicate by sending a voice and/or text messages to cellular or home telephones. The system is also capable of sending alerts via email. The system will also be used to announce school delays and closings. MCCC does not charge a fee to sign up for this service, however; there may be text message or minute charges from your cellular carrier. For more information and to sign up, students should go to the website at <http://www.monroeccc.edu/notify/index.htm>.

Dress Code

The purpose of the dress code is to provide for safety and asepsis, and to present a professional image. Students are expected to adhere to the dress code of the clinical setting and Monroe County Community College.

When at the clinical agency for other than clinical duties, students must clearly identify themselves as nurse aide students from the college. Your Monroe County Community College ID badge should be clearly visible. Jeans, shorts, leggings, short skirts, open-toed shoes, sling-back or clog-like shoes, hooded shirts or jackets and/or T-shirts are not to be worn in the clinical settings at any time. Skirts and pants should be worn at the waistline, not low on the hips.

When giving client care, **ALL** students are expected to adhere to the following guidelines:

- Conservative, loose fitting scrubs or uniforms that are clean and wrinkle-free
- Appropriate undergarments should be worn. White/neutral shoes and socks/ hose -- shoes and laces shall be clean.
- ID badge must be visible at all times (except by clinical facility policy); display first and last names plainly, and wear on the left breast pocket area.
- Make-up should be conservative.
- Gum chewing is not permitted in client areas.
- Fingernails should be short and clean. Nail polish and false nails are not permitted.
- Perfume and after-shave lotion may be an allergen or offensive to clients and should not be worn.
- Jewelry: Watch with a second hand is required. Wedding bands and engagement rings only are accepted. Jewelry should be modest and safe if worn. Earrings, a single set, should be small and inconspicuous. Gauge piercings/plugs or gauged earlobe openings are NOT permitted. In some clinical settings, no jewelry is permitted.
- Body Piercing: No visible body piercing/jewelry are permitted in clinical settings (except as noted for ears).
- Tattoos must be covered in the clinical setting.
- Hair: Hair must be off the collar and pinned back in a neat, attractive style. Beards and mustaches, if worn, must be well groomed and of reasonable length (no longer than ½"). Hair should be an appropriate professional style, length, and color. Inconspicuous hair ornaments are acceptable.
- Students are expected to be neat, clean, and free of body odor and cigarette smoke.
- **Exceptions** may be determined in clinical sites as deemed appropriate by primary instructor.

Health and Security Requirements: Summary

Students must meet agency health and security requirements prior to the first clinical experience. This includes:

- Health history and physical denoting ability to participate without restrictions; proof of required immunization status as indicated on the Infectious Disease and Immunization form.
- two step negative P.P.D. tuberculin test or chest x-ray
- documentation of personal health insurance.
- criminal background check with results that will allow admission to nursing home environment (see later information for details)
- drug screening
- Current Basic Cardiac Life Support (adult, child, infant) for healthcare providers through the American Heart Association

Students need to be in good standing with all clinical agencies, both as a student and as a member of the community. Therefore, any condition (i.e. criminal history, positive drug screening, unprofessional/unethical behavior, negative employment history) that prevents a student from being placed in any clinical agency during the course may jeopardize the student's ability to meet the course objectives and may lead to course failure and dismissal.

*If a student cannot meet the above requirements for any reason, s/he should contact the Dean of Health Sciences. If the student cannot meet the requirements and be placed in the clinical setting, the student cannot continue in the nurse aide training course.

Information about Hepatitis B vaccination risks and benefits is available and will be handed out in class.

Technical Standards for Monroe County Community College Nurse Aide Program

The purpose of the technical standards is to inform students choosing to enter into a health occupation program of the basic minimal technical standard requirements that must be met in order to complete all course work objectives and student outcomes. The listed standards encompass what is minimally required to perform necessary tasks. This list is not exhaustive, and can be modified as the college deems necessary at any time. Students enrolled in a health occupation program at MCCC must provide care that is safe and effective. These technical standards apply to any student enrolling in any one of the health occupations programs. The student must be able to demonstrate sufficient cognitive, professional, motor (physical), sensory, and other abilities, with or without accommodation, to meet program technical standards. Technical standard requirements are listed below. Examples of tasks associated with each requirement and standard are available for review by visiting http://www.monroecc.edu/health_sciences/HealthOccupationPrograms_TechnicalStandards2017.pdf. Prospective students are encouraged to review the Technical Standards for Health Occupational Programs document in its entirety prior to enrolling in or applying to any health occupation course or program.

- **Critical Thinking and Cognitive**

- **Competencies:**

- Sufficient critical thinking and cognitive abilities in classroom and clinical settings.

- **Professionalism:**

- Interpersonal skills sufficient for professional interaction with a diverse population of individuals, families, and groups.

- **Communication:**

- Communication sufficient for professional interactions.

- **Mobility:**

- Physical abilities sufficient for movement from room to room and in small spaces.

- **Motor Skills:**

- Gross and fine motor abilities which are sufficiently effective and safe for providing allied health care.

- **Sensory:**

- Auditory and visual ability sufficient for observing, monitoring, and assessing health needs.

- **Observation:**

- Ability to sufficiently make observations in a health care environment, consistent with program competencies.

- **Tactile sense:**

- Tactile ability sufficient for physical assessment

Basic Cardiac Life Support Certification

All students enrolled in any course with a clinical component must maintain current CPR. Students must show evidence of completion of a CPR course with a hands-on skill proficiency component. CPR certification is required through the American Heart Association (BLS for Healthcare Providers) and must be intended for the healthcare provider. NOTE: Courses through the ARC or AHA for laypersons (i.e. workplace, schools, individuals or community) or that are strictly web-based are NOT acceptable. Students should direct questions regarding an acceptable CPR course to the course faculty.

Course Dismissal

Students may be dismissed from the course for many reasons. Dismissal from the course will result in course failure. Some of the violations below may exclude the student from re-enrolling in the course. Students may appeal course failure following the MCCC *Appeal Procedure for Grade Change* policy (see the College Catalog). Possible reasons for dismissal include, but are not limited to:

- Inability to meet and maintain health and security requirements.
- Repeated absences and/or tardiness from class, clinical or laboratory experiences.
- No Call/No Show: Failure to immediately notify the instructor of an occurrence or an anticipated occurrence of absence and /or tardiness from class, clinical or laboratory experience.
- Any dishonest or unethical behavior.
- Substance abuse issues, including the use of legal substances that can cause impairment while in the clinical setting.
- Behaving in an unprofessional manner in the class, lab or clinical settings.
- Breach of confidentiality, HIPAA (Health Insurance Portability and Accountability Act) regulations, or MCCC social networking policy.
- Failure to adhere to stated dress code.
- Failure to be accountable especially when errors have occurred.
- Failure to follow the rules and regulations of the college or clinical agency.
- Behavior that threatens public health, welfare and/or safety.

The ability to re-enroll is at the discretion of the Dean of Health Sciences and depends on the type of violation incurred and the ability to place the student clinically. If the student is dismissed from the course and the Dean determines that the student should be prohibited from re-enrolling, the student may appeal to the Vice President of Instruction, whose decision is final and binding. The request for appeal must be made within 90 days of the date of dismissal on record.

Unusual Occurrence

It is expected that clinical agency and college policy will be strictly followed when dealing with student accidents or errors. Incident reports will be written and signed by the student and instructor for both the clinical agency and MCCC. Copies of all reports should be forwarded to the Dean or designee. If the

injury is an exposure to blood or body fluids, it is expected that the student co-operate with the agency for screening and follow-up testing.

Privileged Information and Confidentiality

Students are asked to remember that they are guests within the clinical facilities, and as such, have access to privileged information. Questions will arise regarding patients/clients, staff, policies, and/or procedures. It is expected that professional and legal standards will be maintained at all times. Confidential client information must not be discussed outside the immediate educational setting. Confidential records of the client should remain in the hospital/extended care facility setting. Care must be taken for proper disposal of any personal notes or care plans about clients. ***Photographing, photocopying, and/or faxing client information to or from any source is inappropriate and will not be tolerated.*** Students may collect information about **their assigned client(s)** only. Any other information gathering would be considered a breach of confidentiality. A breach or misuse of confidential information may result in course failure and also could result in court action. Extreme care should be taken in dealing with client information. Do not use names or specific client identifiers on written work. Students should expect to sign a pledge to insure client confidentiality.

Drugs, Intoxicants, and Mind Altering Substances

Success as a nurse's aide or assistant requires sound judgment and positive professional relationships with the community, the facility personnel, and the client. Behavior which threatens these relationships or alters judgment will endanger effectiveness. For this reason, students are expected to abstain from the use of any illegal and /or mind altering substances at all times. Students should also abstain from any prescribed drugs prior to clinical experiences which could impair judgment or function. Students who do not follow this policy will be dismissed immediately. Students who display suspicious behavior must give permission for immediate laboratory screening for any foreign substances, at the student's expense. Declining to test at any stage of the investigation will result in immediate course failure. Any positive test will result in course failure unless further testing refutes the test findings. There will be zero tolerance for breaches in this policy.

Documented use of mind-altering and/or illegal drugs or substances will result in immediate failure in the nurse aide course in which the student is enrolled. Students may be randomly screened for substance abuse at any time in the course.

Drug Testing and Dilute Urines

All students will be drug tested at the student's expense or through lab fees for the presence of mind altering substances through Corporate Connection at Mercy Memorial Hospital. Students will receive a letter in class that will identify the date and process for drug testing. Students will have a limited time period in which to complete the drug testing. Students who do not meet this time commitment to complete the initial drug testing will be dismissed from the course.

Positive drug testing (the presence of illegal substances in urine or blood) will result in course dismissal, course failure and may prohibit the student from re-enrolling in the course. Students should note that taking or being under the influence of any mind-altering substance while in the clinical setting, prescribed or over the counter, could result in discipline up to and including course dismissal and may prohibit the student from re-enrolling in the course. There are instances in which a student may need to take prescribed medications, which could be in a drug classification that would typically be restricted

from a clinical setting. When a student is taking medications that could be an issue in the clinical setting, we advise that the student participate in a medical review of prescribed medications and therapies in order to receive clearance to practice in the clinical setting. The medical review is an additional cost and is at the student's expense. The physician must be specifically trained in drug screening protocols and require that the medical review be done at a facility designated by the college. The student must not be mentally impaired and be able to function optimally in the clinical setting in any case. A student may need to work with the primary physician for alternative treatments if the prescribed drugs impair function.

If the result of the drug test comes back that the urine is too dilute to measure or if the time deadline is not met, the student will need to submit a hair sample, at the student's expense (approximately \$68). Once the medical review is completed, the findings of the physician will be considered a final determination and the student will either be cleared for clinical or not cleared. In the event that the student is not cleared for clinical following the medical review, the student will be dismissed from the program. There is no appeal in the case of a student who is not cleared by the medical review.

Security Checks

Students admitted to health science programs must consent to background/security checks including a criminal background check and drug screening. The student is responsible for any cost associated with the background/ security checks. Certain criminal convictions may render a student ineligible to train at clinical sites which are necessary in order to successfully complete the program. Additionally, certain criminal convictions may render an individual ineligible to take the licensing/ certification exam or to be licensed/certified in the State of Michigan. The college will review the results of the background/security checks. It will determine, on a case-by-case basis, whether to deny admission to any individual based on the results of the background check, criminal background check and drug screening. All costs incurred are the student's responsibility.

Appeal Procedures for Final Course Grade

Students who wish to appeal the assignment of the course grade should start by talking to the instructor involved. The second stage of the appeal is to the Dean of Health Sciences. The final appeal stage is to a student-faculty committee appointed by the Vice President of Instruction. The decision of the committee is final. Appeals must be made within 6 calendar months of the date of the final class. This process is also outlined in the College Catalog.

Gifts/Gratuities

There shall be no exchange of expensive gifts or gratuities between students and faculty. It is also unacceptable for students to accept or exchange gifts or gratuities from clients.

Insurance

Nurse aide students are required to have professional liability and health insurance. The professional liability insurance is provided by the College. Hospitalization insurance must be obtained by the student and proof of this insurance must be presented to the faculty prior to the first clinical day. It is expected that hospitalization insurance be maintained throughout the course in order to comply with agency requirements. **Failure to maintain health insurance will result in course failure.**

Student Academic Support

Students are encouraged to seek academic support from:

- The course instructors. For example, you may wish to review your tests with the instructor, who can help you identify concerns.
- The Learning Assistance Laboratory (LAL), located on the second floor of the CLRC Building ("C"), C-218.
- Academic Advisors who are located in the Admissions Office in the Administration ("A") Building. Students can contact the Admissions Office to schedule an appointment by calling 734-384-4104.
- The Career Center is located in the Admissions Office. The Career Center provides the most current career information about health careers and also information about colleges for continued education. Call the Admissions Office at 734-384-4104 for a career counseling appointment. Career Center information is also available online at <http://www.monroeccc.edu/student-services/career.htm>.
- Advisors will be assigned from the college to assist you with educational planning, scheduling, and referrals for other concerns.

Health Alterations

Students are responsible to disclose any major health alterations to course and clinical faculty, and the student's personal physician must indicate in writing that participation in the course may be continued. Special considerations from the physician must be communicated in writing to the division dean. A form can be obtained from the Division Office for the student's doctor to complete and return. An electronic version of the document is available upon request. Additionally, it is the student's responsibility to communicate limitations and/or clearance before participating in any further program activities. Failure to disclose major health alterations/clearance will result in a violation of the Standards of Professionalism.

A decision will be made by faculty, following clinical agency policy, as to whether or not the student can continue in the course. Please note that injuries or surgeries occurring midcourse may make it very difficult for a student to successfully complete a course.

Do not attend clinical when experiencing symptoms of a contagious health alteration (such as bacterial or viral infections) if symptoms include vomiting and/or diarrhea, fever, especially a temperature over 100.4°F, excessive nasal drainage, and/or productive cough. A student deemed too ill to be at clinical will be sent home by the instructor and considered a clinical absence. Clinical absence due to illness may result in difficulties in completing clinical assignments successfully and to meet minimum time requirements for nurse aide certification. There is no way to make up missed clinical time.

Procedure for Continuing in Course if Pregnant

A pregnant student must notify the course faculty and clinical instructor as soon as pregnancy is confirmed in order to protect the welfare and safety of the student. Pregnant students may continue in the nurse aide program with written physician approval (completion of the Health Sciences Division Pregnancy Release Form). **Note: Any change in condition will require increased documentation from the student's physician.** A pregnancy release form can be obtained from the Division Office, which is to

be completed by the physician during each doctor's appointment. Electronic versions of the form are available upon request. Completed forms are to be submitted to the course faculty.

Pregnant students will not be permitted to attend clinical if these forms are not on file in the Health Sciences Division Office. In addition, students must be fully cleared from all/any restrictions to participate in clinicals as indicated on the Pregnancy Release Form. Good communication with the faculty and clinical instructor surrounding pregnancy is imperative in this process. In conference with the division dean or instructor, the student must be made aware of the potential risks associated with clinical participation. Written physician approval is necessary, following delivery, to continue the full nurse aide program (theory and clinical).

Note: Midcourse deliveries make it very difficult for a student to successfully complete a course.

Latex Allergy

Special equipment to practice in the lab may be provided for students with cutaneous latex allergy. The student must notify the Dean of Health Sciences or the course instructor if a latex allergy is present.

Students who have a severe latex allergy should carefully reconsider their career choice. The College cannot guarantee a latex-free environment in the nursing laboratory or clinical settings.

Serious Infectious Disease Policy

Nursing students, with support and guidance of their clinical instructor or preceptor, may have an opportunity to care for patients with an infectious disease. Students are expected to help manage care of these patients. When considering the care of clients diagnosed with serious infectious disease, we recognize that students have varying degrees of skills, both psychomotor and cognitive. We also recognize that faulty technique when caring for these clients could prove harmful or even fatal to the student.

Graduate health care workers are expected to have the skills and knowledge necessary to provide safe and compassionate care for all clients, regardless of diagnosis. Consideration will be given to the client's complexity of care, agency policy, and the student's knowledge and dexterity level. A student who refuses to care for infected clients will be counseled to determine the reason for refusal and regarding the failure to meet the requirements of the profession of nursing. Students who have serious reservations about caring for clients with infectious diseases should reconsider their career choice.

Standard Precautions

(www.cdc.gov, May 2014)

Standard Precautions are based on the principle that all blood, body fluids, secretions, excretions except sweat, nonintact skin, and mucous membranes may contain transmissible infectious agents. Standard Precautions include a group of infection prevention practices that apply to all patients, regardless of suspected or confirmed infection status, in any setting in which healthcare is delivered. These include: hand hygiene; use of gloves, gown, mask, eye protection, or face shield, depending on the anticipated exposure; and safe injection practices. Check specific agency policies and procedures.

A. Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand rubs (containing 60-95% alcohol) and handwashing with soap and water. Alcohol-based hand rub is the preferred method for

decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), or after caring for patients with known or suspected infectious diarrhea (e.g., *Clostridium difficile*, norovirus), in which case soap and water should be used.

1. Performing Hand Hygiene

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product
- Apply product to the palm of one hand
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required)

Handwashing with Soap and Water:

- Wet hands first with water (avoid using hot water)
- Apply soap to hands
- Rub hands vigorously for at least 15 seconds, covering all surfaces of hands and fingers
- Rinse hands with water and dry thoroughly with paper towel
- Use paper towel to turn off water faucet

2. Indications for Hand Hygiene

Always perform hand hygiene in the following situations:

- Before touching a patient, even if gloves will be worn
- Before exiting the patient's care area after touching the patient or the patient's immediate environment
- After contact with blood, body fluids or excretions, or wound dressings
- Prior to performing an aseptic task (e.g., accessing a port, preparing an injection)
- If hands will be moving from a contaminated-body site to a clean-body site during patient care
- After glove removal

B. Personal Protective Equipment

Personal Protective Equipment (PPE) use involves specialized clothing or equipment worn by facility staff for protection against infectious materials. The selection of PPE is based on the nature of the patient interaction and potential for exposure to blood, body fluids or infectious agents.

1. Use of PPE

Gloves

Wear gloves when there is potential contact with blood (e.g., during phlebotomy), body fluids, mucous membranes, nonintact skin or contaminated equipment.

- Wear gloves that fit appropriately (select gloves according to hand size)
- Do not wear the same pair of gloves for the care of more than one patient
- Do not wash gloves for the purpose of reuse
- Perform hand hygiene before and immediately after removing gloves

Gowns

Wear a gown to protect skin and clothing during procedures or activities where contact with blood or body fluids is anticipated.

- Do not wear the same gown for the care of more than one patient

- Remove gown and perform hand hygiene before leaving the patient's environment (e.g., exam room)

Facemasks (Procedure or Surgical Masks)

Wear a facemask:

- When there is potential contact with respiratory secretions and sprays of blood or body fluids
 - May be used in combination with goggles or face shield to protect the mouth, nose and eyes

Goggles, Face Shields

Wear eye protection for potential splash or spray of blood, respiratory secretions, or other body fluids.

- Personal eyeglasses and contact lenses are *not* considered adequate eye protection
- May use goggles with facemasks, or face shield alone, to protect the mouth, nose and eyes

2. Respiratory Hygiene and Cough Etiquette

All persons with signs and symptoms of a respiratory infection (including facility staff and students) are instructed to:

- Cover the mouth and nose with a tissue when coughing or sneezing;
- Dispose of the used tissue in the nearest waste receptacle
- Perform hand hygiene after contact with respiratory secretions and contaminated objects/materials

C. Emergency Needlestick Information

If exposed to a needlestick or sharps injury or were exposed to the blood or other body fluid of a patient during the course of clinical work, **immediately follow these steps:**

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Report the incident to the clinical instructor and agency supervisor immediately
- Immediately seek medical treatment

D. Transmission-based Precautions

(www.nlm.nih.gov, May 2014)

Transmission-based precautions are extra steps to follow for illnesses that are caused by certain germs. Standard precautions and these extra precautions will both need to be followed. Some infections require more than one type of transmission-based precaution. Check specific agency policies and procedures.

Start following transmission-based precautions when the illness is first suspected. Stop them only when the illness has been treated or ruled-out and the room has been cleaned.

Patients should stay in their rooms as much as possible while these precautions are in place. They may need to wear a mask when they leave their room.

Airborne precautions may be needed for germs that are so small they can float in the air and travel long distances.

Airborne precautions help keep staff, visitors, and other patients from breathing in these germs and getting sick.

- These germs include chicken pox, measles, and active tuberculosis (TB).

- Patients who have these germs should be in a special room where the air is gently sucked out. This is called a negative pressure room.
- Everyone who goes into the room should put on a respirator mask that fits well before they enter the room.

Contact precautions may be needed for germs that are spread by touching.

- Everyone who enters the room who may touch the patient or objects in the room should wear a gown and gloves.
- These precautions help keep staff and visitors from spreading the germs after touching a patient or an object the patient has touched.
- Some of the germs that contact precautions protect us from are *C. difficile* and norovirus, and respiratory syncytial virus (RSV). These germs can cause serious infection in the intestines.

Droplet precautions are used to prevent contact with mucus and other secretions from the nose and sinuses, throat, airways, and lungs.

- When a patient talks, sneezes, or coughs, droplets that contain germs can travel about 3 feet.
- Illnesses that require droplet precautions include influenza (flu), pertussis (whooping cough), and mumps.
- Everyone who goes into the room should wear a surgical mask.

