The student is responsible for reading, understanding, and complying with the Nursing Assistant Program 2009 -2010 Student Handbook. This handbook is a procedural manual to assist students who are admitted in a Health Science Program. The student handbook will be reviewed and revised based on procedural changes and new requirements from Accrediting Agencies, Federal, State, Local Agencies, or the Laredo Community College Board of Trustees. Students will be notified in writing of such revisions. It is the student’s responsibility to remain current and to adhere to these changes.

EQUAL OPPORTUNITY POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 and Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, Laredo Community College is open to all persons regardless of race, color, religion, sex, age, disability, or national origin who are otherwise eligible for admission as students.

Laredo Community College is an Equal Opportunity Employer, and no applicant or employee will be discriminated against because of race, color, religion, sex, age, disability, or national origin at this institution. This institution will not enter knowingly into any contractual agreements for services or supplies with any firm failing to follow fair employment practices.
WELCOME

The Nursing Assistant faculty, welcome you to the Nursing Assistant Program. The faculty members will provide educational opportunities, facilitate students in the learning process, and evaluate the educational process. The faculty and staff are committed to providing you with a quality education.

The student’s responsibility is to learn and become proficient in understanding the role of the nursing assistant. The student’s commitment, determination, and consistent effort can lead to many satisfying experiences and a successful and promising future.
This handbook has been designed to serve as a guide for the student during the Nursing Assistant (NURA) Program. It provides information regarding procedures and general practices to be followed while attending Laredo Community College. The NURA Student Handbook should assist you towards your goal of becoming a nurse assistant.

Each NURA student will be held responsible for all parts of the Nursing Student Handbook and the Laredo Community College Student Handbook.

According to Federal Law, information regarding a student’s record cannot be released without the student’s participation and/or consent. Only information considered “Public Information” is available to outside sources under certain circumstances. Please help us protect the security of your records by having your picture identification available when you come to the office for assistance. Thank you for your cooperation.
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Laredo Community College
Institutional Mission and Philosophy

Mission Statement
Laredo Community College is an institution committed to providing comprehensive educational services that focus on the dynamic requirements and needs of its local, regional, and international community.

Statement of Philosophy
Laredo Community College strives to empower students to fulfill their educational goals through the learning process.

Vision Statement
Laredo Community College leads the way in creating a learning environment with commitment to educational excellence and student success.

Adopted: 5/99
Revised: 6/08
Reviewed: 8/05, 8/06, 1/07, 8/07, 6/09
Institutional Goals

I. **Evaluation of Mission and Operations** – To provide the required research, planning, and information to continuously evaluate and improve our mission and every facet of college operations through the use of comprehensive data.

II. **Educational Programs** – To provide a comprehensive curriculum composed of certificate and degree programs based on the educational needs of those the College serves.

III. **Educational Support Services** – To provide comprehensive support services that facilitate student growth and enhance student success.

IV. **Faculty and College Community** – To employ qualified faculty and staff by using current professional and accreditation standards and to promote continuing professional development of all employees.

V. **Administrative Processes** – To practice effective decision-making and encourage broad participation in campus governance in an environment of mutual trust and respect facilitated by timely internal and external communication of these processes.

VI. **Financial Resources** – To provide effective and efficient administrative management of fiscal resources while maintaining full accountability within a balanced budget.

VII. **Physical Resources** – To build and maintain accessible facilities and grounds that functionally and aesthetically meet institutional needs and create a safe environment conducive to learning.

VIII. **Student Development** – To promote and provide information and services which are designed to help students achieve their personal and educational goals.

IX. **Community and Culture** – To enhance the lives of our students and community residents by offering cultural programs and other educational events.

X. **Technology** – To incorporate technology into instructional, student support, and operational processes and activities throughout the College.

XI. **Resource and Economic Development** – To explore and secure additional resources to promote the College’s mission and the community’s economic development.

Revised: 6/08
Reviewed: 8/05, 8/06, 1/07, 8/07, 6/09
The Nursing Assistant faculty shares the values, philosophy, and the goals of Laredo Community College. This institution is sensitive to the needs of the community and is committed to the role of community educator. Education in the Nursing Assistant Program focuses on the changing needs in the nursing practice. Advances in technology, education, and the unique health needs of the community are used to develop a dynamic nursing curriculum.

The faculty members encourage and promote the diversified needs of individuals in the community. In addition, the faculty members endorse an educational atmosphere that is conducive to learning. A conducive learning environment is one that begins with a mutually respectful relationship between the instructor and the learner and evolves into a partnership in education. The faculty members accept the responsibility of providing educational opportunities, facilitating students in the learning process, and evaluating the educational process. The learner’s responsibility consists of being committed and dedicated to learning. This will lead to the development of health care professionals who possesses the ability to seek resources in order to solve problems and contribute to the health care team.

We believe that the individual is a multifaceted being possessing physiological, spiritual, psychological, sociological, cultural and economical aspects; all of which must be addressed through a holistic approach in the delivery of care and of the educational process. Our goal in nursing care is to teach, support, and assist the individual in the achievement of health for an optimum quality of life. Responsibility for health begins with the individual and extends to the community and society as a whole.

Reviewed: 1/05, 8/06, 1/07, 6/08
Revised: 8/05, 8/07, 6/09
Nursing Assistant education focuses on simple to complex basic nursing knowledge that includes human anatomy and physiology, technical skills, and therapeutic communication techniques to provide safe and competent nursing care in a variety of settings. We recognize, accept and support that the nursing assistant is a vital member to the health care team who is educationally prepared to function professionally within the scope of practice, supervised by a professional nurse and/or a physician. Nursing care focuses on safety in the provision of quality care to individuals. Learning is a life-long process motivated by the need for growth and adaptation.
Program Objectives

Upon completion of the Nursing Assistant Program, the graduate should be able to:

1. Provide safe bedside nursing care according to the standard procedures learned.

2. Observe clients for usual, as well as unusual, functioning.

3. Recognize and report any abnormal signs and symptoms to the appropriate health care team member.

4. Use therapeutic communication skills when dealing with clients, their significant others, family members, and members of the health care team.

5. Record observations accurately, using the proper forms and medical terminology.

6. Be self-directed when providing basic nursing care.

7. Ask for guidance when the situation warrants it.
The Nursing Assistant Program has established its admission policies in accordance with the Texas Department of Aging and Disabilities, institutional and program-based policies.

The Nursing Assistant Program is sixteen weeks in length. It is offered in the Fall and Spring semesters. Upon the completion of this program, the student will be eligible to take the Texas Department of Aging and Disabilities examination.

LENGTH OF PROGRAM
The course covers a semester period.

LEVEL I – FIRST WEEK THROUGH EIGHTH WEEK
During Level I, the student will spend the first three weeks in the classroom, computer lab, and skills lab.

LEVEL II – NINTH WEEK THROUGH END OF SEMESTER
Level II will include classroom lecture, skills lab practice, and time in the clinical setting with direct client contact.

High School Dual Enrollment Program
The Nursing Assistant Program is offered as a dual enrollment course with the local high schools. The length of the course varies depending on the entry high school grade level, but usually is one academic year.

Reviewed: 1/05, 8/05, 8/06, 1/07, 8/07, 6/08
Revised: 6/09
Laredo Community College
Nursing Assistant Program
Student Orientation Form

Student Name (Print) ____________________________________________

Please mark each question with the appropriate response.

Were you provided with the following?

□ Yes □ No Organizational Charts
□ Yes □ No Student Handbook

Were the following objectives met?

□ Yes □ No Provided the new student with an opportunity to become familiar with the philosophy, administration, and organization of Laredo Community College Nursing Assistant Program.
□ Yes □ No Provided the new student with an overview of the course curriculum and procedures.
□ Yes □ No Identified the responsibilities of the new student in the classroom and clinical areas in accordance with the mission, philosophy and procedures of Laredo Community College and the Nursing Assistant Program.

Was the orientation completed prior to the 1st day of class? □ Yes □ No

Were the following activities completed by the Lead Instructor?

□ Yes □ No Introduced department faculty and staff
□ Yes □ No Presented the organizational charts; philosophy and outcomes of the Nursing Assistant Program and the Licensure information.

Course Coordinator/Faculty

□ Yes □ No Review the Nursing Assistant Student Handbook
□ Yes □ No Forms completed
  a. Address, etc.
  b. Physical Examination
  c. Immunization Record
  d. CPR certification requirements
  e. Criminal Background Check

Simulation/Computer Laboratory Coordinator

□ Yes □ No Purpose and function of the simulation and computer lab
□ Yes □ No Schedule and hours of operation

Student Signature ________________________________ Date _______________________

Adopted: 8/05
Reviewed: 8/06, 1/07, 8/07, 6/08, 6/09
Laredo Community College  
Nursing Assistant Program  
Orientation Evaluation Form

SECTION I
Please check the description that most closely matches the way that you feel the program met the following objectives:

<table>
<thead>
<tr>
<th></th>
<th>Fully Met</th>
<th>Partially Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identifies the textbooks in the Nursing Assistant Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Lists the information components in a course syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Identifies the content of the Nursing Assistant Student Handbook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Identifies the content of the LCC Student Handbook (<a href="http://www.laredo.edu">www.laredo.edu</a>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Identifies the requirements for current immunization records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Identifies the requirements for valid CPR certification and criminal background checks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Summarizes the Texas Department of Aging &amp; Disabilities requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Identifies college resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION II
Please check the comment that best reflects your evaluation of this orientation meeting your needs as a new nursing student. Use the bottom or back of this paper for additional comments.

My needs were met (check the appropriate block for each item):

<table>
<thead>
<tr>
<th></th>
<th>Fully Met</th>
<th>Partially Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>The content of this program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>The physical facility of this building (too hot/cold, room was clean/dirty, adequate/inadequate lighting, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Those that presented this program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>The teaching/presentation of this program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION III
Please take a moment and share your ideas with us on the following topics (use back of sheet for additional space if necessary):

How could this orientation be more effective?

What was the most interesting part of the orientation?

What was the least interesting part of the orientation?

Other comments (please use back of paper):
ADMISSION PROCEDURES for LCC Students

The applicant seeking admission into the Nursing Assistant Program (NURA) must:

- Meet college admission criteria as stated in the College Catalog prior to applying for admission into the program.
- Submit a high school transcript or GED certificate to the Admissions office.
- Submit official transcripts from all previous college work.
- Complete and submit an application to the Nursing Assistant Program. Room 104 Lopez Nursing Building.
- Submit one letter of reference.
- Score a minimum reading level to enter READ 0375 or greater on the Compass Placement examination/THEA, or satisfactory completion on the required remediation course.
- Apply for admission during the application period.

Application Period

Fall: 3rd Thursday in August
Spring: 2nd Thursday in January

The Admission Committee will review the application to determine if the admission criteria have been met according to program procedure. The applicant will be notified by mail regarding his/her program admission status. The applicant who is not selected for admission to the program may re-apply during the next application period. For additional information, contact the Nursing Assistant/Vocational Nursing Department (956) 721-5255.

ADMISSION POLICIES for High School Students

The applicant seeking admission into the Nursing Assistant Program (NURA) must:

- Meet college admission criteria as stated in the College Catalog prior to applying for admission into the program.
- Complete and submit an application to the Nursing Assistant Program. Room 104 Lopez Nursing Building.
- Submit one letter of reference.
- Score a minimum reading level to enter READ 0375 or greater on the Compass Placement examination/THEA, or satisfactory completion on the required remediation course.
- Apply for admission during the application period.

Application Period

Fall: 3rd Thursday in August

The Admission Committee will review the application to determine if the admission criteria have been met according to program procedure. The applicant will be notified by mail regarding his/her program admission status. The applicant who is not selected for admission to the program may re-apply during the next application period. For additional information, contact the Nursing Assistant/Vocational Nursing Department (956) 721-5255.

Revised: 6/08, 6/09
Reviewed: 1/05, 8/05, 8/06, 1/07, 8/07
PROGRAM REQUIREMENTS

1. Acceptance by the Admissions Committee for the Nursing Assistant Program.

2. A minimum theory grade of C (70%) or greater and a clinical grade of 70% or greater is required to complete the course satisfactorily. The clinical instructor will evaluate nursing assistant practice and assign grades. In order to satisfactorily complete the program requirements, the student must receive a pass grade in both the clinical practice and theory courses.

3. Once admitted, the student must abide by the Nursing Assistant Student Handbook Rules and Regulations and the Laredo Community College Student Handbook.

4. During the first week of class, the student must submit the following information to his/her instructor:
   a) A physical examination by a U.S. Physician or Nurse Practitioner of choice
   b) An updated immunizations record that includes verification of a Negative TB skin test or chest X-Ray. Refer to the immunization form
   c) A copy of a current CPR Certification for health professionals
   d) A Criminal background report
   e) Complete Hepatitis B vaccine series (3 vaccine injections) prior to first clinical course
   f) Declaration of Nursing Assistant Major
   g) Student liability insurance (subject to rate applicable at the time of registration)
   h) Students must submit Applications for Graduation to the Admission’s Office. There is a $10.00 fee.

5. All documents submitted to the college become property of the college on receipt. All information contained in the application must be true and correct. Understand that any misrepresentation of the facts will make the applicant ineligible for admission.

6. The Nursing Assistant student is responsible for the following expenses:
   - Transportation to and from class, the clinical facilities and other designated areas.
   - Uniforms and necessary accessories.
   - Cost of clinical skills and written examinations required by the State of Texas. The current fee is $83.00. The fee is subject to change without notice.
   - Graduation fee. A $10.00 fee must be submitted six weeks prior to the end of the semester.

Reviewed: 8/06, 8/07
Revised: 1/05, 8/05, 1/07, 6/08, 6/09
GRADING STANDARDS

CONVERSION OF NUMERICAL TO LETTER GRADES ARE AS FOLLOWS:

<table>
<thead>
<tr>
<th>LETTER</th>
<th>NUMERICAL</th>
<th>GRADE POINTS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
<td>2</td>
</tr>
</tbody>
</table>

{Not acceptable in the Nursing Assistant Program}

D  69-60    1
F  59-BELOW 0

The student must earn a 70% or better to pass the Nursing Assistant courses.

WITHDRAWALS/FAILURES

The student who withdraws from or who fails the nursing assistant course must submit an application form. The student seeking admission must follow all admission criteria for that particular year. The applicant must:

A. Submit a written request to the Nurse Assistant Program’s Lead Instructor. The student will include in the letter why he/she withdrew or failed the course. He/she will also include a Plan of Action.
B. Admission is based on space availability.

DISMISSAL FROM THE PROGRAM

The student may be dismissed for any of, but not limited to, the following reasons:

1. Failure to comply with the rules and regulations as stated in this handbook.
2. Absences or tardies. Refer to Student Handbook.
3. Failure to achieve an average of 70% in the course and/or failure to meet the objectives and requirements of the course as stated in the individual course syllabi.
4. Failure to comply with facility policies, including discourteous conduct to the public, clients, physicians, instructors, or other students.
5. Dishonesty including, but not limited to, theft, cheating, misrepresentation on an application, exams, or clinical site records with the intent to deceive.
6. Possession or use of alcoholic beverages, narcotics, or any degree of intoxication on college grounds or the clinical site.

Refer to current Laredo Community College Catalog: Code of Student Conduct and Discipline
DISABILITIES

The student with disabilities must meet program objectives without major or unreasonable accommodations.

1. The student with disabilities, including learning disabilities, who wishes to request accommodations in a class should notify the Special Services Center KCC/213 @ 5137. The request should be made early in the semester so that the appropriate arrangements may be made. In accordance with Federal law, a student requesting accommodations must provide documentation of his/her disability to the Special Services Center Counselor. For additional information, visit the Special Services Center Counselor KCC/213 or call @ ext 5137. The student who needs note-taking and/or test-taking accommodations must notify the faculty member prior to the first exam.

2. On the Nursing Assistant Program Information Card include emergency or medical information necessary for your safety. This information will be kept confidential.
STUDENT PROCEDURES

Attendance
The Nursing Assistant Program requires that the student meet all program objectives. Lecture, lab and clinical experience are designed so that the student is able to successfully acquire nursing theory, nursing skills and participate in acute and community based health care delivery systems. The student’s attendance and participation in this process is essential. Excessive absences will jeopardize the student’s ability to meet the program’s stated objectives. “Students are required to attend classes to remain enrolled. Regular and punctual attendance is expected.” Refer to current catalog.

Tardiness for Theory
Habitual tardiness is unprofessional and is disruptive to the class. If a pattern of tardiness develops, the student will be counseled and it will be noted in the student’s academic file. If the student is absent or tardy, it is his/her responsibility to obtain the handouts and information covered in the missed class.

Tardiness for Clinical
Reporting on time to the clinical site is expected as part of professional behavior. A student who cannot report for clinical must call the instructor at the appropriate site one hour in advance of the scheduled time. If the absence is due to an illness, a doctor’s release may also be required at any time at the discretion of the Lead Instructor and/or Department Chair/Program Director. The student who exceeds maximum absences will be disenrolled.

Tardiness for Post Conference
Reporting on time to post conference is expected as part of professional behavior. The student may request permission to be late to post conference due to a known client need. This decision is at the discretion of the clinical instructor. Refer to the Clinical Objectives concerning professional behavior and points standards.

Reporting Unprepared to Clinical
If the student exhibits unprofessional conduct or appearance, the instructor will counsel the student and a conference form will be completed, signed by the student, and placed in the student’s academic file. Subsequently, if the student exhibits unprofessional conduct or appearance, the student will be dismissed from the course and awarded a grade of F in the course.

Student Employment
The nursing faculty discourages employment, especially night shifts, while the student is carrying a full academic load in nursing. If a student is employed, the employing agencies are responsible for the performance of the individual while employed by them. Under no circumstance is Laredo Community College or the nursing faculty responsible for the actions of a student while he/she is working in any facility. The liability insurance provided for the student by the college covers the student only during the performance of nursing care in the capacity of the student.
Lecture and Lab Experience
The Nursing Assistant Program is an integrated course of study, which combines practical application of theory and manual skills in direct client care. Students enrolled in the Nursing Assistant Program are stating a commitment to a health career that requires maturity and sound judgment. It is expected, therefore, that the student will demonstrate professional behavior.

The student is responsible for self-directed learning and for all information in the course syllabus even if it is not specifically addressed during lecture. The student is expected to attend class, read assignments, complete workbooks, answer all objectives, use resource materials, seek appropriate learning experiences and complete all assignments and activities in the pursuit of the program’s objectives.

The student who is unable to meet course requirements with a minimum of 70% (C) will be disenrolled.

Assignments
1. Assignments are given to guide, enhance, and reinforce student learning.
2. Five points per day will be deducted on any graded assignment that is submitted late including holidays and weekends.
3. The student who habitually fails to submit assignments or who is consistently late with assignments will be counseled and may subsequently be dismissed.

Skills Lab
Students must attend, participate, and successfully pass the designated skills as determined in each course. Failure to pass skills directly affects students’ clinical requirements. Students must successfully pass the skills prior to demonstrating the skills in the clinical settings. Therefore, students who do not pass the essential skills cannot pass the clinical component and will receive a failure in both courses.

ACADEMIC COUNSELING
1. Counseling serves to assist the student in meeting class/clinical objectives.
2. Any student who scores below a 70 on any test or assignment must participate in counseling.
3. The instructor is available to counsel the student experiencing academic difficulties.
4. The student who needs counseling for personal problems should contact the Counseling Center.

A copy of the counseling note, plans for remediation, and student comments will be placed into the student’s file.
EXAM PROCEDURE

The following procedures are in effect for all exams:

1. Prior to beginning the exam, all personal belongings must be placed at the front of the room.

2. Exams may be computer based and/or paper and pencil based. The student must come to the exam prepared with a #2 pencil and Scantron sheets form no. 882-E (available at the LCC bookstore). Scratch paper will be provided when necessary.

3. An instructor will proctor each exam.

4. The student will not be allowed to leave the room until the exam is completed unless there is an emergency.

5. The student found obtaining information from other sources during an exam will be given a zero for that exam and the instructor will pick up the exam at the time the infraction is observed. This action will jeopardize the student’s status in the program.

6. Instructors administering the exam may deal only with questions incidental to the mechanics or technicalities of the exam and not those related to content or definition of terms.

7. Review of exams will be scheduled by the instructor in a manner and at a time specified. Tape recorders will not be allowed. Students may not copy exam questions nor take digital pictures of the exam.

8. Exam grades will be available by the next time lecture class convenes.

9. Exams may be designed as multiple choice, short answers, or essay.

10. Exams will be timed and must be completed within the designated time. This will require students to be present and ready to begin at the scheduled time.

11. **Exams may not be copied, recorded, or removed from the classroom.**

12. Exams will be administered according to the class calendar. The student has one week, after receiving his/her grade, to review and discuss the exam.

13. No make-up exam will be given after one week of the original exam date. The student is responsible for making arrangements with the instructor to take the missed exam. Only one make-up Unit exam will be allowed.
CLINICAL EXPERIENCE

The clinical experience is planned to provide the student the opportunity to develop nursing skills, to assess, to organize, to implement, and to evaluate the care of the client. In order for the clinical experience to be both beneficial to the student and safe for the client, the following guidelines have been established.

Client Care and Procedures
1. The student will be provided instructions and practice of procedures prior to performing them in the clinical area. The student will be supervised until competence has been established by three successful performances. Skills or procedures that are not within the students’ scope of nursing practice will not be allowed.
2. Each clinical area has a procedure manual that is readily accessible as a reference. The student is responsible for performing procedures as outlined in this manual.
3. Skill Checklists will be given to each student in conjunction with clinical rotations. The student is responsible for using the Skills Checklist as directed.
4. The instructor will make clinical assignments.
5. The student is directly responsible to the clinical instructor or designated supervisor and will seek their supervision or advice as the situation indicates.
6. A random drug screen may be performed by an institutional or clinical facility where students are being trained. (Refer to Drug Policy).

Communication
1. The student will report to the instructor or designated supervisor before leaving the Unit for any reason.
2. The student may not take verbal or phone orders from the physician. The student may make rounds with the physician and the nurse assigned to the client. The student may not receive report on clients unless under the supervision of the clinical instructor.
3. It is the responsibility of the student to keep the clinical instructor or designated supervisor informed of the assigned client’s progress.
4. The clinical conference will provide the student with an opportunity to discuss areas of need or concerns.
5. The student may not be designated as a “client transporter” at any time. The student may accompany the transport nurse for observation purposes only.
6. Students may not answer the phones in the hospital settings.
7. The student is required to use therapeutic communication at all times. The student is not to discuss personal medical problems with physicians, pharmacists or staff during the clinical experience.

Confidentiality
The student is reminded that any and all information about a client’s condition is confidential and should not be discussed in any public area inside or outside the clinical sites.

Reviewed: 1/05, 8/05, 8/06, 1/07, 8/07, 6/08, 6/09
Clinical Performance Evaluations

1. Clinical performance evaluations serve as a tool to measure the student’s progress. The evaluation process is ongoing and encompasses all levels.

2. Formal clinical evaluations will be conducted by the faculty at a minimum of one per level. Each practicum has a specific requirement and objective that must be met in order to receive a passing evaluation.

3. Progress reports will be given prior to the withdrawal date. However, counseling will be provided as needed. The student is encouraged to communicate areas of concern to the instructor(s).

4. The student must achieve a 70% (C) on the clinical evaluation to continue in the program.

5. A student who exposes a client or other person to risk of harm may be dismissed from the class. The student will receive a written warning and a Health Science Division Committee will review the incident. The committee will evaluate the seriousness of the incident and recommend further action to the Program Chair/Lead Instructor.
CODE OF CONDUCT

The goal of the Nursing Assistant Program is to assist the student in becoming a safe practitioner who values the principles of trustworthiness, truth telling, fairness, respect, and professionalism. These goals are met by holding the student accountable for safe behaviors and establishing a code of ethics and conduct along with professional standards of behavior which will help the student in meeting the program’s expectation. The following code of conduct has been established to make the student aware of guidelines regarding the departments’ expectations. These guidelines are in keeping with the student procedures that are found in Laredo Community College’s Student Handbook.

Students are to follow the chain of command in regards to questions or incidents of conduct infraction. The chain of command begins with the student’s instructor, then proceeds to the Department Chair/Program Director, Dean and finally to the Associate Vice-President of Instruction.

Infraction of the code of conduct whether it occurs in the classroom, on campus or at any of the extended campuses including the clinical sites will result in disciplinary action. Reasons for disciplinary action may include, but are not limited to:

1. Possession or use of alcohol or drugs before or during class or a clinical rotation. A random drug screen may be performed by an institutional or clinical facility where the students are being trained.
2. Mental or physical impairment that could expose clients, the public, students and faculty to unnecessary risk of harm.
3. Unprofessional or dishonorlable conduct which may deceive, defraud, or injure clients, the public, school personnel, other students, and faculty.
4. Failure to care adequately for clients or to conform to minimum standards of acceptable practice under the supervision of the faculty or designee of the facility.
5. Aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, quiz, a required paper, or assigned work.
6. Stealing, destroying, defacing, damaging or misusing college property or property belonging to other persons, including members of the college, clinical site or visitors on the campus or clinical site.
7. Use of profane language or gestures.
8. Being disruptive, habitually late, absent from class and clinical.
9. Assaulting others, demonstrating poor coping mechanism or becoming confrontational during the instructional or counseling process.
10. Refusing to adhere to the specified dress code and code of conduct.
11. Demonstrating behaviors that could be categorized as harassment or disrespect.
12. Academic dishonesty such as cheating, plagiarism, collusion, recording or taping exam questions.
13. Insubordination to faculty or hospital staff.
14. Unsafe clinical performance. A student who exposes a client or other person to risk of harm may be dismissed from the class. The student will receive a written warning and a Health Sciences Division Committee will review the incident. The committee will evaluate the seriousness of the incident and recommend further action to the Program Chair. Refer to the procedure on clinical behavior.

Revised: 6/09
Reviewed: 1/05, 8/05, 8/06, 1/07, 8/07, 6/08
Immediate dismissal from the Program may occur for the following conditions or conduct:
1. Clinical agency refuses to allow the student to return to the clinical site.
2. Any breach of client’s right of confidentiality or privacy by written or spoken form including copying of client medical records verbatim whether by hand or electronically.
3. Confirmed positive drug test.
4. Abandonment of a client(s).

Student Behavior
1. It is expected that the student will assume an attitude of learning and will participate in theory, lab and clinical.
2. The student is expected to be prepared for class and clinical. This includes, but is not limited to, having necessary paper, pens, Scantrons, proper uniform, and assignments.
3. The student is expected to be courteous, tolerant, honest, respectful and professional to the client, the faculty, the staff, and to fellow students.
4. The student will not leave the classroom until class or clinical has been formally dismissed. Break time is to be limited to designated time announced by the instructors. Should the student not be in the class site at the appointed time after break, he/she will be counted tardy.
5. Children will not be allowed in the class or in clinical.
6. Distractions, such as beepers, IPODs, MP3s, headphones, and cell phones, are not permitted during class or clinical rotations.
7. Personal calls to the Nursing Department must be limited to emergencies only.
8. The student may contact his/her instructors @ 721-5255 or E-mail Monday through Friday from 7:30 am - 6:00 pm (Fall/Spring); 7:30 am - 7:00 pm (Summer).

Behavioral Counseling
a. If the behavior is directly related to clinical or lecture content, the faculty will initially carry out the counseling.
b. Counseling slips will be prepared for any student conduct or incident that warrants documentation.
c. If the student behavior is not directly related to the Nursing Assistant course work then the student will be referred to the Laredo Community College Counseling Center.
d. Signature on the counseling form indicates that the student has been counseled and understands the contents and implications of the counseling. It may not mean agreement with the contents. The student will be given an opportunity to write a rebuttal if he/she is disagreement with the content or he/she may choose to write an explanatory summary of the incident.
e. Counseling forms will be kept in the student’s file.
f. Should counseling fail to bring about the desired result, the student will be subject to dismissal.

At the discretion of the NURA Director, the student may be referred to Health Science Committee for review and recommendations.

Revised: 7/09
Reviewed: 1/05, 8/05, 8/06, 1/07, 8/07, 6/08
HEALTH AND SAFETY

Drug and Alcohol Policy
The substance abuse policy will follow the procedure as stated in the current LCC Catalog. Students may be subject to random drug screening by an institutional or clinical facility where they are being trained.

Communicable Disease Policy
The student who is identified as having a communicable disease (e.g. T.B., scabies, etc.) must be treated and must obtain a release from a physician before being admitted or allowed to continue in the program.

Occupational Exposure to Infectious Agents
In accordance with the Occupational Safety and Health Administration (OSHA) regulations, the student will receive information and training regarding Blood Borne Pathogen preventive measures. The student must review the policy and procedures for infection control in each clinical facility prior to providing care to clients in the facility.

Student Health
1. The student must remain current on his/her vaccinations. This includes, but is not limited to, TB, Tetanus, Hepatitis B, and Chicken Pox titer, vaccine or waiver. Vaccinations may be received at the Student Health Center at LCC for cost.

2. If a medical/surgical condition occurs during the course of the student’s enrollment that warrants the prescription of a controlled substance by a licensed medical practitioner, the student must obtain a release form by the physician, who initiated the prescription. The release form and continuation request will be reviewed by a Faculty Committee.

Reporting Injury
The nursing student injured while in the role of a student nurse must report the injury to the instructor and an incident report must be completed. If the student is at a health care facility, the facility’s policy governing injury of a visitor must also be followed. The incident report must be sent to the Department Chair.

Pregnancy Nursing Students
Pregnancy is not an American Disability Act (ADA) protected condition. Therefore, the student is required to meet all course/program outcomes including attendance. As a point of information, the pregnant student is reminded of the many contaminants present in the clinical area(s) that could adversely affect the fetus. It is advisable for the student to contact her obstetrician, once the pregnancy has been confirmed, to ensure that there are no medical concerns/limitations.

Reviewed: 1/05, 8/05, 8/06, 1/07, 8/07, 6/08, 6/09
**Emergency Health Care**
The nursing student is responsible for his/her own health care needs and medical expenses. It is recommended that the student obtain health insurance coverage. If an emergency occurs during clinical it is the student’s responsibility to arrange transportation. The clinical instructor can contact family as requested by the student. The clinical instructor or another student cannot leave the clinical site in order to provide transportation for the ill student.

**Professional Liability Insurance**
The college requires professional liability insurance coverage for all nursing students in the Nursing Assistant Program. Payment for insurance coverage is made at the time of registration. Rates are subject to current applicable rates.
GUIDELINES FOR PROFESSIONAL APPEARANCE

Professional attire is required when the student is serving as representative of LCC. This includes, but is not limited to, school sponsored field trips or clinical orientations. Dress clothes or the nursing assistant uniform may be worn with the lab coat. Shorts, halter-tops, sandals, or other casual or recreation clothing is not acceptable apparel in the professional setting.

Uniform
It is expected that the student wear a clean, pressed uniform in good condition. The uniform designated by the school consists of a white pant suit or dress, or scrub suit of appropriate size. Dresses should be no shorter than the midpoint of the knee. Undergarments, socks, hosiery, T-shirts, etc. should be white. The uniform should be laundered following each clinical day to reduce the risk of transmission of pathogens and the possibility of infection.

Laredo Community College logo is to be worn on the front right top of the uniform.

Proper scrub attire will be worn in Labor and Delivery, the Operating Room, Post-Anesthesia Unit, and other designated areas.

Footwear
Clean, white leather shoes must be worn. No clogs, open heel, or open toe shoes are allowed. Shoelaces must be clean and white.

Identification Badges
A picture identification badge must be worn at all times in a clinical area. The picture, name and title must be visible.

Accessories
Stethoscope, bandage scissors, penlight, pen with black ink, and wrist watch with a second hand are standard equipment and should be taken to the clinical area each time.

Hair
Hair must be neatly groomed. Shoulder-length hair must be secured and braided away from the face to be in compliance with Infection Control standards. Hair color and style must be within moderation (at the discretion of the faculty and Program Chair). Ribbons, scarves, hair clips, and hair scrungees are not acceptable.

Side burns, mustaches, and beards are acceptable on campus, but may be inappropriate in certain clinical facilities. Students must meet the standards of the clinical facilities.

Revised: 6/09
Reviewed: 1/05, 8/05, 8/06, 1/07, 8/07, 6/08
Jewelry
Only a minimum amount of jewelry may be worn. This provides safe, comfortable, and sanitary
conditions for the client and the student. The student may wear:
   1. Pierced earrings: one pair of small studs no larger than ear lobe
   2. Rings: one plain band only – no stones
   3. No body piercing may be visible except for pierced ears
   4. No tattoos may be visible when in uniform

Fingernails
1. Nails must be kept clean, trimmed, and length must not exceed the tips of the fingers.
2. Only clear nail polish allowed.
3. No artificial nails will be allowed due to infection control.

Personal Hygiene
Due to the nature of public relations and to meet the needs of the clinical area, the student must comply
with daily personal hygiene measures. Body cleanliness, oral care and clean hair are a must. In addition
to daily bathing, the student is required to use an antiperspirant of choice. Due to the allergic status of
some clients, perfumes are not allowed. Cosmetics must be used in moderation and attractively applied.

Smoking
Smoking or any tobacco use while in uniform is discouraged due to the client’s sensitivity to tobacco
odors. The student may smoke only in designated smoking areas. Nicotine patches are permitted.

Gum
Chewing gum is not permitted at the clinical site.
 Appeal for Grade Process

Grade determination and the awarding of a final grade in the course is clearly the responsibility of the course instructor. Final grade reports are available to the student by the Registrar’s Office within a reasonable time following the end of the course.

A student who wishes to question the final grade earned in a course or a grade earned in a class activity should first discuss the situation with the instructor of record who issued the grade. If the issue is not resolved, the student should contact the appropriate Department Chairperson and request a review of the grade. If the student is not satisfied with the Department Chairperson’s decision, the student may contact the appropriate Dean of Instruction for assistance related to the grade appeal. Established departmental procedures will be utilized to resolve student grade questions. If necessary, the student may request a review by the Associate Vice-President for Instruction after all other avenues have been exhausted for the review of the grade. Student grades are an academic matter; therefore, there is no further appeal beyond the Office of the Associate Vice-President for Instruction.

Students, who think that the final course grade is unfair, have two weeks (10 working days) after the grade is issued to appeal the grade. Students who think that a grade earned in a class activity is unfair have one week (5 working days) after the grade is issued to appeal the grade.

Departmental Procedure for Appeal of Grade Process

1. The student meets the instructor of record who issued the grade.
2. The student meets with the Department Chair/Lead Instructor.
3. The student meets with a Health Science Division Committee.
4. The student meets with the Dean of Health Sciences.
GRADUATION INFORMATION

The Nursing Assistant Department adheres to the graduation requirements in the Laredo Community College Catalog.

Approximate costs for graduation (subject to change):

- LCC Certificate Fee $10.00
- The Nurse Aide Competency Evaluation Service $83.00 (Subject to Change)

Applications for Nursing Assistant Certificates will need to be made at the Registrar’s Office. A fee is required at the time applications are submitted. Fees are subject to change without notice.

STUDENT REPRESENTATIVES COMMITTEE

Students are encouraged to volunteer and vote for one student representative and an alternate. The Committee Chair will notify the chosen representatives of scheduled meetings.

DISCLAIMER

The contents of this handbook are accurate at the time of printing but be modified or changed at any time to correspond with decisions of the Laredo Community College District Board of Trustees, local, state, federal requirements, or Accreditation Agency(s) requirements. The student should be aware that modifications in cost, procedures, regulations and course offerings might occur without advanced notice.

The Nursing Assistant Department reserves the right to assess and modify the educational procedures and program requirements as new information is available and as student or curricular needs are identified. The student will be notified in writing of any changes that may impact his/her course of study.

Signature __________________________________________

Student ID Number __________________________________

Date _____________________________________________

Revised: 6/08
Reviewed: 1/05, 8/05, 8/06, 1/07, 8/07, 6/09
HIPPA

The Vocational Nursing Program students will abide by the Health Insurance Portability and Accountability Act (HIPPA) to safeguard the confidentiality of health record information.

FERPA

FERPA is an acronym for the Family Education Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR §99). Congress enacted FERPA, also referred to as the “Buckley Amendment,” in 1974. FERPA conditions federal educational funding on providing student access to, and maintaining the privacy of, education records. Faculty, staff, administrators and other College officials are required by FERPA to treat education records in a legally specified manner.

The rights under FERPA apply to all individuals that submit an admissions application to Laredo Community College.

Dissemination of Information to Students

- When a student is in attendance at LCC, the student exercises the rights under FERPA. In elementary and secondary schools, those rights are exercised by the parent. However, if a student is in a secondary school and begins attending a postsecondary institution FERPA rights transfer to the student.

- Faculty and staff may not provide information to parents, spouses, or others who may call and ask for information about a student. If there is no written waiver by the student or the student is not a dependent, disclosure even to a parent can be unlawful. In addition, faculty and staff will require a waiver if the student request another person to attend conferences. The conference discussion will be directed to the student and the guest will be an observer during the interactions.

Directory Information only from the Admissions and Registration Center

- Student name, address and phone (if any)

- Major field of study

- Dates of attendance

- Degrees and awards received

- Student classification

- Enrollment status (i.e., full-time, part-time)

- Name of the most recent previous educational institution attended

If a student does not want directory information release, the student must complete a Request to Withhold Student Directory Information Form. The form is valid until the student gives LCC a statement in writing that he/she wishes to have his/her directory information released.

Adopted: 6/09
PROCEDURE STATEMENT OF UNDERSTANDING

I, the undersigned, have read the Laredo Community College catalog and Student Handbook and I am aware of the College Policies and Procedures as presented in these two documents.

I have read the Nursing Assistant Program Student Handbook and I am aware of the procedures present in this Handbook.

Signature: _________________________________
Student ID: ______________________
Date: _____________________________________

STATEMENT OF CONFIDENTIALITY

I, will not reveal any information concerning patients/clients to anyone not authorized to discuss the individual’s physical and psychological condition. If I do so, I will be subject to suspension from the nursing course/program.

Student Name (Print): ___________________________________________
Student Signature: ______________________________________________
Student ID Number: _________________________________________
Today’s Date: _________________________________________________

Sign below to indicate that you been informed of these policies. The student will keep the original and submit a copy of this document to the department chair the first class day of the semester.

______________________________                      ________________________
Student Signature                                                      Date

Revised: 6/09
Reviewed: 1/05, 8/05, 8/06, 1/07, 8/07, 6/08
LAREDO COMMUNITY COLLEGE
NURSING ASSISTANT PROGRAM

PERMISSION FORM

I (Print Name) _____________________________ give permission to the Nursing Assistant Program
to display my photograph, projects, papers, care plans or other work.

Student’s Signature: _______________________

Student ID number: ________________________

Date: _____________________________________
REVIEW OF RECORDS

I (Print Name) __________________________ give permission to the Nursing Assistant Program to allow access of my records for accreditation purposes.

Student’s Signature __________________________ ID# ___________ Date ________

RELEASE FORM

I acknowledge and understand that there may be certain risks while a student in the Health Sciences Division Program(s) at Laredo Community College. I agree to adhere to the safety regulations of the program to which I have been admitted. I also understand that safety precautions have been incorporated into the laboratory sessions and clinical experiences. I also agree that in the event of an accident or injury, I will in no way hold Laredo Community College, the Health Sciences Division, or the training facilities liable.

Student’s Signature __________________________

Student’s Printed Name __________________________

Student ID # __________________________ Date __________________________