



TMCC

**Truckee Meadows
Community College**

Nursing Program

Handbook for CNA Program

2011 - 2012

Nursing CNA Program

Truckee Meadows Community College

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TABLE OF CONTENTS

NURSING HANDBOOK for CNA Program 2011 – 2012.....	4
Truckee Meadows Community College Nursing Program Directory	4
<i>Nursing Faculty</i>	4
<i>Administrative Assistants for Health Sciences / Nursing</i>	4
Non-Discrimination Statement	4
Americans with Disabilities Act	5
Disclaimer	5
Introduction	5
<i>Community College Education</i>	5
Costs for CNA Program	6
Certification as a Nursing Assistant.....	7
Required Documents	7
Employment	8
Clinical Assignments/Facilities.....	8
STUDENT POLICIES	9
Attendance Policy.....	10
Holidays.....	11
Weather.....	11
Scantron	11
Electronic Devices	11
Taping (Audio or Video)	11
Accommodations for Students During Testing	11
Food or Beverages	12
Transportation	12
Change of Name, Address or Phone Numbers	12
Children and Pets.....	12
Insurance.....	12
Faculty Evaluations.....	12
Learning Resources	13
Contracts	13
Drug Free Environment.....	13
Grade Appeals	13
Civility	13
Student Conduct	13
Academic Honesty and Conduct Policy	14
Clinical Policies	15
Confidentiality	17
Dress Code.....	17
Appeals of Withdrawal for Unsafe Clinical Practice	19

Academic and Clinical Performance Counseling 20
Coordinating Clinical Experience with Hospital Nursing Service..... 21
TMCC Blood Borne Pathogen Exposure and Respiratory Policy 22
Students 22
FORMS..... 27

NURSING HANDBOOK FOR CNA PROGRAM 2011 – 2012



Truckee Meadows Community College Nursing Program Directory

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Non-Discrimination Statement

TMCC is an equal opportunity/affirmative action institution and does not discriminate on the basis of sex, age, race, color, religion, disability, national origin or sexual orientation in the educational programs, student development programs, learning resources services or the employment of all professional, classified and student employees. For further

information, consult the TMCC course catalog, <http://catalog.tmcc.edu>, or call the affirmative action office at 775-674-7679.

Americans with Disabilities Act

ADA Statement: "Qualified, self-identified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at Truckee Meadows Community College. For assistance, contact TMCC's Disability Resource Center at 673-7277, TTY 775-673-7888, come by the Red Mountain Building, room 315 B or visit www.tmcc.edu/drc. "

Disclaimer

Information in this handbook describes the Truckee Meadows Community College CNA Program at the time of publication. However, changes may be made in policies, the calendar, curriculum or costs. Such changes will be announced prior to their effective date.

Introduction

The material in this handbook supplements the Truckee Meadows Community College (TMCC) catalog and presents more explicit current requirements and policies CNA Program for the 2010-2011 school year.

TMCC is accredited by the Northwest Association of Schools and Colleges. The CNA Program is approved by the Nevada State Board of Nursing.

COMMUNITY COLLEGE EDUCATION

The mission of TMCC is to provide access for lifelong learning opportunities to improve quality of life for our diverse community. A variety of educational offerings and student and academic support services help individuals achieve goals and aspirations. Strategic Goals of TMCC that are of special interest to nursing are fostering academic excellence and diversity, incorporation of technology and provision of a welcoming and supportive environment.

The population utilizing TMCC as an institution of higher learning includes residents from the greater Reno-Sparks community, outlying areas of Fernley, Fallon, Dayton and Carson City. Residents of California cities and communities including Susanville, Truckee and Tahoe City enroll as part of the "good neighbor" community. Fostering flexibility and diversity through classroom, online and distance education course offerings in addition to workforce or continuing education courses provides a variety of learning opportunities to the community.

Costs for CNA Program

Students enrolled in the CNA course follow the fee schedule and refund policy described in the current TMCC catalog.

Costs are outlined below. These costs are approximate and are subject to change.

Tuition - 6 credits @ 69.25/credit (fall, 2011 & spring, 2012)	\$415.50
Lab Fee	\$40.00
Textbook & Workbook (approximate)	\$110.00

Total does not include any applicable non-resident fees.

Contact the admissions and records Web site at www.tmcc.edu/admissions/fees/ for current fees.

Certification as a Nursing Assistant

CNA program graduates are eligible to apply for licensure in the state of their choice. TMCC Nursing Department must be notified if the state is not Nevada, since each state has specific criteria for licensure eligibility requirements. Some graduates elect to take the licensing examination in Nevada and then apply for out of state licensure. It is the student's responsibility to contact the state of their choice to ascertain eligibility requirements. Each state board of nursing determines requirements for licensure. Graduation from an approved program is only one of the requirements and does not mean automatic licensure as a nursing assistant.

Graduates should be aware that the State of Nevada licensure application contains five questions which may impact their ability to obtain licensure in Nevada. These five questions have to do with:

- Revocation, denial, or suspension of a license or certificate,
- Conviction of a criminal offense,
- Problems with drug or alcohol use,
- Treatment for mental illness, and
- Physical disability which could impair ability to practice nursing.

For further clarification, students should contact the program director or the Nevada State Board of Nursing at <http://www.nursingboard.state.nv.us/> or phone 702-486-5800 or 1-888-590-6726 (Toll Free).

Required Documents

The following is required for all CNA students prior to attending any clinical rotation.

1. Documentation of current immunization status:
 - a. TB screening. Initially, two TB skin tests are required (one test and then a second in one week) unless annual skin tests have been performed. After the initial tests, annual skin tests are required. These must be done prior to or on the previous TB test date, or two will again be required. If TB skin test is known to be positive, a current negative chest x-ray is required (good for 5 years). A yearly questionnaire will be performed thereafter.
 - b. Measles, Mumps and Rubella immunity. One MMR immunization plus a booster is required if you were born after 1957. Proof of immunity by blood titer will suffice but must be for all three diseases.
 - c. Hepatitis B series. The series of 3 immunizations, 1 initially. A second should be given within 1 month, and the third in 6 months is recommended. Evidence of immunity is acceptable.
 - d. Diphtheria/Tetanus immunization with a Pertussis booster. The injection must have been received within the past 10 years.
 - e. Varicella: Physician's documentation of history of chicken pox, positive titer or immunization.
2. A valid HEALTHCARE PROVIDER CPR card sponsored by the American Heart Association. This is generally valid for two years and must be renewed if expiration occurs prior to the end of clinical experience. The Healthcare Provider workshop includes training using the automatic external defibrillator not required for community CPR.
3. Documentation of current major medical health insurance.
4. Drug Test performed in accordance with information from www.certifiedbackground.com.
5. Receipt from www.precheck.com for \$49.50 showing process has begun for background check.
6. Background checks and drug screens are a requirement of clinical rotations and must be approved by each individual facility of which Truckee Meadows Community College has a contract. If a student declines, or if the background or drug screen is unsatisfactory to the facility, the student will not be permitted to participate in the clinical portion of the program. Students are admitted to each course subject to the results of the background check and drug screen and acceptance at the clinical site. Current students are advised that they will be

withdrawn from the program if clinical requirements are not met for any reason. TMCC will not be responsible for obtaining background checks or drug screens and will not receive the results of any investigations.

Employment

The CNA program is physically, emotionally, and academically demanding. Students often work during the program, but should be aware of working excessive hours (more than 20) since it may interfere with their ability to successfully complete the program due to the need for study and rest. The college maintains a Financial Aid Office and students are encouraged to apply to determine their eligibility for assistance. In the accelerated course, students may need to curtail their work schedule further.

Clinical Assignments/Facilities

Clinical instruction is provided throughout the program in conjunction with classroom theory. This instruction is provided in various locations, such as on campus, at local hospitals, long-term care facilities, and other community facilities. Because of limited clinical placements, it is not possible to assign a student specific clinical time or locations due to work assignments. Students should therefore not schedule a work assignment on a clinical day. Students may be assigned to day, evening or night times for clinical rotations.

STUDENT POLICIES

CNA Program Learning Objectives and Student Learning Objectives

Learning Objectives:

1. Describe the functions of body systems appropriate to the nursing assistant scope of practice.
2. Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and Nevada State Board of Nursing regulations.
3. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
4. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
5. Identify stages of growth and development.
6. Define common medical terms and abbreviations used in health care.
7. Demonstrate competence and proficiency in the following categories of skills:
 - a. Communication and interpersonal relationships.
 - b. Safety and infection control.
 - c. Personal care procedures.
 - d. Vital signs.
 - e. Nutritional requirements and techniques.
 - f. Admission, transfer, and discharge procedures.
 - g. Exercise and activity.
 - h. Elimination.
 - i. Unsterile warm and cold applications.
 - j. Care to clients with special needs.
 - k. End of life care.
 - l. Care to clients with cognitive impairment.
8. Comply with privacy and confidentiality laws.
9. Demonstrate behaviors consistent with professional work ethics.
10. Adhere to the policies and procedures of clinical sites.

Student Learning Outcomes

1. Students will be able to demonstrate knowledge of common elements required for licensure by the Nevada State Board of Nursing.

This will be measured by student achievement of a passing grade on instructor developed and administered final examinations.

2. Students will be able to demonstrate compliance with standards of practice for nursing assistants.

This will be measured by an administered skills test given at the end of each semester to each student that contains core elements of practice such as privacy, safety dignity and patient rights.

3. Students will be able to demonstrate competence with all skills required for certification.

This will be measured by an administered skills competency test given at the end of each semester that contains elements of all required steps for all required skills.

Methods of Instructions:

A variety of teaching methods and styles of instruction will be used. See below for Grading Scale.

Grading

A	95-100%
A-	93-94%
B+	91-92%
B	89-90%
B-	87-88%
C+	85-86%
C	83-84%
C-	80-82%
D	60% -79%
F	0% - 59%
F	fail

Eighty percent (80%) is a passing grade. Anything below 80% is NOT passing. The student must make a minimum of 80% to receive a Certificate of Completion. There will be a number of examinations, quizzes, tests, written assignments and presentations in the lecture, lab, and clinical areas. The comprehensive final exam score needs to be 80% or greater to pass the course and receive the Certificate of Completion.

The student must pass a lab skills test with a 100% score, complete the vital signs log sheet and skills booklet (signed by instructor), complete all clinical hours satisfactorily, in order to complete the class, pass the course and receive the Certificate of Completion.

Attendance Policy

Theory and Lab and Clinical: Attendance is necessary to obtain the most benefit from this course. If 2 absences and/or tardies or any combination of the two occurs the student will be placed on a contract. After 2 absences and/or tardies) the result may be termination (F grade) at the discretion of the instructor or the student may withdraw per TMCC policy.

Absence = if the student is 10 minutes or more **late** for any class session OR if the student **leaves** 10 minutes or more before the scheduled end of any class section.

Tardiness = If the student arrives less than 10 minutes to class or leaves early within 10 minutes from the scheduled end of the class.

Attendance is mandatory for ALL clinical sessions. If, in case of an emergency, a student misses one of the clinical sessions, he/she will be placed on contract. The student must make up that missed clinical day in order to complete the class; this is only done if the student is in good standing and if there is an opening available. The make-up is on a first-come, first-serve basis. If it is not possible to make up the clinical, the student may receive an incomplete (I) grade and at the end of the course must complete all required coursework in the time frame allowed by the college to receive a grade and certificate of completion. Any additional absences or tardiness may result in termination or withdrawal from the course. **Note: If there is an emergency and the student will be absent or late, he/she must call and speak DIRECTLY to the instructor rather than just leaving a message.**

Course work missed for any reason may be made up at the discretion of the instructor. It is the responsibility of the student to consult with the instructor **prior** to any absences from class/lecture/lab or clinical experience. The instructor makes the final determination on whether the missed work can be done at a time other than during the regularly scheduled class period. Jury duty, although a civic duty, cannot be accommodated within the course schedule. The Director of Nursing may be consulted if supporting documentation is needed to seek a postponement.

Holidays

Students will have all school holidays off. Please refer to the TMCC catalog for the policy on Religious Holiday observations.

Weather

In the event that TMCC is closed or has a late start, clinical schedules will be adjusted based on the plan that has been specified in the course syllabus for each clinical course. Students should check with individual faculty for specific instructions. Information regarding any campus closure is available on the **TMCC WEB SITE** at 6 a.m. and on local TV news.

Scantron

The Scantron form (computer card) is the official answer sheet and the only documentation, which will be graded (unless otherwise noted). Transfer error(s) is/are not recognized. Once the Scantron form has been submitted, no other documentation will be accepted for grading (unless otherwise noted). For example, you have marked the correct answer on the test sheet but marked the wrong answer on the scantron answer sheet then the result consequently is incorrect. Please check your scantron form very carefully before turning it in.

Electronic Devices

Personal Data Systems are not allowed during exams. All electronic devices including but not limited to cellular phones, pagers, and/or beepers are not acceptable in the classroom and must be turned off. They are disturbing to classmates.

Taping (Audio or Video)

The policy of the TMCC CNA Department is that **NO** taping is allowed in classes or clinicals/clinical conferences without the express permission of the instructor/faculty. This permission must be obtained prior to any taping activity. There will be **NO** taping during (post) test review in order to maintain test integrity and security; **NO** exceptions will be allowed.

Any student found taping in violation of this policy may be subject to discipline.

Accommodations for Students During Testing

Policy: Students who have a documented disability through the Disability Resource Center at TMCC will be accommodated during testing situations.

Rationale: Students with documented disabilities will be accommodated to the extent that faculty can be available and fair with all students. It is not possible to have a faculty available for student questions during the testing time, nor is that provided for students in the classroom testing environment.

Procedure:

- 1) Students should present documentation of accommodations needed for testing situations to the faculty within the first two weeks at the beginning of the semester, or as soon as they become aware of the need for accommodations through the Disability Resource Center (DRC).
- 2) If accommodations require extended time for testing, faculty will establish times for testing and notify both the student and the DRC.

- a) The DRC will be notified of the date and time of tests in writing at least one week in advance, email will suffice.
 - b) To accommodate classroom test review, tests will normally be at the same time that tests are scheduled for students who remain in the classroom, but will start earlier and end at the same time.
 - c) Students who arrive late to testing will not receive additional time, just as in the classroom situation.
 - d) Under no circumstances is a test to be administered prior to the date and time of the schedule unless the circumstances are as in section b) above.
 - e) Students may not negotiate changes to the time or date of testing separately with the DRC.
 - f) Arrangements for test site and proctoring will be the responsibility of the ADA (or DRC)office.
- 3) Students who need clarification or have questions during the test will not have the opportunity to seek out an instructor.
 - 4) The test scantron and booklet will be returned by either of the following method:
 - a) The DRC will hand carry the test and scantron form to the instructor who is responsible for testing.
 - b) The instructor will go to the DRC to pick up the test and scantron form.
 - 5) Test review will be held at the same time and place as for all students.
 - 6) Individual student appointments can always be made with individual instructors.

Food or Beverages

No food or beverage is allowed in any classroom. This applies to students and faculty (bottled clear water is the exception but must be capped).

Transportation

Students are responsible for their own transportation to and from school and clinical facilities. Some clinical facilities may require as much as 50 minutes traveling time from campus.

Change of Name, Address or Phone Numbers

Any change of name, address, or telephone number must be reported to the Admissions and Records Office as soon as the change takes effect. The school needs **telephone** access to all students in case of an emergency.

Children and Pets

Children and pets will not be allowed to attend classes, clinical training, conferences or workshops.

Insurance

All students must show proof of medical insurance coverage prior to attending clinical courses. Students must also notify the Health Sciences office of any changes in coverage. Students from TMCC are covered by NSHE liability insurance while in the clinical setting. The coverage is applicable to students who function within their stated learning objectives and within the institution policies and procedures.

Faculty Evaluations

All full and part-time faculty are evaluated each semester.

Learning Resources

The Library can assist you with class assignments and preparing for clinical experiences. Class assignments may include independent use of interactive video materials, which are available in the computer lab or library. Students will be required to present a current student ID (available from Starting Point) to check out any materials from the circulation desk.

Contracts

A contract is a written agreement between the student and faculty. This may be written to help an individual student to understand expectations and standards governing the student's performance in the course. The agreement is implemented for a variety of situations, including, but not limited to, decreasing clinical performance behavior, failure to observe standards, and excessive tardiness and absences. The agreement will be placed in the student's file and a copy will be provided to the student. The agreement is applicable only the semester in which it is initiated.

Drug Free Environment

TMCC and the Health Sciences Division have adopted a zero tolerance for drug and substance abuse or misuse at any of its campuses, classrooms and clinical locations. Being under the influences of a drug or alcohol intoxicant is strictly prohibited.

Grade Appeals

Refer to the College's policy in the College Catalog, <http://catalog.tmcc.edu>, and TMCC Web site for, "TMCC's Grade Appeals Process."

Civility

Students are expected and required to conduct themselves in a courteous and polite manner in all areas of the campus, college buildings, Health Sciences office area, faculty offices, clinical area and with all personnel at all times.

Student Conduct

General Conduct Policy and procedures can be accessed at www.tmcc.edu in the student information section. In addition it is important for students to remember that they are representing TMCC when participating at clinical locations. Students will adhere to the highest standards at all clinical sites. The instructor and the Director of the Nursing Program will deal with all infractions of medical/nursing ethics.

Examples of infractions:

- 1) Negligent or careless performance of duties.
- 2) Failure to apply to clinical practice principles presented in lectures and required reading assignments.
- 3) Failure to respect confidential nature of clinical records and information about clients.
- 4) Altering, removing, or destroying clinical records.
- 5) Refusal to follow instructions from supervisor or other departmental staff.
- 6) Deliberate or careless damage to equipment or materials which are the property of Truckee Meadows Community College or affiliated institutions.
- 7) Falsifying student records.
- 8) Repeated tardiness or unexcused absences.

- 9) Use of intoxicants. No person may bring onto the campus any alcohol or dangerous drug for ingestion. No person may appear on campus under the influence of any of the above substances.
- 10) Cheating or plagiarism consequences, 1st time 0 on the assignment, 2nd time failure of class and removal from the program.
- 11) Theft.

NOTE: These infractions will not be tolerated. Either a contractual agreement or dismissal as deemed necessary by the faculty, or Director may occur. Students must comply with TMCC's Student Conduct Policy and Procedures.

Academic Honesty and Conduct Policy

TMCC's Student Conduct Policy is located at www.tmcc.edu under student information.

Unsafe or Unsatisfactory Work Revised 5/6/2005

The instructor will assess and evaluate patterns and/or unsafe behaviors to determine degree of risk to the client. The student will be informed of instances of unsafe behavior.

The following may be grounds for dismissal from the CNA program:

- 1) Unacceptable clinical behavior – Immediate dismissal from the course may occur at any time when client's safety is in jeopardy. The student may also be informed of unsafe clinical behavior, first by a verbal warning, then a written warning and dismissal from the program may follow.
- 2) Excessive absences or tardiness – Tardiness and/or absences can seriously interfere with a student's learning process. At the point when absences/tardiness becomes a concern, endangering a student's progress, a contractual agreement will be established between student and faculty, outlining specific behavior expected in order for the student to complete the course.
- 3) Inability to successfully complete courses – If a student is unable to successfully complete a course for any of the following reasons, they may be given a failing grade or withdraw from the course depending upon:
 - a) The amount of content/clinical lab experience missed.
 - b) Inability to proceed due to lack of successfully completing a prerequisite in the sequence listed.
- 4) Inability to adjust to stress adequately to perform duties safely with clients.
- 5) Inability to apply the necessary knowledge to perform the following duties with clients such as:
 - a) Identify the client properly.
 - b) Provide care within acceptable standards of care for students.
- 6) Inability to accept responsibility for consequences of one's own behavior.
- 7) Inability to demonstrate responsibility for client care by notifying the instructor and clinical faculty in the event of an absence or tardiness.
- 8) Inability to demonstrate acceptable working relationship:
 - a) Answers call lights.
 - b) Relate appropriately with others (client, families, instructors, staff, peers, etc.)
- 9) Inability to demonstrate fairness and straight forwardness in conduct:
 - a) Free from fraud or deception.
 - b) Maintain client confidentiality.
 - c) Report errors and unsafe conditions.

- 10) Inability to consistently receive, interpret and carry out instructions.

Clinical Policies

- 1) The clinical laboratory session is a learning opportunity where the student is expected to utilize all resources to extend the learning experience.
 - 2) As opportunity permits, clinical instructors facilitate student responsibility for learning, encouraging, or requiring such activities as student participation in the selection of learning experiences, sharing of personal learning goals, keeping a record of skills and evaluation of one's own clinical performance.
 - 3) The instructor's "anecdotal notes" relating to an individual student are available to that student in the nursing instructor's office. Students are expected and encouraged to review the anecdotal notes in order to participate in planning for their educational experiences. Each instructor destroys anecdotal notes at the end of each semester after all "clinical evaluation" conferences are completed and grades are posted.
 - 4) Individual instructors, prior to each clinical rotation, give specific instructions regarding preparation for scheduled clinical lab sessions.
 - 5) The clinical laboratory experience may begin with a pre-conference. During the pre-conference, general instructions may be given and the student is assisted to plan or meet individual client needs.
 - 6) Clinical sessions may conclude with a post-conference, during which time is usually spent sharing learning experiences. Such sharing is part of developing professional communication skills.
 - 7) Students are expected to perform safely in all areas of client care. Any performance, which endangers a client's well being, may result in the student's removal from the clinical.
 - 8) Students will be expected to function according to stated hospital policies in relation to parking, use of cafeteria, nursing measures, uniform requirements and routines established for the nursing unit.
 - 9) Students are evaluated weekly during the clinical rotation. Clinical checklists are utilized to ensure that skills can be demonstrated and then practiced several times. If performance is unsatisfactory, comments will be noted and student will be counseled and contacted and required to sign the performance evaluation. Signing does not imply concurrence with the evaluation. It is the student's responsibility to be aware of the clinical objectives and behaviors to be evaluated. Students are encouraged to schedule appointments with their instructors, as needed, to discuss their progress in the program. All faculty schedule office hours during which time they are available to assist students.
 - 10) **UNSAFE BEHAVIOR** - At the discretion of the instructor, any student who does not perform nursing interventions safely, in accordance with what may be considered unsafe and excluded from the clinical area. A student permanently excluded from the clinical site because of unsafe behavior shall fail the course, or may withdraw, in accordance with college policy. Some examples of unsafe behavior are outlined on previous pages.
 - 11) **ACCIDENT OR EMERGENCY REGULATIONS** – It is the student's responsibility to know what the appropriate policies and regulations are regarding each clinical site for handling of accidents, emergency situations, and fire regulations during the period of rotation at each site.
 - 12) **REPORTING OF INCIDENTS & INJURY** – If a student is involved in an incident with a client, a TMCC Student Accident Form must be completed immediately. Incident reports must also be completed according to each agency's policy. Specific TMCC forms are available in the Program Handbook. If the student incurs an injury, an Accident Form must be completed immediately with the clinical instructor and agency. Forms are available in RDMT 417. Students should be aware that some facilities require immediate drug screening. See medical care per personal insurance coverage.
 - 13) **PHONE CALLS** – Students are not to use telephones on the units to make or receive personal phone calls. If a student needs to be located regarding an emergency, contact the Health Science office at 775-673-7115 Monday through Friday between 8 a.m. and 5 p.m. The Health Sciences staff will then notify the clinical instructor who will find you. Contact clinical instructor as directed. Individual faculty will provide specific information.
- 14) Reporting of problems during clinical.**
- a) Students noting patient or staff problems during clinical should inform their clinical instructor immediately.
 - b) The instructor will evaluate the behavior or problem against the criteria for Unprofessional Behavior before reporting to the Nevada State Board of Nursing (NSBON).
 - i) Generally the criteria are: gross negligence, abuse or performing duties outside the scope of practice.
 - ii) Each nurse is responsible for reporting unprofessional behavior directly to the NSBON.
 - iii) If the incident should be reported to the Bureau of Licensing, this should be discussed with the Director of Nursing and the CNA Coordinator, who will evaluate it and report it if necessary.
 - iv) Generally, any incident must also be observed by the instructor.
 - c) If the incident needs to be addressed, the student should:

- i) Ask the staff diplomatically OR
 - ii) Question the staff to help understand the behavior or action OR
 - iii) Report the incident to the clinical instructor who will follow up with facility staff if necessary.
 - iv) The student should always be prepared to state or write what they would do differently in the same circumstance and provide a rationale.
- d) The clinical instructor's role is to manage the event for a good outcome for the student, the facility staff and the facility.
- e) Global or system issues should be discussed with the Director of Nursing and the CNA Coordinator.

Confidentiality

Confidentiality is both a legal and ethical concern in nursing practice. Confidentiality is the protection of private information gathered about a client during the provision of health care services. It is the nurse's responsibility to safeguard the client's right to privacy by protecting information of a confidential nature.

TMCC expects that all students and faculty will protect the privacy rights, including maintaining confidentiality, of all clients.

It is expected that students and faculty will NOT:

- 1) Discuss the care of clients with anyone not involved in the client's direct care.
- 2) Discuss the care of clients in any public setting.
- 3) Remove any actual/copied client records from the clinical setting (this includes computer printout information).
- 4) Use the client's name on any written form or notation (initials only).

Dress Code

When students are in a clinical setting, they are representatives of TMCC and the CNA program. It is expected that the student will act and dress in a professional manner. The word "professional" can be interpreted differently by each of us. In this context, it is expected that the student will be dressed in clean, neat, tidy, and conservative clothing when acting in a student capacity. Students must also comply with the dress policy for each institution. The dress policy for students in clinical experience and classroom attendance is as follows:

- A. By the end of the first week of class, students are required to wear a uniform consisting of colored scrubs for all classes, lab and clinical settings. Clothing must be clean, neat, and free from stains, rips, or wrinkles.
- B. No tank tops, t-shirts, jeans or Levi's of any color, sweat pants, shorts, leggings, spandex, stirrup type stretch pants, or colored underwear are allowed.
- C. A white turtleneck may be worn under uniform top.
- D. No chewing gum or tobacco products of any type (class or clinical).
- E. The student uniform may not be worn while students are working for pay.
- F. The clinical instructor has the discretion to request conformity to specific uniform/apparel outside the listed items. These may vary from one instructor to another. This may be dependent on agency unit regulation.
- G. Students not complying with the instructor's request will be excluded from clinical until in conformance.
- H. The clinical instructor's judgment regarding appropriateness of student dress will always prevail.

HAIR- To be worn so it does not interfere with client care (short or fastened back). If long, hair must be conservative in style, must be held away from the face in a ponytail or bun. Clean, no ribbons, decorated hair clips, or scarves. Neatly combed and well groomed. No fluorescent or unusual colors.

BEARDS/MUSTACHES - Clean, short, and neatly trimmed. Males without full beards must be clean-shaven (no "five o'clock shadow") when in the clinical area. In the event a student has a mustache and/or goatee, the remainder of facial hair should be clean-shaven.

RINGS/JEWELRY – Watch with a second hand and wedding rings are permitted. Jewelry may not be such that it could be a safety hazard. No facial or oral jewelry permitted with the exception of one small post earring in each ear lobe. No bracelets on wrists or ankles. No multiple rings on multiple fingers. No ear cuffs.

COSMETICS – Light make-up, if desired. No perfume, cologne or after-shave. Basic cleanliness is expected. All visible tattoos must be covered.

FINGERNAILS – Kept clean, neat and of moderate length. Nail polish is to be non-offensive color. No decorations. **No artificial fingernails.**

FOOTWEAR – Shoes are to be white in color, clean and kept in good repair at all times. Tennis shoes are acceptable, without colored decoration and with good support. **NO shoes with open backs or straps and/or open toes.**

PHOTO ID – A student photo ID will be required for entry to any clinical site. It is the student's responsibility to obtain the TMCC photo ID card during the scheduled opportunities posted at the Welcome Center on the third floor of the Red Mountain Building. Students must attach their ID Badges to the uniform, visible above the waist—no lanyards are acceptable.

GLOVES- Gloves will be provided only for on campus practice labs. When specialized gloves are needed by the student, it is the responsibility of the student to obtain and maintain a personal supply.

EQUIPMENT – A watch with a second hand is required.

GOGGLES – Each student must obtain (and carry) a pair of safety goggles/glasses to be available throughout their clinic rotations.

GAIT BELTS – Each student will have a gait belt, as part of their dress while in clinical rotations, as required by each facility.

Appeals of Withdrawal for Unsafe Clinical Practice

Step One

The student wishing to appeal a clinical failure (withdrawal) for unsafe clinical practice as defined in the Program Handbook, or violation of standards of practice should file a formal written appeal. The first step in the formal process is to provide a letter to the clinical faculty within 7 days of the occurrence of the concern. It is important that the initial letter includes a written statement of appeal as well as a cover letter. It is suggested that the student retain a copy of all correspondence. The letter should contain a clear outline of the history of the incident(s) including a review of the problem and actions taken to avoid or resolve it. The student(s) will be notified of the decision in writing by the clinical instructor within 7 calendar days from the date of the letter.

Step Two

If the student is not satisfied they may contact the Director of Nursing within 10 days of receiving the course coordinator ruling. All materials and communications from previous contacts in the procedure should be assembled by the student and forwarded to the Director of Nursing with a cover letter. The cover letter should contain information which describes the situation in detail as well as the resolution sought.

The Director of Nursing will convene a faculty committee composed of faculty other than the clinical instructor. The committee should include at least one senior faculty. The committee may offer to provide the student an opportunity to discuss the circumstances surrounding the incident. The Director of Nursing will be a nonvoting member unless there is a tie. The committee will issue a written ruling following the meeting. The notification to the student will occur in writing within 7 calendar days from the meeting. The decision of the committee will be final.

Academic and Clinical Performance Counseling

A. Counseling Conference Policy

1. A counseling conference provides an opportunity for the instructor and student to raise and discuss issues of concern.
2. A counseling conference can be initiated or requested by a student, faculty member or Nursing Director.
3. A third person/neutral party may be asked to participate in the counseling conference. Attendance of a third party is to be accepted by all participating.
4. Students may be counseled regarding academic and/or clinical performance. Violations of any program standard or policy as stated in course syllabi or the program handbook are also reasons for which counseling is initiated.

B. Academic Counseling Conference Procedure

1. If a student's academic performance indicates potential for not completing the course, a conference may be held at the request of the student or instructor.
2. The instructor will provide the student with grades in writing. Recommendations for corrective action to assist the student in improving performance can be made at this time.
3. The instructor will put a copy of the conference documentation in the student's file.

C. Clinical Performance Conference Procedure

1. Instructors have the right and responsibility to ensure safe and satisfactory behaviors in the clinical setting. The instructor may impose any restriction upon the student deemed necessary in relation to the occurrence. This includes removal from the clinical setting immediately.
2. The instructor will then document behaviors/occurrence objectively. All specific data, including date, time, and place of occurrence is to be included.
3. When student clinical behaviors do not meet satisfactory standards, the instructor will initially inform the student verbally (verbal warning) and if necessary a written warning will follow.
 - a. The verbal discussion should occur as close to the time of the occurrence as possible.
 - b. The instructor will discuss with the student acceptable behavior/performance and establish a plan for remediation.
 - c. Written warning will generally follow a verbal warning as necessary for unsatisfactory clinical behavior. An action plan will be provided.
4. A counseling conference may be held. The student has the opportunity to respond to the instructor's warning and recommendation on the Official Reprimand form or Written Summary of verbal warning.
5. The student and instructor's signatures are required on the Official Reprimand form. The student's signature does not necessarily indicate agreement. The signature represents that the student has been apprised of the occurrence in writing and has read the information.
6. Should a student refuse to sign the form, a note will be made on the form.
7. An area for student comments is provided on the form.

Coordinating Clinical Experience with Hospital Nursing Service

TMCC students are in clinical settings to learn as much as possible (in a very limited time) on how to give the best care possible. These experiences vary. Students should give or seek help when it is needed. Students may work alone, with each other, or with a staff member. Instructors help the students understand their roles, teach and guide the students' learning experience.

Each agency's nursing service is responsible for the quality of nursing care the clients receive from all members of the health care team; therefore the agency nursing staff is responsible for the quality of care the clients receive from students. Because the staff knows the client and are ultimately responsible for their clients, the instructor and students must collaborate with these nurses for their skills and knowledge to give the best nursing care possible.

The following guidelines for students, instructors and staff nurses should help clarify responsibilities for each role in the clinical setting:

A. THE STUDENT WILL:

- 1) Be prompt or notify unit and clinical instructor if unable to attend or will be late before the start of the clinical experience.
- 2) Abide by the hospital and unit rules and regulations.
- 3) Seek help when needed from the instructor or appropriate staff.
- 4) Give complete care as possible up to their level of experience and knowledge; consult with instructor/staff when client's problems are not within the student's level of knowledge.
- 5) Participate as a team member giving assistance and sharing responsibilities when needed, including answering the telephone, call lights, etc.
- 6) Be responsible for, and seek out, their own learning experience (with assistance from staff and instructor).
- 7) Report errors, mistakes, accidents and omissions promptly and take necessary steps for correction.
- 8) Report own illness or injury during lab experience to instructor and supervisor nurse immediately.

B. THE INSTRUCTOR WILL:

- 1) Be responsible for the overall supervision of the students.
- 2) Be responsible for the overall learning experience of the students.
- 3) Select, with assistance from staff and head nurses, appropriate client assignments for students until indicated that students are able to select their own clients with assistance.
- 4) Be in the hospital when students are having clinical experiences.
- 5) Seek out learning experiences for students.
- 6) Supervise students in old and new skills, as required.
- 7) Keep unit informed as to: names of students, dates of experiences, changes in plans, and types of clients to meet lab objectives, lab objectives; list skills students can perform.
- 8) Welcome ideas and suggestions from staff.
- 9) Evaluate student performance.
- 10) Confer with students in a pre/post laboratory conference.
- 11) Maintain a good relationship between staff, students, instructor and clients (act as a mediator when needed).
- 12) Arrange for special lectures or conferences with informed persons.
- 13) Share knowledge and experiences with staff on unit when asked.
- 14) Assist staff during emergencies.
- 15) Abide by unit and hospital regulations.

C. THE STAFF CAN ASSIST BY:

- 1) Helping students and instructors select clients who best fit the stated lab objectives.
- 2) Giving a complete verbal report on the client and his/her needs at the beginning of each experience.
- 3) Assisting the students when providing care.
- 4) Notifying the instructor and student regarding interesting learning experiences.
- 5) Notifying the student and instructor if safe practice is not carried out.
- 6) Contacting the instructor as soon as any questions or problems arise.
- 7) Teaching and demonstrating when desirable.
- 8) Being responsible for some learning experiences of students when in areas of specialized nursing care, when this experience does not conflict with overall operation of the unit.
- 9) Offering suggestions to instructors and students.
- 10) Providing input to the instructor concerning student's progress.

TMCC BLOOD BORNE PATHOGEN EXPOSURE AND RESPIRATORY POLICY

Students

I. Purpose and Policy

The purpose of this policy is to reduce the risk of student exposure to air and body substance pathogens such as, but not limited to, Tuberculosis, SARS, Hepatitis B Virus (HBV), Hepatitis C Virus (HBC), and the Human Immunodeficiency Virus (HIV).

Students are not to select, or care for, or be assigned to clients in respiratory isolation for either TB or SARS. Universal Precautions is an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens regardless of diagnosis. Universal precautions will be the minimum standard of practice throughout the Truckee Meadows Community College Program.

II. Methods of Compliance

Students must become familiar and comply with the TMCC Pathogen Exposure and Prevention Policy. Students must also become familiar and comply with the exposure plan of the clinical sites to which they are assigned.

III. Prevention of Blood Borne Pathogen Exposure

Education and Training in Standard Precautions and Body Substance Isolation Procedures

Students will be required to participate in a Blood Borne Pathogen Exposure Prevention and Control Class. The student must also have satisfactorily demonstrated skill in using protective equipment and procedures before receiving a patient care assignment.

IV. Vaccines:

Students will be required to have completed required immunizations. Students may receive the vaccinations from their own private health care provider or from community clinics. In addition, students must document a history of chicken pox (varicella), a titer or proof of vaccination before clinical courses begin.

V. Student Acceptance of Clinical Assignment

Students who have received formal classroom instruction in blood borne pathogen exposure control and can satisfactorily demonstrate knowledge and skills requisite to such care are expected to accept clinical assignments in order to meet the clinical course objectives. The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.

VI. Insurance

All students must have health insurance upon entering and throughout their enrollment. It is the student's responsibility to obtain and pay for this insurance, as well as to understand the benefits and limitations of any insurance policy they maintain or is maintained on their behalf.

VII. HIV Screening

Truckee Meadows Community College will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his/her private physician.

VIII. Accidental Exposure Incidents

A student who has exposure to blood or body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash needle stick and/or cuts with soap and water.
- Flush splashes to the nose, mouth, or skin with copious amounts of water.
- Irrigate eyes with clean water, saline, or sterile irrigants.
- Remove soiled personal protective equipment and/or clothing as soon as possible.

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the appropriate registered nurse at the clinical facility **AND**
- Notify clinical faculty who will then implement the process below.

(If there is a witness to the incident, several steps can be taken simultaneously)

The Clinical Faculty will be responsible for coordinating the procedures needed to get appropriate care for the student.

The Clinical Faculty will:

1. Identify the source of the exposure.
2. Obtain stat physician's order for needle stick exposure panel, if a needle stick.
3. Obtain consent from source client, if not in chart.
4. Determine who will be the health care provider for the student for counseling and treatment, if needed.
5. Obtain phone number and name of student and the health care provider, and provide this information to the contacts listed below. Check the phone #s
6. Normally the labs will be run STAT and will be reported to the contacts as listed.
 - Northern Nevada Medical Center - notify Employee Health at 356-4017. After hours notify the House Supervisor.
 - Saint Mary's Regional Medical Center - notify Employee Health at 770-3525. After hours call the House Supervisor. Medications are available if needed for a one day period of time.
 - Tahoe Pacific Hospital - notify the Nursing Supervisor .
 - Veteran's Administration Medical Center - notify Employee Health at 786-7200, extension 1374.
 - **NOTE: The VAMC will evaluate the student at Employee Health and provide counseling and any needed treatment.**
 - Renown Health System - notify Employee Health at Renown Health 555-1212 After hours call the Health Hotline at 982-5757 select Option 1 to speak to the nurse. If treatment is needed, medications are available through the House Supervisor for a maximum 3 day supply.
7. Provide the student with contact information to obtain source testing results (normally Employee Health).
8. Send the student to their health care provider to obtain medical evaluation and post-exposure follow-up within 1 to 2 hours of the exposure (except as noted above for the VAMC). Medical evaluation may be at the healthcare facility of the clinical agency; the University of Nevada, Reno Student Health Center; with a private healthcare provider; at an urgent care facility; or at an emergency room.
 - Student should bring a copy of the documents with as much completed information as possible to the health care provider. They should also have the contact number for source information (normally the Employee Health Office) so that the health care provider may obtain results.

The National HIV/AIDS Center provides a PEpline, a Clinicians' Post-Exposure Prophylaxis Hotline which offers up-to- the minute advice on managing occupational exposures (needle sticks, etc.) to HIV, hepatitis and other blood borne pathogens. It is offered 24 hours a day, 7 days a week at 1-888-448-4911. The number for HIV Peri-natal Hotline for pregnant women is 1-888-448-8765.

There is also a Clinician's Consultation Center that is free of charge. This Warmline is staffed by physicians, clinical pharmacists and nurse practitioners Monday through Friday from 5:00 am to 5:00 pm, Pacific Time, at 1-800-933-3413.

In addition, the student must:

- Complete an incident report at the clinical facility, if required; and be aware of and follow any reporting and follow-up requirements of the clinical facility.
- Complete a TMCC Injury Report with the clinical instructor.

Additional responsibilities:

- The clinical instructor must notify the Director of Nursing of the incident as quickly as possible.
- It is the student's responsibility to make his/her healthcare provider aware of the results of any blood panel drawn as a result of an exposure.
- It is the student's responsibility to follow-up with any counseling recommended by his/her healthcare provider as a result of an exposure.
- It is the student's responsibility to follow-up with any treatment recommended by his/her healthcare provider as a result of an exposure.
- The student has financial responsibility for any cost associated with evaluation, treatment and/or counseling that results from an exposure.

Source information:

- The clinical facility will collect as much information as possible from the source patient following an exposure. While the College will make every effort to maintain confidentiality, the College cannot be held responsible for acts and omissions of the clinical agency.

IX. Guidelines for Exempting Students from Clinical Assignment to Clients with Blood Borne Diseases**Confirmed Pregnancy:**

The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk to those not pregnant.

The risk of transmission of other pathogens, such as cytomegalovirus from patients with AIDS to pregnant health care workers, is unknown but is thought to be low to nonexistent.

Based on the above information, there is no epidemiological reason to exempt pregnant students from caring for patients with blood borne disease.

Incompetent Immunological System:

Students with diagnosed immunological deficiencies are at an increased risk for developing opportunistic infections that may be present in clients with blood borne diseases, as well as, other non-infected clients.

The Centers for Disease Control (CDC) (<http://www.cdc.gov/mmwr/preview/mmwrhtml/00023587.htm> accessed 10/12/04) does not recommend barring HIV-infected health care workers from practicing their profession. There is no evidence that infected nurses have ever infected a client with HIV in the process of providing nursing care. Although there is evidence that one dentist infected six clients with HIV, the mechanism of transmission has not been established. Looking back on studies a number of HIV-infected dentists and surgeons have not discovered any transmission to any of their patients.

Based on this information, students with HIV infection need not be restricted from clinical experience, unless they have some other illness for which any health care worker would be restricted. Symptoms of HIV (i.e. fatigue, paresthesia, vision problems, or dementia) may limit a health care worker's ability to safely practice.

Infections:

Any student with an infectious process could further compromise the client with an incompetent immunological system.

All students with exudative or weeping skin lesions should be restricted from direct client care contact.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course. Decisions about longer exemptions (more than one clinical session) will be made in consultation with the student's physician and appropriate college faculty/administrators.

X. Recordkeeping / Confidentiality

Records from testing, vaccination and training will be maintained by the TMCC Department of Nursing.

Within the Code of Federal Regulations are statements designed to protect medical information and the privacy of the individual, providing there is no overriding need for the public to know. To mandate that a person infected with HIV be required or requested to notify Truckee Meadows Community College authorities is difficult, if not impossible to enforce and legally challengeable.

Individuals involved with health care-giving services that know they are infected with blood borne or other pathogens are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors

1. Seek medical advice
2. Follow College and/or agency guidelines when involved in direct client care
3. Be knowledgeable about and practice measures to prevent transmission of blood borne or other diseases

No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents, without the express written permission of the individual in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statutes and that any unauthorized disclosures may create legal liability.

FORMS

FORMS

All Nursing CNA Program forms are accessible via the TMCC Nursing Web site, <http://nursing.tmcc.edu>, and the TMCC Documents and Forms Web database, <http://documents.tmcc.edu> or <http://forms.tmcc.edu>.

