



# Certified Nursing Assistant Student Handbook 2017-2018

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Welcome to Healthcare & More

This Certified Nursing Assistant Student Handbook provides important information that you will need throughout the CNA program. This handbook provides policies, guidelines and procedures, and many other services and resources available to you as a member of HCM. Please read this handbook carefully and refer to it when necessary. You are responsible for the information contained in this document, as well as other documents School Catalog and Advising Handbook. Changes in policies and procedures may be necessary during your time in the certified nursing assistant program and will be posted, distributed in class, or emailed.

The academic and professional preparation you will receive in the next 8 weeks qualifies you for licensure with the Department of Health and Hospitals. Upon successful completion of this course you will be eligible for employment as a Certified Nursing Assistant.

HCM Faculty, Staff, and Administrator wish you much success as you pursue your education and look forward to you joining the practice of nurse assistance.

Sincerely,

Vonda Turner  
Administrator

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**Mission**

The mission of HCM is to empower individuals with the knowledge and skills to achieve continuing educational goals. HCM will prepare the student to meet the licensure requirements for CNA, as established by the Department of Health and Hospitals (DHH).

**Philosophy**

The staff at HCM believes that with the right resources anyone can achieve his/her goals. While the science of nursing consists of knowledge based on a broad theoretical framework, its art is manifested in the application of that knowledge while rendering care to the sick and infirm.

We believe that each individual functions in five domains: physical, emotional, intellectual, social and spiritual. Each individual develops through the life span while striving to meet personal needs as well as physiological wellness. To that end, the staff believes that health education can assist individuals to meet the need for themselves and for their families by providing skills and training to earn a living wage, and to meet the needs of the clients they ultimately serve.

**Equal Opportunity Statement**

This is an equal opportunity learning center dedicated to a policy of non-discrimination in training. Qualified students, applicants or employees won't be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, qualified handicap, or disability. All students have equal rights to training.

**School History**

Healthcare & More (HCM) is a professional education business that was created in March of 2011, by two registered nurses, with the vision of empowering individuals to improve their professional education credentials. With the right resources and support we believe those individuals who are truly dedicated, can achieve their professional educational career goals. Healthcare & More was founded to be such a resource.

HCM is located in downtown Rayville, across from the Richland Parish Courthouse. Certified Nursing Assistant (CNA) students will have hands-on training in bed making and personal care of the patient. The school is equipped with air, and heat and has both classroom and lab settings. The classroom is furnished with tables and chairs that will accommodate 40 students and audio/visual equipment to supplement training. The skills lab is equipped with a hospital bed, manikins, blood pressure cuffs, stethoscopes, bedpans, and other training equipment to ensure that the students are well prepared before they enter the clinical setting.

## Course Outline

### Detailed Course Outline for Certified Nursing Assistant Program

<b>Course</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Hours</b>
CNA 100 Orientation to CNA	4			4
CNA 101 CNA Fundamentals	36			36
CNA 102 CNA Death and Dying	2			2
CNA 103 CNA Job Seeking Skills	2			2
CNA 104 CNA Skills Lab		10		10
CNA 105 Clinical			40	40
<b>Total Program Hours</b>				<b>94</b>

## Certified Nursing Assistant Subject Descriptions

### **CNA 100**

**Orientation to CNA:** This course introduces the student to job responsibilities of the certified nursing assistant and the importance of good human relationships.

### **CNA 101**

**CNA Fundamentals:** The student will be able to accurately perform vital signs, assist with dressing and undressing patients, and perform daily hygiene care.

### **CNA 102**

**CNA Death and Dying:** The student will be able to describe how different people handle the process of death and dying. The student will be able to recognize signs of approaching death.

### **CNA 103**

**CNA Job Seeking Skills:** The student will be able to prepare a resume and a letter of resignation.

### **CNA 104**

**CNA Skills Lab:** The student will be able to perform bed making skills, assist patients with transfer from the bed to a chair and assist with ambulation.

### **CNA 105**

**CNA Clinical:** The student will assist the long-term care patients with activities of daily living, maintaining a safe, clean, and comfortable environment under professional supervision.

### **Academic Honesty**

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. In addition to other possible disciplinary sanctions which may be imposed through the regular school procedures as a result of academic misconduct, your instructor will assign an zero for the exercise or examination that evidences academic misconduct for the first offense and assign an "F" for the course for repeated offenses.

### **Attendance Policy**

It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Students who stop attending the course and do not officially drop may receive a grade of "F" for all coursework missed that may result in a punitive final grade. An instructor may drop a student for excessive absences if the student misses 10% of the class. Students are tardy if he/she is over 5 minutes late for class. A student that has 3 tardies will be considered to have a one day absence. Attendance will be tracked and maintained for various reporting purposes.

### **Course Schedule**

The CNA classes will be held on Saturday from 8 am to 5 pm and for the last two weeks Saturday and Sunday 8am to 5pm for total of 44 hours lecture, 10 hours lab skills, 40 hours clinical. Total length of the CNA course is 8 weeks with a total of 94 clock hours.

### **Student – Instructor - Advising**

There are three registered nurses on staff that are qualified and experienced in the nursing profession. Our nurses teach up-to-date medical skills in lecture and in the clinical setting to ensure that students are well trained to enter the workforce.

Each student will be assigned to a nursing faculty advisor for academic assistance. Students are required to meet with their assigned faculty advisor at least once a semester. The focus of the advising program is on enhancing student success in the program. The instructor will have office hours posted for regular conferences.

Students having special needs or problems should initiate a conference with the assigned faculty advisor. Any student with special needs must bring the documented accommodation during the first day of class or as soon as the document is obtained.

### **Bookstore**

Books will be ordered by the School Administrator. All students are expected to purchase and use the textbooks required for each course in which they are enrolled.

### **Learning Resource Center**

HCM provides an ideal learning environment with a student study/resource center for all students at our school. HCM Learning Resource Center (LRC) was established in 2011 and has evolved into a center with many media resources to support student learning. The Center offers

assistance, free of charge, via peer/faculty tutoring. The Resource Center also provides a comfortable study atmosphere for required student research and leisure activities. Hours of operation: Monday - Friday, 8:00 am to 5:00 PM.

### **School Identification Number (SID)**

Students will be issued a School Identification Number (SID) when they make application for admission to the School. This will be used to access a variety of services at HCM.

### **Student Activities**

Students may contact the Director of Student Affairs & Career Placement for available hours of operation. Campus activities are planned through student activities including sports activities, Spring and Fall Festivals, Career Fair and many others.

### **Uniforms**

Students will purchase uniforms from Seligman's in Bastrop, LA.

### **Working Student**

There are no restrictions as to the number of hours per week a student may work. However, the student must assume full responsibility for academic and clinical performance. The nurse assistance program will not be changed or adapted to the schedules of working students.

### **Job Placement**

Upon successful completion of the CNA program, students that have not acquired employment will be assisted with job placement. HCM will host a Career Fair and invite potential employers such as representatives from the local hospitals, nursing homes, rehab centers and other healthcare agencies that are looking for trained and qualified workers. However, HCM cannot guarantee job placement for its graduates.

### **Financial Payments**

All payment for services rendered must be paid in full before services are provided. If a student has made payment arrangement with the facility administrator, the student will abide by the payment plan provided.

### **Programmatic Admissions Requirements for Nurse Assistant**

- Applicant must be 17 or older
- Completion of 10<sup>th</sup> grade in high school or high school diploma (submit **official** high school transcript , Diploma or G.E.D.)
- Completion of enrollment agreement
- Negative TB skin test or chest x-ray
- Criminal background check
- Financial arrangements prior to course

### **Student Records**

All student records will be stored and backed up electronically.

### **Operational Hours**

HCM will be open Monday thru Friday from 8 am to 5pm. The office will be closed on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas Day

### **Inclement Weather Policy**

It is the policy of HCM that classes will be in session unless it is announced that classes will be canceled. Please make every effort to attend classes. Student should realize that one day they will be expected to report for work despite the weather; however, under no circumstances should students put themselves (or their family) in jeopardy in order to get to class. **Students should use good judgment and common sense.**

### **Professional Ethics**

1. The student should have a pleasing manner. Physical, verbal, or sexual abuse or inappropriate behavior, including, but not limited to, violent acts among students, staff or visitors will not be tolerated.
2. All students are required to be of good moral character and should conduct themselves appropriately at all times while attending HCM. This appropriate behavior extends not only to in-class time, but also to clinical sites.

### **Expectations of Students**

1. To demonstrate initiative.
2. To learn in theory and in practice the skill and knowledge needed to be a competent and confident individual in the healthcare profession.
3. To gain professional ethics, and become a conscientious caregiver.
4. To prevent waste of supplies and time.
5. Maintain good health and take precaution against illness. Use universal precaution and good hygiene practices.

### **Safety Policy**

1. Professional decorum must be maintained in the building at all times.
2. Smoking is not allowed in the building.
3. All trash should be deposited in the proper receptacle.
4. Report immediately any accident, regardless of how minor, to facility coordinator.
5. Report and do not use any electrical equipment that appears defective.
6. Students are expected to obey safety rules of HCM.

## General Grading Rules

Grading Scale

90-100-- A

80-89 ---B

70-79--- C

60-69---D

**59 and below--F**

1. Students shall maintain a minimum grade of "C" (70) in theory in order to successfully pass the Certified Nursing Assistant courses.
2. Instructors will record grades on computer.
3. Instructors will have test grades within five days of administering test.
4. The grade you receive is personal and should be kept confidential. Any question you have about your test score should be discussed with your instructor.
5. The instructor will be happy to correct your grade if an error was made.
6. Final course grades are issued at the end of each course.
7. Clinical grades must be satisfactory-equivalent of "C" (70-79) for Certified Nursing Assistant. The 10% attendance rule also applies, as stated on page 11.
8. Clinical grades will be separated from the theory grades to derive one course grade.
9. Unsatisfactory and /or unsafe work in the clinical area may cause the student to be dropped from the program even though theory grades are satisfactory.
10. Students **MUST** pass clinical and theory components of a course to successfully obtain a passing grade for the course and progress in the program. Failure of either portion will require the student to re-take the entire course.

## American Heart Association Courses

The students taking the American Heart classes must have a successful completion of 84% to receive a card from the AHA.

## Class Dates

Certified Nursing Assistant courses are offered five times a year (January, March, May, July and September). American Heart courses are offered three times a month or on an as needed basis. You may contact Healthcare & More's office at (318) 728-8989 for course dates and availability.

## Students Complaints

Student complaints relative to actions of school officials shall be addressed to the:

Louisiana Board of Regents  
P.O. Box 3677  
Baton Rouge, LA, 70821-3677  
(225) 342-4253

only after the student has unsuccessfully attempted to resolve the matter with the school and after having first filed a written and signed complaint with the school's officials.

### **Licensure**

Healthcare & More is licensed by the Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.

### **Re-Entry Policy**

Re-entry into the CNA program after academic or disciplinary dismissal will be decided upon by the Administrator. If one or more classes have passed and the student is reentering the program, the previous courses may be required to be retaken.

### **Cancellation & Refund Policy**

**Three-Business-Day Cancellation:** If for any reason a student is unable to enter, all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

**Cancellation after the three-business-day cancellation period but before commencement of classes by student:** Tuition or fees collected in advance of entrance and if the student does not begin classes, not more than \$150 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 30 days of the start of a semester.

I understand that the **WITHDRAWAL AFTER COMMENCEMENT OF CLASSES REFUND POLICY**

#### **SHALL BE:**

- (1) After a student has completed less than 15% of the course, the institution shall refund at least 80% of the tuition, less the registration fee, thereafter,
- (2) After a student has completed less than one fourth of the course, the institution shall refund at least 70% of tuition, less the registration fee, thereafter,
- (3) After a student has completed one fourth, but less than one half of the course, the institution shall refund at least 45% of tuition, less the registration fee, thereafter,
- (4) After a student has completed one half or more of the course, the institution may retain 100% of the stated course price

### **New Student Orientation**

HCM hosts New Student Orientation prior to each class. The purpose of orientation is to make students aware of their personal and academic responsibilities, to promote an understanding of HCM policies and procedures and to introduce the program and services that are available.

### **Student Counseling**

If an academic, disciplinary, or attendance Student Counseling Form is placed in a student's file, the probability of receiving a failing grade is great. The student may be given verbal/written warning, but only one time after which incident will afford dismissal without question.

**Residential Housing**

Currently Healthcare & More does not offer any residential housing for students.

**Scholarships**

Currently Healthcare & More does not offer any scholarships to students.

**Name Change**

Students who have name changes are encouraged to notify the front office, course instructor and complete the forms in the front office for name changes per HCM policy.

**Health Insurance/Injury**

It is recommended that each student carries health insurance in case of an emergency while in the classroom or clinical agency. Should a student sustain an injury or illness an Incident report will be completed by the clinical instructor and the student. The student must seek medical assistance within two hours of occurrence at their own expense. A copy of the incident report will be forwarded by your instructor to the Administrator.

**Pregnancy**

Any student who is/or becomes pregnant is responsible for the following:

- Notify the course instructor, clinical instructor, and the Administrator in writing.
- Obtaining a clearance from her obstetrician/physician that she is physically able to safely complete course requirements. (The student must be able to perform the duties expected of a nurse student.)
- Notify the course instructor, clinical instructor, and the Administrator in writing if there are any problems during the pregnancy.
- The student must determine whether she can meet the stated requirements of the course during pregnancy. If the student is unable to complete the semester because of the pregnancy, she must follow the withdrawal policy as stated in the Student Handbook.
- Chest x-ray should not be obtained during pregnancy.

**Illness/Hospitalization**

A student who has been ill or hospitalized must submit a release form provided by a physician indicating the student is allowed to return to class and is able to participate in clinical without medical restrictions. Students are not permitted to clinical with assistive devices, such as crutches, splints, casts, etc.

**Instructional Policies and Procedures**

Instructional policies and procedures include various aspects of the School's academic regulations. Pertinent policies and procedures are included in the Student Handbook. Changes are communicated to students via addendums to the Student Handbook.

## **Classroom**

Attendance records must be maintained by each instructor for all students. These records must be retained for a period of three years after completion of the semester.

The Course Instructor (or designee) will address attendance issues with the student in class or clinical. Students who have class/on-campus-lab absences of 10% or more in an eight (8) week class will be counseled, risk failing the course and may be administratively withdrawn.

## **Clinical Expectations**

All clinical absences must be reported to the Course Instructor and noted on the clinical evaluation tool. Student who miss clinical and/or do not meet all the designated clinical hours for a course each course will be placed on a remediation and counseled, may be administratively withdrawn, risk failing the course.

All clinical faculty are to monitor student attendance weekly. Absences must be reported to the Course Instructor and noted on the clinical evaluation tool. Student who miss clinical and/or do not meet all the designated clinical hours for a course will be placed on a remediation and counseled, may be administratively withdrawn, risk failing the course.

Clinical students are expected to perform their assigned duties accurately, effectively, safely, and efficiently. The lack of knowledge and a poor performance will result in the student receiving a failing grade for clinical. It is the student's responsibility to be aware of their assigned duties, patient's condition, and nursing requirements at all times.

Unsafe and/or unprofessional actions of a student can result in immediate expulsion. These actions include, but are not limited to:

- Going to clinical site (as a student) at any time without an instructor—this includes after school and clinical hours
- Disrespect of staff, instructor, classmate, patient or family member
- Breach of confidentiality
- Inaccurate or false documentation
- Dishonesty
- Insubordination
- Jeopardizing the safety of patients/staff
- Use of mood-altering substances

**At any time that a student jeopardizes a clinical site, the probability of dismissal is great.**

## **Testing, Grading and Progression**

The School has established the following procedures all courses:

- For tests and examinations, students are only permitted to bring two #2 pencils. Cell phones, drinks, books, book bags are not permitted.

- Repeat testing is not permitted. Permission for make-up of a missed test or other assignments will be granted only at the discretion of the instructor involved. The instructor reserves the right to give an alternate test in any form deemed appropriate.
- The Grading Scale is: A=90-100 B=80-89 C=70-79 D=60-69 F=59 & below for CNA. Grades will not be rounded up to the next numerical point value on tests or final grades. For example a grade of 86.5 will not be rounded to 87.
- A grade of “C” is passing.
- Students must maintain a minimum 2.0 grade point average while enrolled in the CNA curriculum.

### **Social Media**

The use of social media is prohibited during class and clinical. The student is prohibited to use any patient or clinical agency data in any social media (including, but not limited to: Twitter, face book or YouTube). Students who use patient or clinical agency information on social media may be dismissed from the program and subject to legal liability.

### **Disciplinary Action**

A student may be placed on probation for failure to conduct him/herself in a professional manner in class or clinical. The instructor will determine whether to initiate probation based on the nature and severity of the infraction. The faculty reserves the right to withdraw at any time from the program a student that threatens the faculty, staff, or other students. Argumentative or other disruptive classroom behavior will not be tolerated. Any student exhibiting such behavior will be asked to leave the class. A student may also be withdrawn from the program for egregious behavior. The instructor will present the behavior to the Administrator and document the incident. The student will have an opportunity to respond verbally and in writing through the policies of the School related to grievances.

### **Clinical Policies & Procedures**

#### **Dress Code/Demeanor**

- **Uniform.** Students are required to purchase appropriate uniforms to be worn in all clinical agencies (hospitals, home care, public schools, some community agencies, etc). The student **must** purchase uniforms from Seligman’s in Bastrop, LA.
- **ID Badges.** Students **must** obtain school ID badges to be worn during all clinical experiences unless indicated otherwise by faculty, the hospital or other agency. Students may be charged a fee for replacement of identification badges. If a temporary badge is issued by the clinical agency it is to be returned at the conclusion of clinical experience.
- **Street clothing** may not be worn. Clogs and sling backshoes are not allowed. Athletic shoes are allowed.
- **Cosmetics.** Eye shadow, mascara, etc., if worn should be applied lightly. Perfumes/fragrances **may not** be worn.

- **Nails.** Artificial nails of any type **are not permitted** and nails should be short without polish.
- **Jewelry & tattoos.** Only one pair of small, simply-designed, non-dangling post earrings are permitted. Wedding rings are permitted, but no other rings should be worn because of the danger of infection and injury to patient or self. Fraternity pins or similar items are not to be worn on the uniform. A watch that indicates seconds is required. Nose rings, chin rings, tongue rings or other visible body piercings are not permitted. Tattoos must be covered and not visible.
- **Hair.** Hair styles must be off the collar while the student is in uniform. Hair ribbons and fancy barrettes are not acceptable.
- **Hygiene.** Students must be neat, clean and well groomed. Students exhibiting poor personal hygiene may not be permitted to clinical. Men should be clean shaven with beards, mustaches trimmed.

### **Clinical General Information**

Students must complete all clinical requirements established by a clinical agency, or by the program in support of the clinical agency, prior to attending clinical. Failure to do so will result in the student not being allowed to attend clinical. All clinical assignments must be completed by the due dates established by the faculty. Students may receive an “I” for the course if requirements are not completed by the end of the clinical rotation. In each course the faculty member will go over all assignments required and due dates.

- Students must exhibit satisfactory physical, mental and emotional demeanor sufficient to safely care for patients and to be permitted to clinical experience.
- Criminal history background checks are required before clinical experience. Some clinical agencies may require finger printing and random drug testing of students.
- Students, who have been out of class for illness, particularly if hospitalized or pregnant, must present a medical clearance to be permitted to clinical.
- Students are not permitted to clinical with assistive devices, such as crutches, splints, casts, etc.
- Students may not participate in clinical experiences if impaired by alcohol, drugs, or physical condition. Students may be subject to random drug screening at clinical agencies.
- No smoking is allowed in the buildings/on the campus of any clinical agency.
- Equipment needed in clinical unit includes stethoscope, watch, pen light and black ball point pen.
- Use of cell-phone or other electronic devices are prohibited in clinical.

### **Clinical Hours**

- Students will be assigned clinical hours each semester. Work schedules, transportation and family responsibilities will have to be arranged to accommodate this assignment.
- Clinical experiences will take place on the weekends.
- Clinical hours and requirements for clinical experiences will depend on the assigned agency policy. Some clinical experience hours may be for 8 hours a day once per week.

### **Clinical Attendance**

Students are expected to attend all clinical experiences. Students are required to complete the designated clinical hours as indicated. Students who are to be absent must contact the clinical instructor prior to the clinical experience. Students who are tardy for clinical or who display inappropriate behavior may be sent off duty at the discretion of the clinical instructor and this would be considered a clinical absence.

A student is considered tardy 15 minutes after the instructor's expected time of arrival for students or once the change of shift report has started. A student will be sent home if more than 15 minutes tardy; this will be counted as a clinical absence.

### **Probation**

If the student demonstrates a pattern of unsatisfactory performance of expected clinical behaviors, or a breach in the HCM standards for student conduct, the student will be placed on clinical probation. If the behaviors occur at the end of a course it can result in the student being placed directly on probation or in failure of the course.

A student may be placed directly on clinical probation for:

- An incident involving a critical behavior. (Critical behaviors are those aspects of nursing care which are crucial to the client's physical and emotional well-being and are identified with an asterisk on the Clinical Evaluation tool).
- Unsuccessful completion of a second clinical remediation plan
- A pattern of unachieved expected behaviors is established
- An incident that occurs at or toward the end of a course

Probation will be in effect until the behaviors are achieved satisfactorily within the probationary period. If the behaviors are not improved by the end of the probationary period, the student will fail the course.

In some situations (i.e. due to limited time left in the course to demonstrate improvement, or due to the seriousness of the behavior) the Administrator may approve a student's probationary period/plan to extend into the next class.

### **Student Behavior Which Threatens Patient Safety**

The faculty reserves the right to withdraw at any time from any program any student which threatens the physiological and/or psychological safety of a patient. A student may also be withdrawn from any program for egregious behavior. No remediation process will be followed. The clinical instructor will present the behavior to the Administrator and write the incident. The student will have an opportunity to respond verbally and in writing and to follow the policies of the School related to grievances.

### **Rapport in the Clinical Area**

Ethical standards of conduct must be observed in the clinical agency. At no time should students be impolite in expressing feelings or opinions in the clinical agencies. It is emphasized that critical thinking and self-direction are necessary and desired of all students. The cooperating health agencies contribute in large measure to the educational process, since the most important resource for practice is the patient. Students as well as instructors are responsible for public relations between HCM, the agency, the program, and the community.

Each student is responsible to the assigned clinical instructor and should confer with the instructor before consulting agency employees at any time.

- Students may not go to the clinical agency at unassigned times or remain on the clinical unit without his/her instructor's presence.
- Students who display inappropriate conduct or who are asked not to be on a clinical unit may deprive themselves of completing the program.
- Students are not permitted to contact patients outside of the scheduled clinical experience nor have patients contact them.

### **Confidentiality and Health Insurance Portability and Accountability Act (HIPPA)**

During clinical experience, students have access to confidential information of the facility, including patient health information. Students will hold confidential all patients and facility information obtained as a participant in these activities and will not disclose any personal, medical, related information or any confidential information to third parties, family members or other students and other teachers.

- Students should not remove confidential information from the clinical agency. Computerized information sheets must be discarded at the clinical agency in the designated hospital receptacle. This includes, but limited to prescription paper or pads.
- Students who breach client confidentiality may be dismissed from the program and subject to legal liability.

The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.

The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information.

### **Penalties**

Violators of the HIPAA Privacy Rule can face civil and criminal penalties that can mean up to \$250,000.00 in fines and up to ten (10) years in prison.

Respecting and maintaining patient privacy and confidentiality of all personal and medical information is each and every provider's responsibility. It is important that you familiarize yourself with each agency/institution's policy on HIPAA and privacy compliance.

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>

### Standard Precautions

Standard precautions are steps that should be taken to reduce the chance of passing on infection from one person to another. It is very important that these steps be carried out within the school to protect children, staff members, vendors, visitors, and others who have contact with the facility. **All body fluids shall be considered potentially infectious materials.**

- It is required that personal protective equipment (PPE) be worn if there is a potential for exposure to blood and or body fluids. A body fluid includes the following:

Blood	Vomit	Vaginal Secretions
Sputum	Semen	Urine
Feces	Saliva	Mucus
- Wash hands before and after all procedures and patient contact
- NEVER, recap, bend, or break needles.
- Body wastes should be discarded directly in the toilet or biohazard disposal system (see facility for specific guidelines).
- Spills of blood or body fluids that are visibly stained with blood should be treated following facility guidelines.

### Exposure/Injury Protocol

Any student who experiences a significant exposure to blood borne pathogens or injury in the clinical area or classroom setting will complete an Incident Report (available from any nursing instructor or the front office). The incident will immediately communicate the exposure or injury to the clinical instructor who will follow the process outlined on the Critical Incident and/or Exposure Report Guide (Appendix A)

Significant Exposures:

- A contaminated needle stick.
- Puncture wound from a contaminated, sharp instrument.
- Contamination of any obviously open wound, non-intact skin or the mucous membranes by saliva, blood, or a
- Mixture of both saliva and blood.

Exposure to the patient's blood or saliva on the unbroken skin is not considered significant.

The Administrative process will include:

- The incident will be communicated to the Course Coordinator and the Administrator immediately after completing necessary emergency medical care.
- Exposed students will be advised to obtain medical evaluation and follow-up from their choice of healthcare professional. Treatment is recommended to be within 2 hours of exposure.

- Medical – Testing may be required after any accidental exposure incident. Follow specific facility policies for exposure.

### **Contractual Clinical Agencies**

Students may be assigned to any of the following cooperative health agencies for clinical experiences on weekends:

- **Richardson Medical Center**  
254 Highway 3048  
Rayville, LA 71269  
(318) 728-4181
- **Colonial Manor Nursing and Rehabilitation Center**  
114 Whatley Street  
Rayville, LA 71269  
(318) 728-3251

**Appendix A**  
**Critical Incident and/or Exposure Report Guide**  
**For Students and Faculty**

**Purpose:**

1. Document critical incidents/near-misses\* and exposures that may impact instructor/student/patient safety in clinical.
2. Ensure appropriate follow up when instructor/student/patient safety in clinical has been compromised.
3. Identify opportunities to instructor/student/patient safety in clinical.

**Procedure for Students:**

1. The student will provide a verbal report of the incident or exposure directly to the:
  - a. Instructor
  - b. Primary Nurse/Charge Nurse/Manager/ Other as directed by the Instructor
  - c. Occupational Health for student exposure/injury per facility policy
  - d. Patient if indicated by facility policy
2. Documentation/report of the event will be completed by the student and clinical instructor as specified by the facility.
3. The students will completed an Incident and/or Exposure Report and submit it to the instructor for signature and follow-up.
4. The form will be distributed to the appropriate individuals by the clinical instructor. A copy will be kept in the student's folder until the student graduates.

**Procedure for Clinical Instructor:**

1. The clinical instructor will provide a verbal report of the incident or exposure directly to clinical agency parties as follows:
  - a. Primary Nurse/Charge Nurse/Manager/Other as directed by facility policy
  - b. Occupational Health for instructor exposure/injury per facility policy
  - c. Patient if indicated by facility policy
2. Documentation/report of the event will be completed by the clinical instructor as specified by the facility.
3. The clinical instructor will complete an Incident and/or Exposure Report and submit it to the Administrator for signature and follow-up. The form will be sent to the appropriate individuals by the Administrator.

**\*A near-miss (close call or good catch) is an event that has the potential to cause injury, but is averted due to timely intervention on the part of faculty or staff.**



This Certified Nursing Assistant Student Handbook is provided to you as a guide and to ensure that you understand the academic and conduct expectations that the School has for you during your enrollment in the program. There is no mutuality between you and the School concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the school. Furthermore, the School reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

Your signature on this page is your acknowledgement that you have received and agreed to read and abide by the policies in this handbook.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



### Confidentiality Statement

1. Students will hold confidential all patients and facility information obtained as a participant in these activities and will not disclose any personal, medical, related information or any confidential information to third parties, family members or other students and other teachers.
2. Students should not remove confidential information from the clinical agency. Computerized information sheets must be discarded at the clinical agency in the designated hospital receptacle. This includes, but limited to prescription paper or pads.
3. Students who breach client confidentiality may be dismissed from the program and subject to legal liability.

Your signature on this page is your acknowledgement that you have read and agreed to confidentiality of a patient's record.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_