

# **STUDENT HANDBOOK**

**Nursing Assistant-Certified  
Program**

**2016 - 2017**

**North Seattle College  
Health and Human Services Division**

Dear Nursing Assistant Student,

Congratulations on your admission to the North Seattle College (NSC) Nursing Assistant-Certified Program. You have chosen an excellent Program to achieve your learning and educational goals.

Education is a shared responsibility between the student and faculty. The faculty's role is to help you succeed in this learning process and a variety of resources are available to ensure your success. We strive to provide high quality learning experiences in the classroom, laboratory, and various clinical settings.

You bring a unique experience to this program and will be an active participant in sharing responsibilities for your own learning needs as you progress in the nursing profession. The curriculum is designed to provide you with critical thinking skills, knowledge, and clinical experience to provide care in the dynamic ever-changing healthcare delivery system.

The information in this handbook is provided to help you understand and follow special guidelines. Please read it carefully. **YOU MUST SIGN THE HANDBOOK AGREEMENT (APPENDIX A THROUGH F) FOR INDICATION THAT YOU HAVE READ THIS HANDBOOK.**

Yours Truly,



Lena Hristova, DNP, RN, CNE, OCN, CMSRN  
Associate Dean of Nursing  
North Seattle College

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## **I. INTRODUCTION**

Our Nursing Assistant-Certified Program supports the following Mission, Vision, and Value statements which are guided by the Mission, Vision, and Value statements of North Seattle College.

### **Our Mission**

The Nursing Assistant Program is committed to changing lives through nursing education and providing competent providers to meet the nursing needs of the community. We achieve our mission by:

- Offering focused educational opportunities in the area of nursing assistant, practical nursing, and professional nursing
- Creating a highly supportive learning environment
- Engaging in effective and enduring partnerships with the healthcare community

### **Our Vision**

The Nursing Assistant Program is a progressive educational resource actively engaged with the community and known for innovation and responsiveness in promoting excellence in nursing education.

#### **Our Values**

In promoting continuous learning and growth, we practice:

#### **Caring**

*We care about and support our students, employees, and community.*

#### **Collaboration**

*We work together to accomplish common goals.*

#### **Diversity**

*We create a richer environment by embracing diverse cultures, ideas, perspectives, and people.*

#### **Innovation**

*We support new approaches and creative endeavors.*

#### **Integrity**

*We demonstrate honesty, sincerity, and accountability.*

#### **Quality**

*We strive for excellence in all that we do.*

### **NSC Essential Learning Outcomes**

North Seattle College serves a diverse student population with a wide variety of educational backgrounds and goals. As a learning community, we foster and promote the following outcomes:

#### **Knowledge**

- Methodologies, facts, theories, and perspectives within and across disciplines

#### **Intellectual and Practical Skills, including**

- Critical thinking and problem solving
- Communication and self-expression
- Quantitative reasoning
- Information literacy
- Technological proficiency
- Collaboration: group and team work

#### **Personal and Social Responsibility, including:**

- Civic engagement: local, global, and environmental
- Intercultural knowledge and competence

- Ethical awareness and personal integrity
- Lifelong learning and personal well-being

**Integrative and Applied Learning**

- Synthesis and application of knowledge, skills, and responsibilities to new settings and problems

**Seattle College District-Wide Equal Opportunity Statement**

Seattle College District IV is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, veteran status, political affiliation or belief, citizenship, status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory or mental disability, except where a disability may impede performance at an acceptable level. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities. Inquiries regarding compliance, and/or grievance procedures may be directed to the college’s Title IX/RCW 28A.640 officer, and/or Section 504/ADA coordinator. This information is available in other languages, please use the following link [http://www.seattlecolleges.com/DISTRICT/catalog/docs/PDF2010/10-12\\_EOlanguages.pdf](http://www.seattlecolleges.com/DISTRICT/catalog/docs/PDF2010/10-12_EOlanguages.pdf)

Title IX/Chapter 28A.640 RCW Officer:	Martin Logan	(206) 934-7792
Section 504/ADA Coordinator:	Maud Steyaert	(206) 934-7808

To find more information regarding the Seattle College District-wide information, student right-to-know rules, policies and procedures, as well as, updated information for the RCW Officer, and/or ADA Coordinator may be found at:

<http://www.seattlecolleges.com/DISTRICT/currentstudents/studentrulescs.aspx>

**Disability Support Services**

Disability Support Services at NSC provide physical and programmatic accommodations to persons who are enrolled or planning to enroll at NSC. Academic accommodations, if reasonable and appropriate, are provided to students with a documented permanent or temporary physical, mental, or sensory disability. Students with disabilities are strongly encouraged to contact Disability Services prior to enrollment if they have any type of disability that impacts their academic performance. There is no minimal or baseline disability that one must have to receive services. Support services are available for enrolled students and those planning to enroll.

The Disability Services’ office hours are Monday through Friday, 9:00am – 4:00pm; this information is subject to change, please contact the office for current information. The office room number is CC 2346A and located in the College Center on the 2<sup>nd</sup> floor at the north end of the building. Please contact the Disability Services office for information regarding their services at (206) 934-3697 (voice), (206) 934-0079 (TTY) or [ds@seattlecolleges.edu](mailto:ds@seattlecolleges.edu).

More information is also available at the website <https://northseattle.edu/disability-services>.

## **Essential Qualifications of Nursing Assistant Students**

### **The Essential Qualifications of Students in the North Seattle College Nursing Assistant Certified Program. Admissions, Continuance & Graduation Academic Services**

The North Seattle College (NSC) NA-C Program signifies that the holder of the Nursing Assistant Certificate has been educated to competently practice nursing assistant in all healthcare settings and to apply for NA-C licensure in the State of Washington. The education of a nursing Assistant requires assimilation of knowledge, acquisition of skills, and development of judgment through patient care experiences in preparation for independent, semi-autonomous practice where making appropriate decisions is required. The practice of nursing emphasizes collaboration among physicians, nurses, allied healthcare professionals and the patient.

The curriculum leading to the NA-C from this school requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the NA-C, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty and other healthcare providers.

The essential abilities necessary to acquire or demonstrate competence in a discipline as complex as nursing Assistant, include but are not limited to the following abilities:

#### **Motor Skills**

Candidates should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients in all healthcare settings. [For example: For the safety and protection of the patients, the candidate must be able to perform basic life support, including CPR, and function in an emergency situation. The candidate must have the ability, within reasonable limits, to safely assist a patient in moving, for example, from a chair to a bed, or from a wheelchair to a commode.]

#### **Sensory/Observation**

A candidate must be able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences. Candidates must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assistant duties. Such information is derived from images of the body surfaces, palpable, and auditory information (patient voice, vital signs).

#### **Communication**

The candidate must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. Candidates must express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. A candidate must be able to: convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The candidate must be able to communicate effectively in oral and written forms. The candidate must be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the healthcare team. The appropriate communication may also rely on the candidate's ability to make a correct judgment in seeking supervision and consultation in a timely manner.

### **Cognitive**

A candidate must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of NA-C scope of practice. The candidate must be able to quickly read and comprehend extensive written material. Candidates must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

### **Behavioral/Emotional**

A candidate must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and families. In addition, they must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances including highly stressful situations. The candidate must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The candidate must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The candidate must know that their values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others. The candidate must be able and willing to examine and change their behavior when it interferes with productive individual or team relationships. The candidate must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

### **Professional Conduct**

Candidates must possess the ability to reason morally and practice nursing in an ethical manner. Candidates must be willing to learn and abide by professional standards of practice. Candidates must not engage in unprofessional conduct, and must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. Candidates must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.

### **Reasonable Accommodation for Disabilities**

The NSC Nursing Program is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, education and employment; the NA-C Program works closely with Disability Services in this process. Disability Services is the contact point for students with permanent or temporary sensory, physical or psychological disabilities interested in requesting reasonable accommodations due to the effects of a disability.

Students who wish to request reasonable accommodations are encouraged to contact Disability Services to start the process for documenting their disability and determining eligibility for services prior to their start in the Nursing Assistant Program. While this process can be started at any time, reasonable accommodations may not be implemented retroactively so being timely in requesting your accommodations is very important. NSC has policies regarding the type of documentation required in order to diagnose different disabilities and a process for requesting accommodations. To learn more about the process for establishing services through the NSC Disability Services please contact by phone at (206) 934-3697, TTY at (206) 934- 0079, or email at [ds@seattlecolleges.edu](mailto:ds@seattlecolleges.edu).

Students with disabilities are expected to perform all the essential functions of the Nursing Assistant Program with or without reasonable accommodation. The Nursing Assistant Program will work with the student and

the Disability Services office to provide reasonable and appropriate accommodations. While the Nursing Assistant Program will make every effort to work with our students with disabilities to accommodate their disability-related needs, it is important to note we are not required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program. Potential students will be advised of the Essential Qualifications for Admission.

### **Regular, On-going Evaluation**

Because of the close working relationship with the students, the clinical instructor will be responsible for monitoring whether the NA-C student is meeting the Essential Qualifications. The clinical instructor, in conjunction with the Director of Nursing, shall do so by the following actions:

- Direct interaction with and supervision of the students in the clinical section related to clinical activities, including clinical seminar
- Course attendance and paying attention to any concerns about behavior in theory courses by students

### **B. As-needed Evaluation**

If and when a student does not meet expectations for the Essential Qualifications for Admission, Continuance, and Graduation, the following will occur:

1. **Problematic behavior documented:** Problematic behavior will be documented by faculty in the student's academic file.
2. **Problematic behavior results in a Learning Agreement contract:** If a pattern of problematic behavior or a single, very serious lapse in the behavior outlined above becomes evident, the steps below will be followed:

**a. Learning Agreement/Reprimand Form:** The student's instructor, in consultation with the Director of Nursing, will decide whether a learning agreement will be completed or dismissal from the course.

**b. Composing a Learning Agreement contract:** The student's instructor, in consultation with the Director of Nursing, and an official of Academic Services, will prepare an individual student contract that must accompany the warning card identifying what needs to be demonstrated in order to meet the essential behaviors and thus remain in the program.

### **Na-C Program Student Learning Outcomes & Objectives**

Upon completion of this course the student should be able to:

1. Demonstrate basic technical skills that facilitate an optimal level of functioning for the client, recognizing individual, cultural, and religious/faith-based diversity.
2. Demonstrate basic personal care skills.
3. Demonstrate the ability to identify the psychosocial characteristics of clients including persons with mental retardation, mental illness, dementia, Alzheimer's disease and related disorders.
4. Incorporate principles and skills of restorative nursing in providing nursing care.
5. Demonstrate behavior that maintains and respects client's rights and promotes client's independence, regardless of race, religion, life-style, sexual orientation, disease process or ability to pay.
6. Use communication skills effectively in order to function as a member of the nursing and health

care team.

7. Use procedures and techniques to prevent the spread of microorganisms.
8. Demonstrates the ability to identify and implement safety and emergency procedures.
9. Demonstrates knowledge of and is responsive to the laws and regulations which affect his/her practice including, but not limited to, patient abuse and neglect, patient complaint procedures, the worker's right to know, and the Uniform Disciplinary Act.

## **Tutoring**

At NSC, tutoring is available for all students in mathematics, language, and writing. Specialized tutoring is offered through specific programs for students taking classes in health medical, electronics, engineering, IT, distance learning and other departments. More information on school-wide tutoring can be found at <https://northseattle.edu/tutoring>

## **Nursing Assistant-Certified Program Requirements**

### **Attendance**

All students must attend all theory, laboratory and clinical/lab sessions, arrive on time, attend the class during all assigned class hours, and be prepared to actively participate. Any scheduled laboratory, or clinical/laboratory time missed will be considered an absence.

### **Guidelines:**

1. Absences will jeopardize meeting daily objectives, and therefore, success.
2. A student is allowed two (2) medical or family emergency absences from theory classes and one medical or family emergency absence from clinical/lab classes. Any additional absences OR a tardy greater than 45 minutes OR absences that are not a medical emergency (unexcused) will result in receiving Unsatisfactory grade for the day which in clinical/lab may result in Unsatisfactory grade for the course.
4. There is no scheduled "make up" laboratory or clinical days.
5. In the case of an absence, the student **must:**
  - a. Call their instructor a minimum of 1 hour before the start of clinical/lab, report the absence and state the reason why. Sending a message with a fellow student will not be accepted.
  - b. Any injuries or change in health status requires a healthcare provider's release to attend clinical and lab courses.

**A "No Call, No Show" is a serious offense, and is not permitted at the clinical facility sites by students. Not calling or showing may be grounds for dismissal and will be referred to the Director of Nursing, Dean of Health & Human Services, and/or the Vice President of Student Services.**

### **Visitors**

Under no circumstances are visitors allowed to accompany a student to a clinical site facility or in practice laboratories. Children are not allowed in theory courses and the instructor must approve any adult visitor.

### **Transportation**

Transportation to and from clinical facilities is the student's responsibility. Not all of the clinical facilities are easily reached by bus and some facilities may be one-half hour to an hour away from the college.

## **General Dress Code & Appearance**

1. All students are to be well groomed, clean, and non-offensive to others including fresh breath.
2. Non-distracting, appropriate clothing. This includes no visible cleavage, pants tightly secured at the waist, and undergarments not visible.
3. Shoes and shirts/blouses must be worn.
4. Scents of any sort should not be worn as some people are sensitive to chemicals and scents.
5. A watch with a sweep second hand.
6. Hair must be kept off the collar, clean and neat.
7. Beards, sideburns, and mustaches are to be trimmed and neat. Male students without beards are expected to shave daily.
8. Fingernails are to be kept short and clean without artificial nails or polish.
9. Jewelry is not allowed except wedding rings and small post earrings. Rings must be removed at the discretion of the instructor for safety reasons.
10. Light make-up only.
11. Chewing gum is not allowed.
12. Smoking in uniform is permitted only in designated areas of the college or agency. However, smoking is discouraged as many clients find the lingering smell offensive.
13. Must wear low-heeled, slip-proof, closed toe shoes to prevent accidental injury to self or lab partners.
14. All tattoos are to be covered at clinical sites.
15. No facial piercing jewelry can be worn during clinical or lab courses.

## **Cell Phones**

Cell phone use is **NOT** permitted during theory courses, labs or clinical sites. During class times, cell phones and other communication devices should be turned OFF or the ring tone should be switched to silent. During class breaks, the student is allowed to use cell phones outside of the classroom. If a student has a serious problem that requires contact by phone, the instructor should be informed beforehand or at the beginning of the class, the cell phone's ringtone should be placed on vibrate, and the student should exit the class room/laboratory before answering their phone.

## **Academic Integrity**

Each student is responsible for their own learning and personal integrity in the learning process. Cheating is defined as giving or receiving inappropriate assistance from another person such as giving and/or receiving answers to test questions, or failing to give credit to sources, homework or care plan assignments. Giving credit to sources means that any copying, whether it is from a book or the Internet, is plagiarism. In other words, the work you do must be your own.

Any act of course related dishonesty including, but not limited to, cheating or plagiarism will receive a zero for the assignment or exam. The zero will be averaged into the grade for that section. The matter may be referred to the Vice President of Student Services.

## **Student Responsibilities**

1. Each student must demonstrate academic integrity by doing their own work in each class, except as the instructor specifically directs otherwise. Cheating and plagiarism violate the Student Conduct Code at North Seattle College and the WAC 132F-121 Student Activities, Rights &

Discipline (WAC [132F-121-110](#)). When an instructor determines that cheating, plagiarism, or other dishonesty has occurred, the instructor need not give credit and may adjust the student's grade accordingly on the work product in question. In addition, disciplinary sanctions may be imposed separately under the cited WAC regulations.

2. Students must provide services for all clients as assigned by the instructor regardless of a client's race, color, country of origin, national origin, creed, gender, religion, sexual orientation, age, marital status, diagnosis, or disability, or the student's personal preference.
3. Students must provide safe care by being prepared for each clinical assignment when arriving on duty. The instructor may restrict or prohibit a student's participation if the instructor does not have adequate assurance of the student's preparation.
4. Students frequently receive important information from Nursing Program Staff and Faculty via email. The email address that the student lists in their application packet will be the email address used. It is the student's responsibility to inform appropriate nursing faculty and staff of **any** email changes.
5. It is the student's responsibility to ensure that their immunization record is complete and updated by week 3 of the quarter.
6. The policies and procedures cited within this handbook apply to all Nursing Assistant-Certified Program students except where noted otherwise.
7. The North Seattle College Student Handbook supersedes any conflicting information with the NSC Nursing Assistant-Certified Handbook.

### **Injury Policy**

Should an injury or needle stick/bodily fluid contamination occur, complete the following steps:

1. Student will wash site immediately with soap and water and/or complete any first aid care needed.
2. Student will immediately report exposure and/or injury to the faculty member overseeing the student's activities. The faculty member and/or student will complete an NSC Accidental Injury Report form that will be forwarded to the office of the Director of Nursing.
3. The student may be referred to a healthcare facility for further evaluation and/or follow-up.
4. If the incident occurred at a clinical facility, that facility's protocol must also be completed in addition to the NSC Student Clinical Incident Report Form.
5. If the incident occurred on the North Seattle College's campus, the NSC Accidental Injury Report form must be completed and a copy must be submitted to the NSC Security Office located in the College Center building on the 1<sup>st</sup> floor at the north end of the west wing.

### **Substance Abuse**

Seattle College District IV recognizes that illicit drugs and alcohol abuse are major social problems that affect the health, safety, and security of individuals, and organizations. Federal and State regulations require a drug and alcohol abuse prevention program. As part of providing a healthful, safe and secure work and learning environment, each employee and student of Seattle College District is expected to be in appropriate mental and physical condition to perform assigned duties and fully participate in the learning process.

The Seattle College District's policy on alcohol and drugs is as follows:

Alcohol and drugs are prohibited. The district prohibits the abuse of alcohol, and the unlawful manufacture, distribution, possession, and use of illicit drugs. This policy applies to all employees and students of the Seattle Colleges while they are on SCCD property or while they are conducting college business, regardless of location. To provide a healthy, safe, and secure working, and learning

environment, each employee, and student of the Seattle College District is expected to be in an appropriate mental and physical condition to perform assigned duties, and fully participate in the learning process. Seattle College District Policy 249 (“Drug-Free Workplace”) is detailed at <http://seattlecolleges.edu/district/policies/documentdisplay.aspx?policyID=pol249>.

Resources for students, and employees, who need assistance with substance abuse problems, are outlined in a brochure available on each campus and in the two printable PDFs below:

- [Flier: SCCD Drug Policy \(Nov. 2010\)](#)
- <http://www.nida.nih.gov/drugpages.html>

Each campus will establish a drug-free awareness program for students. Students who violate this policy will be disciplined up to, and including expulsion from the Seattle College District depending upon the seriousness of the violation. Disciplinary action will be processed by the office of the Vice President of Student Services. Students may also lose federal funding, and/or grants for their education. Students who need assistance in dealing with drug/alcohol abuse problems are encouraged to seek help through Student Services; counseling services are available to NSC students. For more information contact (206) 934-3676, or the NSC counseling website: <https://northseattle.edu/counseling>.

If a faculty member or administrator has probable cause to believe that a student is, or was, under the influence of illicit drugs or alcohol while on college property, or affiliated clinical sites, the faculty member or administrator will:

1. Inform the student of the probable cause
2. Require the student to have a blood alcohol/drug screen drawn at the student’s own expense without undue delay.
3. If negative, then an appointment to discuss the problematic behavior and plan for correction.
4. If positive, require the student to have a Substance Abuse assessment by a qualified professional, and to have that professional send a report of the assessment to the Dean of Health & Human Services.
5. The decision about next steps would be based on recommendations by the Substance Abuse professionals.
6. If the student refuses to submit to the drug test after the College has probable cause, the student may be summarily dismissed from the program.

Nothing stated herein shall preclude Seattle College District VI from referring violators of this policy for prosecution as required by law.

Furthermore, employees, and students are required to report any conviction under a criminal drug statute for violations occurring in, or on properties controlled, and/or owned by Seattle College District VI, or while conducting college business.

Employees are to report such conviction to the Human Resources Department within five (5) days after said conviction. Students are to report such conviction to the Office of the Vice President of Student Services within five (5) days after the conviction.

The Seattle College District shall determine whether or not the reported conviction of an individual is in any way a part of a federally funded or contracted program. Notification of conviction shall be made to an appropriate federal contracting agency within ten (10) days of having received notice that an employee engaging in the performance of such federally sponsored grant, or contract has any conviction of drug violation occurring in the workplace.

## **Student Misconduct**

NSC's policy on student misconduct can also be found in the NSC Student Handbook which states the following:

Misconduct is irresponsible behavior that negatively affects the college's educational mission and is fully defined in WAC [132F-121-110](#). Incidents of misconduct should be reported in writing to Marci Myer, Interim Vice President for Student Development Services, (206) 934-3699 or email [Marci.Myer@seattlecolleges.edu](mailto:Marci.Myer@seattlecolleges.edu).

Disciplinary sanctions may be imposed, but are not limited to, when any of the following misconduct occurs:

1. Academic dishonesty that includes cheating, plagiarism, or knowingly furnishing false information to the college.
2. Intentional falsification of statements, and/or filing false charges against the college or members of the college.
3. Forgery, alteration or misuse of college or district documents, records, funds or identification cards, with the intent to defraud.
4. Intentional disruption of teaching, administration or other campus activities.
5. Physical and verbal abuse of any person on college premises or at any college-sponsored functions; or conduct which threatens or endangers the safety and health of any individual.
6. Theft from or damage to, the college premises, and/or to property of a member of the college community.
7. Possession, use or furnishing on college premises of alcohol, controlled substances or unlawful drugs.
8. Failure to comply with the direction of campus employees acting in the performance of their duties.
9. Violation of published college/district regulations.
10. Possession of firearms.
11. Unauthorized possession, duplication or use of keys to any campus premises or unauthorized entry to, or use of, campus premises.
12. Theft or other abuse of computer time, including, but not limited to:
  - a. Unauthorized entry into a file, to use, or change the contents, for any purpose
  - b. Unauthorized transfer of a file
  - c. Unauthorized use of another individual's identification and password
  - d. Use of computing facilities to interfere with the work of another student, faculty member or college official
  - e. Use of computing facilities to interfere with normal operations of the college computing system
  - f. Use of computing facilities for personal profit or gain

Any of the following disciplinary sanctions may be imposed for student misconduct:

1. **Warning:** Oral notice to the student of the violation(s). There shall be no appeal from a warning.
2. **Reprimand:** Written notice to the student of the violation(s). A reprimand indicates, and usually states, that other or further misconduct, especially any continuation or repetition of the misconduct in question, may or will result in more serious disciplinary action. There shall be no appeal from a reprimand.
3. **Probation:** Placement of one or more conditions on the student's continued attendance, as

specified in the written notice to the student.

4. **Suspension from Activities:** Disqualification of the student, for a stated or indefinite period of time, from participation in specified (or all) privileges, services, or activities that are provided or sponsored by the district.
5. **Suspension of Enrollment:** Termination, for a stated or indefinite period of time, of all rights as an enrolled student in the college, and/or the district, subject to the student’s right to seek reinstatement as provided in WAC [132F-121-240](#)
6. **Expulsion:** Permanent termination of a student’s enrollment, and right to enroll, at any college or other educational facility in the district.

### Course Information

The Seattle College District uses a numerical grading system. A minimum 2.0 grade is required in all nursing assistant-certified courses.

1. Grades are determined by the total points earned ÷ total points possible.
2. **The NA-C Program requires a minimum overall average of 2.0 (77%) for all course quizzes and An average of 77% on the final written examination to pass.** Decimal grades 0.50 and higher will be rounded up to the nearest whole number and grades 0.49 and lower will be rounded down to nearest whole number. Tutoring information is available from your instructor; **ALSO** see Tutoring for more information about the different types of tutoring offered.
3. Numerical grades may be considered equivalent to letter grades as follows:

Letter Grade →	Percentage →	Decimal Grade →	(Lab and Clinical) Satisfactory/Unsatisfactory
A	100%	4.0	Sat.
A	99%	4.0	Sat.
A	98%	4.0	Sat.
A	97%	4.0	Sat.
A	96%	3.9	Sat.
A-	95%	3.8	Sat.
A-	94%	3.7	Sat.
A-	93%	3.6	Sat.
A-	92%	3.5	Sat.
B+	91%	3.4	Sat.
B+	90%	3.3	Sat.
B+	89%	3.2	Sat.
B	88%	3.1	Sat.
B	87%	3.0	Sat.
B	86%	2.9	Sat.
B-	85%	2.8	Sat.
B-	84%	2.7	Sat.
B-	83%	2.6	Sat.
B-	82%	2.5	Sat.
C+	81%	2.4	Sat.
C+	80%	2.3	Sat.
C+	79%	2.2	Sat.

C	78%	2.1	Sat.
C	77%	2.0	Sat.

4. At the discretion of the instructors an Incomplete “I” grade may be awarded at the end of the quarter if the student:
  - a. is passing the course but has not completed the required assignments within the given time frame **AND**
  - b. is able to complete the assignment by the second week of the next quarter

\*\*\*An “**Incomplete Contract**” is written by the instructor and signed by the student to specify the exact requirements and conditions for completing the assignment and removing the “I” grade. After the assignment is completed, the instructor will record the appropriate grade change.

5. Student Progress Policy:
  - a. All NA-C students are subject to the Seattle District Student Progress policy. Students are expected to adhere to these procedures the same as any student in the college system except where variations in policies exist. Use the following link for more information on this policy <http://www.seattlecolleges.com/DISTRICT/policies/documentdisplay.aspx?policyID=pol311>

### Classroom Expectations

Please refrain from bringing any materials, other than those directly related to the NA-C Program, into the classroom. This includes work for other classes. You will be expected to assist your instructor in caring for equipment and supplies. You are expected to help keep the classroom/labs and all work areas clean. According to Washington State Law (RCW [70.160.075](#)) smoking is prohibited within twenty-five (25) feet of public places or places of employment. Please turn off cell phones, pagers and all other telecommunication devices during all classes; **ALSO** refer to NA-C PROGRAM REQUIREMENTS- Cell Phones. You may be asked to leave the classroom if you are causing a distraction.

### Clinical Practice & Clinical Requirements

1. **SEE** NA-C PROGRAM REQUIREMENTS Attendance to read the complete policy; **ALSO** see Policies Regarding Attendance form.
2. NSC Nursing Assistant Program will abide by the Washington State Department of Health criminal background criteria guidelines for exclusion in the admission process, denying admission if the student would be denied licensure. If the NSC Nursing Program is unable to place a student at a clinical site due to their criminal history or background check including exclusion, based on stricter regulations at the clinical site, NSC is under no obligation to find another clinical site.
3. Clinical instruction and experience is provided through the program in long-term care facilities. It is the student’s responsibility to arrange transportation to and from these facilities.
4. Clinical placements are made to ensure that all students receive the appropriate experiences. Long- term care facilities and acute care facilities generally have a ratio of 6-10 students per instructor.
5. Students are to adhere to the standards, policies, and regulations of the clinical sites during their clinical education program. These standards include wearing appropriate attire, including nametags, and/or ID badges; in addition to conforming to the standards and practices of the clinical site. Nametags and patches must remain visible at all times and must not be covered by a sweater while on the floor. However, a sweater or T-shirt may be worn under the uniform.
6. Students are to remain at the site during the clinical assignment. Leaving the floor or assigned clinical site location without notifying the instructor **AND** staff where their patients are assigned is

considered abandonment of patients. If a student is found to have abandoned their patients, the student may be referred to the Director of Nursing, Dean of Health & Human Services, and/or the Vice President of Student Services, which may lead to dismissal from the Nursing Assistant Program. If the student needs to leave the floor or assigned clinical site location for any reason they must let the instructor **AND** the nurse in charge know.

7. Students will be assigned to any day of the week, evening or day shift. The assignments will be posted by the first week of the quarter. Clinical assignments are not negotiable and are final upon posting.
8. The procedure for reporting clinical absences is to notify the instructor a minimum of 1 hour prior to the start of the clinical day. Students must **call the instructor** to report an absence. Sending a message with a fellow student will not be accepted. A **“No Call, No Show”** is a serious offense and not permitted in the facilities by students. Not calling or showing may be grounds for dismissal and will be referred to the Director of Nursing, Dean of Health and Human Services, and/or the Vice President of Student Services as an unexcused absence. One excused absence in clinical is allowed per quarter for a documented family or medical emergency. Any additional absences or tardy greater than 45 minutes or absences that are not a medical emergency (unexcused) will result in Unsatisfactory Grade for the day which in a clinical may result in receiving Unsatisfactory for the course. Any injuries require a healthcare provider’s release to return to clinical and labs. Attendance for the complete attendance policy; **SEE APPENDIX Section 9.11 for Policies Regarding Attendance**

form. Clinical objectives must be met daily and absences will jeopardize the meeting of these objectives, which are necessary to pass the course.

9. Students are to be fully prepared prior to arrival at clinical. All students will be caring for patients with diverse diagnoses and needs, including patients with communicable diseases and HIV infection; Students are expected to follow standard precaution guidelines when working directly with patients; **A student will be required to refrain from providing patient care in the clinical facility if the instructor does not have adequate assurance that the student is prepared to deliver safe care.** This will be reviewed by the Director of Nursing and maybe referred to the Vice President of Student Services.
10. Clinical errors must be reported immediately to the charge nurse and the clinical instructor. A Student Clinical Incident Report form must be filled out, even if the instructor catches the error before the student administers the medicine or treatment; **SEE Student Clinical Incident Report Form.** The Student Clinical Incident Report will be placed in the student’s file until graduation. Serious errors will be reviewed by the Director of Nursing, Dean of Health & Human Services, and/or the Vice President of Student Services.
11. The role of the clinical instructor is one of instruction and evaluation. It is the student’s responsibility to seek instructor guidance and support in performing nursing care.
12. The clinical calendar will be posted no later than the first day of class. Clinical assignments are not to be negotiable and are final upon posting.

### **Clinical Dress Code & Appearance**

**A health professional should be neither an attraction nor a distraction. It is important to use good taste at all time in regards to your manner of dress and appearance.**

1. The approved North Seattle College NA-C Program student uniform with nametag and/or ID badge is to be worn for all clinical times.
2. The approved uniform for NA-C Program students consists of:

- a. General Dress Code & Appearance
- b. Forest green scrub shirt.
- c. Black scrub pants – jeans, sweats, and/or visible undergarments are unacceptable.
- d. For warmth, a white undershirt or white turtle neck shirt may be worn underneath the scrubs; white lab coats are not allowed
- e. Shoes must be conservative, one color, professional, clean, OSHA approved, flat (no heels), with closed toe/heel.
- f. White or skin-toned non-patterned tights/hose with skirts; or trousers/slacks with white or skin-toned non-patterned tights/hose/socks.
- g. Proper NSC Nursing Program approved identification is **required** for all clinical facilities.
- h. Hair shall be clean, combed and neatly trimmed and should not be distracting. Hair shall not be dyed an unnatural human color.
- i. All tattoos must be covered. Only small posts in ear lobes are allowed. Facial piercing jewelry must be removed.

### **HIPAA and Clinical Legal & Ethical Confidentiality**

Federal HIPAA regulations mandate privacy of all health information of patients/residents and apply in all health occupation educational settings. Students must demonstrate knowledge of the regulations prior to entering the clinical setting. Students will be required to follow the guidelines of the school and medical facilities at all times.

You must keep all information relating to patients confidential; this includes written, verbal and electronic communication. No patient identifying information is to be taken out of the clinical site on paper or electronically. As a healthcare provider you have access to both written and verbal private information about clients that is available because of your role as a care giver and a student in a care giving occupation. Additionally a patient under stress will often share many intimate feelings and thoughts with you, and expects you to respect this trust. If this information causes stress and concern for you, please talk this over with your instructor, **NOT** your classmates, friends or family. It is inappropriate to talk about your clinical experiences, and/or patients outside the clinical setting – this includes the NSC campus. Ask your instructor if you have questions about what/where/when to share. Failure to maintain confidentiality is cause for dismissal from the program. You should not access information about residents/patients for whom you do not have a professional reason to do so. You should notify your instructor if a close friend or relative is admitted to the clinical facility to which you are assigned so that special care can be exercised to assure that you do not have access to inappropriate information. In addition, each clinical facility has its own confidentiality agreement that must be signed prior to your clinical experience there.

**You are legally responsible for your actions as a student nurse.** You cannot use others as an excuse for acting or failing to act in a professional and legal manner. The clinical instructor is responsible for assigning your duties, supervising your work and assisting you as necessary. It is the instructor's responsibility to assist you in seeking out learning opportunities to help you achieve your objectives. It is your responsibility to utilize the learning experiences and to seek assistance from your instructor as needed. All questions concerning patient care should be referred to your instructor or the primary nurse in charge of the patient. If there is a conflict between what some of the regular staff tell you and what the instructor tells you, report this to the instructor for further guidance before proceeding.

**Untoward Incidents:** Clinical facility regulations require you to fill out a report form for that institution in the event of any untoward incident. Untoward incidents include, but are not limited to any injuries to a patient, visitor, or staff and errors in treatment or medications. Completing the form does not mean you are automatically responsible for the incident. For example, if you find a patient who has fallen out of bed, you would be requested to fill out the form describing the incident or error. Your clinical instructor must

see all reports prior to submitting them to the facility. Failure to report an error you have made results in serious questioning of your integrity. Failure to report an error of which you are aware may be more serious than the error itself. Fill out NSC Student Clinical Incident Report; **SEE** Student Clinical Incident Report Form.

**Patient/Professional Boundaries:** Please keep your relationship with your patients on a professional basis. Health care providers are in a position of power in relationships to patients and therefore have the obligation to maintain appropriate interpersonal boundaries. Behaviors that may represent inappropriate crossing of boundaries include returning to a clinical site for a personal visit with a patient/resident, making arrangements for a personal meeting with the patient/resident after discharge, engaging in personal communication such as phone calls or emails with a patient/resident or former patient/resident. Please do not return to the clinical area to visit a patient without prior approval from your clinical instructor. Disclosure of a patient's personal health information (PHI) may result in criminal prosecution and civil lawsuits under HIPAA. The disclosure of PHI is accordingly prohibited and may result in dismissal from the program without readmission. Students should be exceptionally careful not to discuss patients or disclose PHI in social media such as MySpace, Twitter, Facebook, Flickr, YouTube, or blogs. **Non-adherence to the standards and guidelines outlined here and above regarding HIPAA, PHI, and clinical legal and/or ethical confidentiality violates federal laws and may also be grounds for dismissal from the Nursing Assistant Program. All incidents will be referred to the Director of Nursing, Dean of Health & Human Services, and/or the Vice President of Student Services. For more information on student misconduct [132F-121-110](#); ALSO see APPENDIX Section 9.4 WAC 132F-121: Student Activities, Rights & Discipline for a complete listing of all WAC Sections regarding student activities, rights and discipline.**

### **Clinical Standard Precautions**

North Seattle College Health & Human Services Division recognizes that students, who participate as front line providers in the healthcare of clients, have an increased risk of occupational exposure to infectious agents and the potential for transmitting infection between other people. The Centers for Disease Control (CDC) define healthcare workers as persons, including students and trainees, whose activities involve contact with patients or with blood or other body fluids from patients in a healthcare setting. Standard Precautions have been developed by the CDC and compliance with these standards as well as use of safety devices utilized in various settings, should be closely followed by faculty and students whenever providing care for clients (Centers for Disease Control, 1996).

Standard Precautions have been developed to protect healthcare workers from the transmission all pathogens transmitted by personal contact including those including those considered blood borne pathogens such as Human Immunodeficiency Virus (HIV), Hepatitis B virus (HBV). Standard Precautions will be taught to all students and students are expected to use them at all times in the clinical setting. Use the following link for a PDF of the CDC Standard Precautions recommendations

<http://www.cdc.gov/hicpac/pdf/isolation/Isolation2007.pdf>

The following standard precautions should be utilized to help minimize exposure to students and faculty and prevent the transmission of pathogens within the healthcare environment:

1. Hand washing and the frequent use of hand sanitizers.
2. Gloves (non-sterile) should be worn when in contact with blood, body fluids, mucous membranes, non-intact skin or when handling soiled items or surfaces. Hands should be washed immediately after glove removal.
3. Masks, protective eyewear, and/or face shields should be worn to prevent exposure of

- mucous membranes to the healthcare personnel's mouth, nose, and eyes.
4. Gowns should be used if concern is present regarding the soiling of clothing.
  5. Careful handling of potentially contaminated equipment or items in the clinical environment.
  6. Patient teaching for clients and their family members regarding respiratory hygiene and etiquette should include:
    - a. Wash hands before and after contact with patient
    - b. Covering mouth with a tissue with prompt disposal
    - c. Use of surgical masks on coughing person when appropriate
    - d. Hand hygiene after contact with respiratory secretions
    - e. Spatial separation of greater than 3 feet of people with respiratory infections

Education and training on the principles of Standard Precautions will be provided to all students in healthcare settings who have potential exposure risks. NSC is committed to helping keep students safe by providing information to help facilitate appropriate decision-making and critical thinking when students are faced with potential exposure circumstances.

### **HIV/AIDS Information**

The nursing profession has a moral commitment to demonstrate compassion and understanding towards individuals with HIV infection and AIDS. In addition, we have a legal obligation toward individuals with HIV infection and AIDS. In accordance with sections 503 and 504 of the Rehabilitation Act of 1973, we will provide equal treatment to persons who have contracted AIDS-related conditions. Furthermore, we will not discriminate against any individual based on the perception that he or she is infected, the perception that an individual is in a category of persons at risk of infection, or because of an individual's familial responsibility for or relationship with a person in one of the above categories.

The NSC Nursing Assistant Program will teach the measures for preventing HIV transmission in healthcare settings, as recommended by the Center for Disease Control (CDC). Students must earn their HIV certificate prior to clinical.

The CDC website has further information; use the following link for a PDF on *Preventing Occupational HIV Transmission to Healthcare Personnel* <http://www.cdc.gov/hiv/resources/factsheets/hcwprev.htm>, and/or the following link for the *Updated U.S. Public Health Services Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post exposure Prophylaxis* <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm>

### **Clinical Grading**

1. **ALSO** refer to COURSE INFORMATION - Theory Grading.
2. The written clinical evaluation measures the student's performance of the course objectives, outlines strengths and weakness, and makes appropriate recommendations for improvement if necessary.
  - a. Clinical performance will be evaluated on a **Daily basis** and discussed with the student.
  - b. If the student is deemed unsafe or is in danger of failing a learning agreement, and/or disciplinary process is started. **SEE** Disciplinary Forms; **ALSO** see Clinical Safe/Unsafe Behavior below
  - c. Final evaluations are written, shared with the student, and should be signed by both parties before they are placed in the student's file.
3. The student is required to score a mean average of 2.0 (77%) grade in the clinical course.



## Skills Laboratory

Visitors-Refer To Nursing Program Requirements - Visitors for complete policy.

### Skills Lab Grading

1. **ALSO** refer to COURSE INFORMATION Section - Theory Grading.
2. For skills check-offs, the student must be prepared to perform the skills without assistance or coaching from the instructor. This is NOT a time for questions or clarification. **Time slots will be posted. The time cannot be changed.** If any changing occurs without instructor involvement, or the student does not show up for the time slot, this will be counted as a failure.
1. Each student is allowed 2 attempts to successfully perform the skill. If a student has failed both (2) attempts the case will be reviewed by the faculty and the student may be dismissed from the course. The linked courses then will have an “NC” for No Credit until they are all repeated.
2. Each skill has a specific time limit in which the skill must be accomplished, or it will be counted as a failure. (Therefore, practice is a necessity.)
3. No students are allowed to watch others during skills check-offs.
  
4. **Attendance is required at all skills labs.** If there is a family or medical emergency; **REFER** to NURSING ASSISTANT CERTIFIED PROGRAM REQUIREMENTS- Attendance; **ALSO** see APPENDIX Section 9.11 Policies Regarding Attendance form. The skills lab instructors may provide appropriate make-up work to learn the assigned skills.
  
5. Lab assignments will be posted by the first day of the class. Lab assignments are not negotiable and are final upon posting.

### Grievance – Student Complaints

The following link outlines the Seattle College District Student Complaint Procedure for students who feel they have a complaint relating to grades or an action by a member of the college community.

<http://seattlecolleges.edu/DISTRICT/policies/polPro.aspx?policyID=pro370>

Before pursuing formal action, students are encouraged to first pursue an informal resolution. Students have 15 calendar days from the end of the informal process or 90 days from the cause of the complaint to submit a formal complaint. Contact the Vice President of Student Development Services (206) 934-3656.

### Formal Complaint Process

The following complaint process can be found in the North Seattle College Student Handbook titled *Complaint Process: How to Resolve Complaints* under COLLEGE POLICIES, and can be found here:

[http://facweb.northseattle.edu/jhoppe/NSC\\_Handbook\\_2011.v4.pdf](http://facweb.northseattle.edu/jhoppe/NSC_Handbook_2011.v4.pdf)

You may read the entire policy and procedure at: <http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-060>

**DISCIPLINARY FORMS**  
**DISCUSSION/COUNSELING FORM**

ORAL WARNING / WRITTEN FORM / DISCUSSION / COUNSELING FORM

STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

PRESENT: \_\_\_\_\_

REASON FOR MEETING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION(S) TO BE TAKEN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURES:

Student \_\_\_\_\_

Instructor(s) \_\_\_\_\_

**LEARNING AGREEMENT/REPRIMAND FORM**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. Receiving a grade below 2.0 or 77% (refer to clinical evaluation tool for guidelines)
  - a. \_\_\_\_\_
2. Lack of respect for:
  - a. \_\_\_\_\_
3. Tardiness:
  - a. Dates \_\_\_\_\_
4. Absences:
  - a. Dates \_\_\_\_\_
  - b. No call/no show date \_\_\_\_\_
5. Disruptive Behaviors:
  - a. Description with dates:  
\_\_\_\_\_  
\_\_\_\_\_
6. Failure to complete assignments (Dates):
  - a. \_\_\_\_\_
7. Failure to practice safety (Dates/Locations):
  - a. \_\_\_\_\_
8. Unprofessional Behavior
  - a. Description with dates: \_\_\_\_\_  
\_\_\_\_\_
9. Lack of responsibility for own learning (Cheating):
  - a. \_\_\_\_\_

Instructor Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**LAST CHANCE AGREEMENT / PROBATION**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Course: \_\_\_\_\_

**Concerns:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agreement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Probationary Time Period:**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_



	<input type="checkbox"/> Amputation <input type="checkbox"/> Bruise, contusion <input type="checkbox"/> Burn, scald <input type="checkbox"/> Concussion <input type="checkbox"/> Cuts, open wounds <input type="checkbox"/> Dermatitis, infection <input type="checkbox"/> Dislocation	<input type="checkbox"/> Exposure, frostbite <input type="checkbox"/> Fracture <input type="checkbox"/> Foreign body <input type="checkbox"/> Heat exhaustion, sunstroke <input type="checkbox"/> Inhalation--dust, fumes, grease <input type="checkbox"/> Internal injury	<input type="checkbox"/> Poisoning, internal <input type="checkbox"/> Shock, electrical <input type="checkbox"/> Shock, fainting <input type="checkbox"/> Sprains, strains <input type="checkbox"/> Suffocation, drowning, strangulation <input type="checkbox"/> Rupture, hernia <input type="checkbox"/> Other	<input type="checkbox"/> Generalized <input type="checkbox"/> Skull or scalp <input type="checkbox"/> Eye <input type="checkbox"/> Nose <input type="checkbox"/> Mouth <input type="checkbox"/> Jaw <input type="checkbox"/> other part of head <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Neck <input type="checkbox"/> Spine <input type="checkbox"/> Chest <input type="checkbox"/> Abdomen <input type="checkbox"/> Back <input type="checkbox"/> Pelvis <input type="checkbox"/> Other trunk:	<input type="checkbox"/> Shoulder <input type="checkbox"/> Upper arm <input type="checkbox"/> Elbow <input type="checkbox"/> Forearm <input type="checkbox"/> Wrist <input type="checkbox"/> Hand <input type="checkbox"/> Finger	<input type="checkbox"/> Hip <input type="checkbox"/> Thigh <input type="checkbox"/> Knee <input type="checkbox"/> Lower leg <input type="checkbox"/> Ankle <input type="checkbox"/> Foot <input type="checkbox"/> Toe	
<b>TREATMENT</b>	ESTIMATE OF SEVERITY <input type="checkbox"/> Minor <input type="checkbox"/> Serious <input type="checkbox"/> Critical <input type="checkbox"/> Fatal	EMERGENCY CARE <input type="checkbox"/> First Aid <input type="checkbox"/> Private physician <input type="checkbox"/> Walk-in Clinic <input type="checkbox"/> Hospital, specify: _____	GIVEN BY: (Name and address) Doctor: _____ Other, Name: _____ Address: _____ Address: _____ Phone: _____ Address: _____ Hospital: _____					
	WILL INJURY CAUSE ABSENCE FROM WORK OR CLASSES?			IF SO HOW LONG?				
	PATIENT STATUS <input type="checkbox"/> Non Patient <input type="checkbox"/> Out Patient <input type="checkbox"/> Hospitalized	This Report prepared by ( <b>Signature</b> ) _____ Date _____ Title or Status _____ Department/Division _____						

**INSTRUCTIONS:** Prepare this report **in duplicate** for any injury which may require first aid or medical treatment. Forward original copy to Safety and Security Office within 24 hours. Any reports not completely and properly filled out will be returned to sender.

**STUDENT CLINICAL INCIDENT REPORT**

It is essential to demonstrate that the following criteria are met.

- Performing safe independent and delegated nursing functions
- Administration of medical and surgical nursing therapies safely
- Administration of medications correctly

Because \_\_\_\_\_ was NOT performed in a satisfactory manner you must carefully and completely analyze the incident, in specific terms, the following areas:

- A review of the complete procedure for safe administration.

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- Any factors which may have contributed to the incident.

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- Describe what happened, how/why the incident occurred, and what action was taken subsequent to the incident.

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- Specific strategies for preventing a recurrence of a similar incident in the future.

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This report is due on \_\_\_\_\_. One copy is yours, and one will be kept on file by the Nursing Director for quality assurance purposes.

Optional – If related to skill error:

You must also make arrangements to be checked off satisfactorily by the instructor in the lab by \_\_\_\_\_ and in the clinical area by \_\_\_\_\_.

Agency \_\_\_\_\_

Date/Time Incident Occurred \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX A

### ESSENTIAL QUALIFICATIONS OF NURSING ASSISTANT STUDENTS

#### **The Essential Qualifications of Students in the North Seattle College Nursing Assistant Certified Program. Admissions, Continuance & Graduation Academic Services**

The North Seattle College (NSC) NA-C Program signifies that the holder of the Nursing Assistant Certificate has been educated to competently practice nursing assistant in all healthcare settings and to apply for NA-C licensure in the State of Washington. The education of a nursing Assistant requires assimilation of knowledge, acquisition of skills, and development of judgment through patient care experiences in preparation for independent, semi-autonomous practice where making appropriate decisions is required. The practice of nursing emphasizes collaboration among physicians, nurses, allied healthcare professionals and the patient.

The curriculum leading to the NA-C from this school requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the NA-C, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty and other healthcare providers. The essential abilities necessary to acquire or demonstrate competence in a discipline as complex as nursing Assistant, include but are not limited to the following abilities:

#### **Motor Skills**

Candidates should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients in all healthcare settings. [For example: For the safety and protection of the patients, the candidate must be able to perform basic life support, including CPR, and function in an emergency situation. The candidate must have the ability, within reasonable limits, to safely assist a patient in moving, for example, from a chair to a bed, or from a wheelchair to a commode.]

#### **Sensory/Observation**

A candidate must be able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences. Candidates must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assistant duties. Such information is derived from images of the body surfaces, palpable, and auditory information (patient voice, vital signs).

#### **Communication**

The candidate must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. Candidates must express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. A candidate must be able to: convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The candidate must be able to communicate effectively in oral and written forms. The candidate must be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the healthcare team. The appropriate communication may also rely on the candidate's ability to make a correct judgment in seeking

supervision and consultation in a timely manner.

### **Cognitive**

A candidate must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of NA-C scope of practice. The candidate must be able to quickly read and comprehend extensive written material. Candidates must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

### **Behavioral/Emotional**

A candidate must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and families. In addition, they must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances including highly stressful situations. The candidate must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The candidate must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The candidate must know that their values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others. The candidate must be able and willing to examine and change their behavior when it interferes with productive individual or team relationships. The candidate must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

### **Professional Conduct**

Candidates must possess the ability to reason morally and practice nursing in an ethical manner. Candidates must be willing to learn and abide by professional standards of practice. Candidates must not engage in unprofessional conduct, and must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. Candidates must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.

### **Reasonable Accommodation for Disabilities**

The NSC Nursing Program is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, education and employment; the NA-C Program works closely with Disability Services in this process. Disability Services is the contact point for students with permanent or temporary sensory, physical or psychological disabilities interested in requesting reasonable accommodations due to the effects of a disability.

Students who wish to request reasonable accommodations are encouraged to contact Disability Services to start the process for documenting their disability and determining eligibility for services prior to their start in the Nursing Assistant Program. While this process can be started at any time, reasonable accommodations may not be implemented retroactively so being timely in requesting your accommodations is very important. NSC has policies regarding the type of documentation required in order to diagnose different disabilities and a process for requesting accommodations. To learn more about the process for establishing services through the NSC Disability Services please contact by phone at (206) 934-3697, TTY at (206) 934- 0079, or email at [ds@seattlecolleges.edu](mailto:ds@seattlecolleges.edu).

Students with disabilities are expected to perform all the essential functions of the Nursing Assistant

Program with or without reasonable accommodation. The Nursing Assistant Program will work with the student and the Disability Services office to provide reasonable and appropriate accommodations. While the Nursing Assistant Program will make every effort to work with our students with disabilities to accommodate their disability-related needs, it is important to note we are not required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program. Potential students will be advised of the Essential Qualifications for Admission.

### C. Regular, On-going Evaluation

Because of the close working relationship with the students, the clinical instructor will be responsible for Monitoring whether the NA-C student is meeting the Essential Qualifications. The clinical instructor, in conjunction with the Director of Nursing, shall do so by the following actions:

- Direct interaction with and supervision of the students in the clinical section related to clinical activities, including clinical seminar
- Course attendance and paying attention to any concerns about behavior in theory courses by students

### D. As-needed Evaluation

If and when a student does not meet expectations for the Essential Qualifications for Admission, Continuance, and Graduation, the following will occur:

3. **Problematic behavior documented:** Problematic behavior will be documented by faculty in the student's academic file.
4. **Problematic behavior results in a Learning Agreement contract:** If a pattern of problematic behavior or a single, very serious lapse in the behavior outlined above becomes evident, the steps below will be followed:
  - a. **Learning Agreement/Reprimand Form:** The student's instructor, in consultation with the Director of Nursing, will decide whether a learning agreement will be completed or dismissal from the course.
  - b. **Composing a Learning Agreement contract:** The student's instructor, in consultation with the Director of Nursing, and an official of Academic Services, will prepare an individual student contract that must accompany the warning card identifying what needs to be demonstrated in order to meet the essential behaviors and thus remain in the program.

Adopted from University of Arizona and University of Washington.

I have read and fully understand the Essential Qualifications for Admission, Continuance, and Graduation required of nursing assistant students, as set forth above. I understand that, if I am unable to meet these essential qualifications, I may be dismissed from the NSC Nursing Assistant program. Furthermore, I understand that, if I have a disability that might limit my ability to meet these essential qualifications, I may contact the Disability Services to explore whether reasonable disability accommodations may be available to me.

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Please Print (First Name / MI / Last Name)

Student ID Number

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Signature

Date

**APPENDIX B**  
**INFORMED ACKNOWLEDGEMENT OF HAZARDS AND RISKS CONNECTED WITH**  
**PARTICIPATION IN NURSING PROGRAMS**

Please read carefully and be sure you understand before you sign.

Participation in many learning activities can involve illness or injury of some type to yourself, a fellow student, or others associated with the learning experience. Such illnesses or injury can include direct or indirect physical or emotional injury ranging from minor cuts or muscle strains to catastrophic injury, such as complete paralysis, or death. Illness or injury can impair one's general physical or mental health and hinder one's future ability to earn a living, to engage in other business, social and recreational activities, and generally enjoy life.

**ACKNOWLEDGEMENT OF RISKS AND HAZARDS**

I have read the warning associated with the nursing programs, Informed Acknowledgment of Hazards and Risks. By signing this Acknowledgement of Risks and Hazards, I acknowledge that I understand its contents and that I choose to participate, in the nursing programs, administered by North Seattle College. I also will advise the instructor if I have, or develop, a condition that would be problematic in participating in planned laboratory, and/or clinical activities.

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Please Print (First Name / MI / Last Name)

Student ID Number

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Signature

Date

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Program

Quarter & Year

## APPENDIX C POLICIES REGARDING ATTENDANCE

All students must attend all laboratory and clinical/lab sessions, arrive on time, not leave early, and be prepared to actively participate. Any scheduled laboratory or clinical/laboratory time missed will be considered an absence. Students are expected to attend all orientation classes.

Nursing Program faculty may implement their own course attendance policy which can be found in the course syllabus.

### Guidelines:

1. Absences will jeopardize meeting daily objectives, and therefore, success.
2. A student is allowed two (2) medical or family emergency absences from theory classes and one medical or family emergency absence from clinical/lab classes. Any additional absences OR a tardy greater than 45 minutes OR absences that are not a medical emergency (unexcused) will result in receiving Unsatisfactory grade for the day which in clinical/lab may result in Unsatisfactory grade for the course.
4. There is no scheduled “make up” laboratory or clinical days.
5. In the case of an absence, the student **must**:
  - a. Call their instructor a minimum of 1 hour before the start of clinical/lab, report the absence and state the reason why. Sending a message with a fellow student will not be accepted.
  - b. Any injuries or change in health status requires a healthcare provider’s release to attend clinical and lab courses.

**A “No Call, No Show” is a serious offense and not permitted in the facilities by students. Not calling or showing may be grounds for dismissal and will be referred to the Director of Nursing, Dean of Health & Human Services, and/or the Vice President of Student Services.**

I have read and understand the above policies.

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Please Print (First Name / MI / Last Name)

Student ID Number

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Signature

Date

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Program

Quarter & Year

**APPENDIX D  
MEDIA RELEASE FORM**

I, the undersigned, do hereby consent and agree that **North Seattle College (NSC)**, its employees, or agents have the right to take photographs, videotape, or digital recordings of me at any time while I am a student of the Nursing **Assistant Certified Program**, and to use these in any and all media, now or hereafter known, and may be used for the purpose of:

- conference presentations;
- educational presentations or courses;
- informational presentations;
- online educational courses; and/or
- educational videos

I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to **North Seattle College**, its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that **North Seattle College** is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

**(NOTE:** This form is optional, however without signing this form you will not be allowed to participate in the events outlined above.)

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Please Print (First Name / MI / Last Name)

Student ID Number

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Signature

Date

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Program

Quarter & Year

**APPENDIX E**  
**STUDENT HEALTH INSURANCE WAIVER**

I understand the importance and available sources of health insurance coverage. I do not have a valid health insurance policy. I do not hold the school or any affiliated institution liable for any illness or accident that may be directly related to being a nursing student at North Seattle College, and will be responsible for any medical fees as a result.

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Please Print (First Name / MI / Last Name)

Student ID Number

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Signature

Date

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Program

Quarter & Year

**APPENDIX F**  
**HANDBOOK AGREEMENT FORM**

When you have finished reading this handbook, please sign the statement below, and return it to the Health and Human Services Division.

I understand that I am responsible for all information contained within the North Seattle College Nursing Assistant Program Student Handbook and that a current copy is available at <http://webshares.northseattle.edu/NAC/>

**I have read and agree to abide by the policies and requirements of the NSC Nursing Assistant Programs as stated in the NA-C Program Student Handbook, of which I have been advised of its location on the NSC website, and from which this page has been removed or printed. I acknowledge that I have been encouraged to retain my copy of this handbook for ongoing reference. I also understand that I will be informed in writing of any change in policy that occurs prior to the next handbook revision.**

**This handbook may be updated periodically, and you will be required to abide by the current handbook.**

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Please Print (First Name / MI / Last Name)

Student ID Number

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Signature

Date

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Program

Quarter & Year

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Email

Phone