



Certified Nursing Assistant Program

Handbook

of

Policies and Procedures

2018-19

TABLE OF CONTENTS

	PAGE
MISSION STATEMENT, GOALS & OBJECTIVES	4
ESSENTIAL JOB FUNCTIONS	5-6
PROGRAM REQUIREMENTS	7-8
BLOODBORNE DISEASE	9
CODE OF CONDUCT	10
GRIEVANCE PROCESS	11
ATTENDANCE POLICY	12
ACADEMIC POLICY	13-15
CRITICAL BEHAVIOR INCIDENTS	16
CURRICULUM OVERVIEW	17
SIGNATURE PAGE	18

ANY MATERIAL IN THIS HANDBOOK IS
SUBJECT TO CHANGE.

WRITTEN NOTIFICATION WILL BE GIVEN WITH
STUDENT'S SIGNATURE CONFIRMATION WHEN
CHANGES OCCUR!

TECH HIGH CERTIFIED NURSING ASSISTANT PROGRAM

We are so excited about your interest in the Certified Nursing Assistant Program at Richard O. Jacobson Technical High School at Seminole, a.k.a. Tech High. This is a highly rigorous program designed to give students a start in the medical field. Students have many medical paths they can take; however, this program is focused on the Science and Art of Nursing that can be used in any patient care setting as an introduction. Nursing has skills involved that can be taught, however when students grow with a program where the love for being a nurse is shown in every class, students gain an insight into the human spirit. Our goal is to graduate students who are truly compassionate, and provide care at the highest level, no matter what discipline of medicine their long-term goal may be. Students are entering a profession that will enhance their self-esteem, offer a sense of self-fulfillment, and provide students with the opportunity for job stability and upward mobility. Nursing is a profession and vocation requiring knowledge, skill, judgment, positive attitudes, and behavior.

The combination of these qualities and qualifications will render a certified nursing assistant student who can provide quality healthcare to individuals and families. The nurse instructor is the facilitator of learning. Various strategies are used throughout the program by the instructor(s) to enhance student learning. Students are responsible for their learning; therefore, they need to let the instructor know when they need help. It is important that students understand what is being asked of them in the role as a certified nursing assistant.

Students have received the current editions of the Pinellas County Schools Code of Student Conduct and the Certified Nursing Assistant Handbook of Policies and Procedures. Please familiarize yourself with the criteria from these documents.

We wish Students success in their new endeavor. We will make every effort to assist students in their quest for the nursing profession. These guidelines and the Pinellas County Schools Code of Student Conduct - (current edition) are the doctrines that will be used when addressing departmental issues with our school administration.

Sincerely,

Mrs. Petrulis, Mr. Wolfenden, and Mrs. Giancola

RICHARD O. JACOBSON TECHNICAL HIGH SCHOOL AT SEMINOLE MISSION STATEMENT

Our mission is to prepare students for the world of work and post-secondary education through training and experiences which provide relevant job readiness skills and prepare all students for employment.

NURSING DISCIPLINE MISSION STATEMENT

Our goal is to educate and empower competent nursing students with the ability and opportunity that will enhance holistic quality health care to people of all cultures in various health care settings.

VALUES

The values of our nursing program are health delivery with *Care, Respect, Trust, Dignity, Quality, Excellence, and Responsibility*. All reflect our commitment to excellence in health care.

GOALS AND OBJECTIVES:

Provide an education that will enable students to develop competitive skills for a global economy.

Prepare students to meet the labor demand in an increasingly technological and information-oriented society.

Establish a foundation for economic self-sufficiency.

Encourage students to demonstrate initiative and become critical thinkers, innovators, risk takers, and lifelong learners.

Provide a safe, healthy, and caring environment which promotes success and enhances self-esteem.

Prepare Certified Nursing Assistants to become a part of the nursing discipline using the FL Board of Nursing and FL Department of Education standards.

ESSENTIAL JOB FUNCTIONS

MENTAL/COGNITIVE FACTORS NEEDED TO PERFORM DIRECT PATIENT CARE

1. Ability to visually read calibrated equipment in increments of one hundredth of an inch
2. Ability to visually discriminate, describe and interpret depth and color perceptions
3. Ability to visually identify contours, sizes, and movements
4. Ability to view, read, and physically manipulate health record information and pertinent data in a variety of formats, including paper-based records, handwritten documentation, computerized data bases, typed reports and other institutional sources
5. Ability to use tactile sensory contact to assess size, shape, texture, temperature, moisture, density and tonicity of tissues
6. Ability to identify and distinguish odors
7. Ability to auscultate with stethoscope and differentiate body sounds
8. Ability to appropriately discern, comprehend and demonstrate ethical written, verbal and non-verbal communication, and judgement in any given situation
9. Demonstrate appropriate reading and writing skills for effective, expected, appropriate and professional communication with others, to include legible, understandable, concise, accurate documentation of course work and clinical paperwork
10. Demonstrate critical thinking skills to problem solve and take appropriate indicated corrective action to include utilization of the nursing process
11. Demonstrate ability to perform mathematical calculations correctly within a designated time period
12. Demonstrate emotional health sufficient to respond to and maintain effective role-appropriate relationships with patients, families, and other healthcare members
13. Demonstrate ability to interpret classroom and clinical computer data correctly
14. Demonstrate ability to perform requirements of the certified nursing assistant

15. Demonstrate appropriate student behaviors in class and clinical areas

16. Demonstrate ability to recognize and protect self, patients, and others from safety and environmental risks and hazards

PEOPLE SKILLS NEEDED TO PERFORM DIRECT PATIENT CARE

17. Demonstrate interpersonal skills sufficient to interact appropriately with individuals, families, staff and groups from a variety of psycho-social, spiritual, emotional, cultural and intellectual backgrounds

PHYSICAL REQUIREMENTS NEEDED TO PERFORM DIRECT PATIENT CARE

18. Perform physical functions such as reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching, including being able to stand on your feet up to 12 hours at a time

19. Perform lifting and transferring of adults and children from a stooped to an upright position to accomplish bed to standing to chair transfer and back and patient ambulation

20. Perform lifting and adjusting positions of bedridden patients

21. Physically apply up to 10 pounds of pressure to bleeding sites and to the chest in the performance of CPR using hands, wrists and arms

22. Ability to carry/lift 50 pounds

23. Ability to maneuver in small spaces quickly and easily

24. Perform gross and fine motor skills to include manual dexterity that require hand/eye coordination in use of small instruments, equipment and syringes

25. Perform palpation to feel and compress tissues to assess for size, shape, texture, and temperature

26. Respond and react immediately to auditory instruction, request, signals and monitoring equipment

BACKGROUND CHECKS IN HEALTH CARE

Students will have access to patients' personal and private information. To stay in compliance with Joint Commission rulings/Health Insurance Portability & Privacy Act (HIPPA) laws, students will have a background check done as part of the admission process. Please be advised that some healthcare facilities are performing their own background checks and will notify the nursing department chair if a student will not be allowed at their facility. (Should a student's background check prohibit them from a clinical facility, this may cause the student to be withdrawn from the program)

IMPORTANT NOTICE:

CS/CS/HB 653 Health Care Fraud – effective date July 1, 2012:

The bill relaxes the current licensure exclusions by creating a tiered system of exclusions based on the severity of the crime and the amount of time elapsed between the crime and the date of application for licensure. The bill prohibits the department, and the boards within the department, to allow any person to sit for an examination or issue a new license, certificate, or registration to any applicant, if the applicant:

Has been convicted of, or entered a plea of guilty or no contest to, regardless of adjudication, a felony under ch. 409, ch. 817, or ch. 893, F.S., or a similar felony offense committed in another state or jurisdiction, unless the applicant or candidate successfully completed a drug court program for the felony and provides proof that the plea was withdrawn or the charges were dismissed, or unless the sentence and any related period of probation for such conviction or plea ended:

For felonies of the **first or second degree**, more than **15 years** before the date of application;

For felonies of the **third degree**, more than **10 years** before the date of application, except for felonies of the third degree under s. 893.13(6)(a), F.S.17; and

For felonies of the **third degree under s. 893.13(6)(a), F.S.**, more than **5 years** before the date of application.

Has been convicted of, or entered a plea of guilty or no contest to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such convictions or plea ended more than 15 years before the date of application; or

Is listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

In addition, the bill prohibits the department, and the boards within the department, to renew a license, certification, or registration if the applicant or candidate falls under the same restrictions established for initial licensure, certification, or registration. The same exceptions to the restrictions on initial licensure, certification, or registration apply for renewal applications; however, the renewal applicant or candidate must show that she or he is currently enrolled in a drug court program, rather than showing successful completion, as required of initial applicants, above.

Students can obtain a copy by going to the Florida House of Representatives web site; <http://www.myfloridahouse.gov/>.

The Florida Department of Health/Board of Nursing requires several steps that must be completed by the CNA candidates, training programs, Prometric staff, and DOH/Board staff before a candidate can be deemed eligible and scheduled to test, and time is needed for all of the steps to be completed in order to avoid potential issues with testing events.

The following items must be completed before a student is eligible to participate in a C.N.A. clinical experience. Items #2-6 are at the cost of the student and family:

1. Level 2 background check with image and fingerprints (will be paid for and completed at school)
2. Comprehensive 12 panel urine drug screen
3. Tuberculosis Test (TB Test) with chest x-ray only if indicated by physician
4. Health Physical with vaccination history, or titers proving immunity
5. Proof of personal medical insurance
6. Flu shot must be received prior to clinical. If a student is unable to obtain a flu shot, they must provide a physician note excusing for medical reasons.

DROPLET DISEASES

Students who refuse or are not able to take the seasonal Flu shot are required to wear droplet masks while at the clinical setting at all times. Not wearing a mask is grounds for immediate dismissal from the clinical site. Nursing instructors will be monitoring this along with clinical site personnel.

BLOOD BORNE DISEASES

As a health care worker, a student may be exposed to blood borne diseases on the job. Students could be exposed to non- A Hepatitis, non- B Hepatitis, Hepatitis B (HBV) and Delta Hepatitis as well as TB, Syphilis, Malaria and Human Immunodeficiency Virus (HIV). The two most significant are HBV AND HIV. Hepatitis B Virus (HBV) is the major infectious blood borne hazard students will face on the job. HBV may severely damage a student's liver leading to cirrhosis and serious outcomes including death. During the course of the program, students will learn the proper precautions to take while caring for clients.

The Occupational Safety and Health Administration (OSHA) have issued a standard that, if followed, is designed to protect students. It is advised that, because of the risk factors, health care workers should consider the Hepatitis B vaccination. The vaccine is administered by three injections over a six month time period. However, there are reasons not to take the series. Always consult a physician before taking the vaccine. Also, if for any reason a student does not take the Hepatitis B vaccine series; there is a mandatory declination for the students to sign. This declination will be kept in student's folder. At any time a student decides to take the series, even after signing the declination, a students may do so. Please ask the instructor if there are any questions.

CODE OF CONDUCT

STUDENT CODE OF CONDUCT:

It is important that each student be aware of and responsible for the content in Pinellas County Schools Code of Student Conduct - (current edition).

ETHICS/MORAL AND ACADEMIC HONESTY/CONFIDENTIALITY

It is expected that, as a student in the CNA Nursing Program, students will conduct themselves according to the highest ethical standards as published in the American Nursing Association Code of Ethics. Please refer also to the Florida Nurse Practice Act for a more detailed Code of Ethical Conduct and Professional Behavior.

All students are expected to maintain the highest standards for ethical behavior in the classroom and in the clinical setting. Students are expected to do their own work. Any typed or "computerized" written assignments must be original work by that student. **Plagiarism will result in withdrawal from the program. Cheating in any form is also grounds for withdrawal from the program.**

It is expected that all certified nursing assistant students will maintain client confidentiality. This means that students do not discuss the name of the client or identifying data in a public setting such as an elevator or the cafeteria, etc. Please reference HIPPA.

Students do not discuss the client in any way other than in an approved setting such as giving and taking report or in clinical conference. **Students protect the integrity of the medical record and do not photocopy material or print from the medical record unless it is authorized from student's facility and instructor.** Students will destroy any notes containing specific data after completing the nursing care plan. If any student has a concern about client confidentiality, check with the instructor to obtain guidance.

When making the personal choice to participate in Social Media sites such as Snapchat, Instagram and Facebook, etc. students need to consider the ethical, legal, HIPPA, and personal image they are creating. As a healthcare provider – pictures of clinical settings, patients, peers, faculty or program content must not be displayed. This would include taking selfies anywhere on the clinical property. **Any violation may result in withdrawal from the program and/or legal action from the community.**

SECURITY AND COFIDENTIALITY AGREEMENT

Students will be given the agreement regarding compliance with HIPAA-related policies and regulations for clinical sites in relation to De-Identified Health Information for patients, etc. It is the student's responsibility to carrying out proper protocol for safety of the information.

GRIEVANCE PROCESS:

The first step in any grievance situation is to talk to the person in a one-to-one conversation to resolve the problem on this level. The professional instructor-student communicational relationship is very important. If for any reason a student has a concern that she/he does not wish to bring to an instructor's attention, the student has the right and the privilege of approaching the department chairperson to act as a liaison between administration and instructor/student. Most concerns are settled by objective and open communication. Please follow the *chain of command* when communicating a grievance/problem:

Mrs. Kristine Petrulisk - Nursing Instructor	petrulisk@pcsb.org
Mr. Joshua Wolfenden - Asst. Principal	wolfendenj@pcsb.org
Mrs. Martha Giancola - Principal	giancolam@pcsb.org
Florida Board of Nursing	http://floridanursing.gov/
CIE	http://www.fldoe.org/policy/cie
Department of Education	http://www.fldoe.org/

The student is referred to the section in the Pinellas County Schools Code of Student Conduct - (current edition) regarding "Grievances".

ATTENDANCE REQUIREMENTS

* In the event students are absent please have parents notify the attendance office within 24 hours in writing or via email

* Any attendance discrepancy must be resolved within 72 hours

* Per the Pinellas County Schools Code of Conduct: Make-up work for full credit and without a grade penalty is allowed for all absences. It is the student's responsibility to obtain the missed work. The number of days allowed to make up the work shall be equal to the number of days the student was absent, except in cases where the grading period ends before such time. In those cases, the work must be turned in before the end of the grading period.

We are using FOCUS to record/monitor/track Students academic and attendance requirements for our nursing program. **Per the Tech High's probation policy, "Undocumented, excessive absences will result in attendance probation. Failure to demonstrate good attendance patterns are reasons for dismissal".**

Each student is expected to attend and be punctual for class/clinical each day. Daily attendance is vital to success in this program. Our purpose is to provide the best occupational education possible for individuals who desire, deserve, and can profit from such programs. With this concept in mind, there is a definite need to establish quality daily work habits. The following rules must be understood, accepted, and adhered to – so please be very careful in reading them below. If students do not fully understand their obligations, ask their instructor.

EXPLANATION OF ABSENCE

1. Class, skill labs, and clinical attendance are required.
2. When a student is absent, he/she is responsible for **any** material covered in class, lab, and/or clinical that was missed to follow through with the instructor.
3. A student who anticipates being absent or tardy from the **clinical** area will call her/his instructor 2 hours before the start of clinical.
4. Absences on clinical days also need to be reported to the school by the parents.
5. If a student is not in the designated clinical area **within 15 minutes of scheduled start time**, the student must take the entire day off and it is counted as an absence.
6. **Clinical hours will be made up at the discretion of the clinical instructor.**
7. Notifying a peer to tell the instructor of the absence is not acceptable and the student will be counted as a **"no call, no show"**.

If a student is sick or unable to go to the clinical site, it is considered an absence.

ACADEMIC PROBATION POLICY - GRADE REPORT

Students who fail to achieve a C or better in Health Science courses will be placed on probation. Be aware that if students are placed on academic probation, the nursing instructor will notify guidance and administration and an academic plan will be put in place. The student will remain on academic probation (probationary period) until the end of the next period/term. In order to remain in good standing, a student must satisfy the academic requirements. **At that time, if the student still has not achieved at least a 70% in the health science courses, the student may be reassigned to their zoned school. The student must also maintain the following GPA per Pinellas County Schools Magnet criteria:**

Grade Point Average Requirements

Maintain a minimum 2.0 unweighted grade point average during each semester of 9th grade.

Maintain a minimum 2.3 unweighted grade point average during each semester of 10th grade.

Maintain a minimum 2.5 unweighted grade point average during each semester of 11th grade and 12th grade.

ACADEMIC EVALUATION PROCEDURES

- **SKILL TESTS** must be passed with 100% accuracy.
- A student may retake a **SKILL TEST** after remediation with an instructor.
- If the student is then unsuccessful, counseling will be offered.
- **FINAL CURRICULUM GRADING - students who fall below a 70% in overall score will be ineligible to sit for the Prometric State Board Exam.**

The FL Board of Nursing- Certified Nursing Assistant Exam

- (1) The Certified Nursing Assistant Examination shall consist of the Written Exam and the Clinical Skills Test. Both the Written Exam and the Clinical Skills Test must be passed within a two-year period in order to achieve certification. Results on either the Written Exam or the Clinical Skills Test which are over two years old are invalid and both the Written Exam and the Clinical Skills Test must be repeated.
- (2) The general areas of competency of the Written Exam are as follows:

- (a) Role of the Nursing Assistant;
- (b) Promotion of Safety;

(c) Promotion of Function and Health of Residents;

(d) Basic Nursing Care Provided for Residents with Changes in Health; and,

(e) Specific Care Provided for Residents with Changes in Health.

(3) For the written exam, the Board adopts a passing minimum score on the base form of 76%, equating for subsequent forms.

(4) The Clinical Skills Test includes three of the following tasks in addition to hand washing and indirect care:

(a) Personal Care:

1. Perineal Care – Female
2. Catheter Care
3. Dressing
4. Partial Bed Bath
5. Toileting – Bedpan
6. Mouth Care – Brushing Teeth
7. Mouth Care – Care of Dentures
8. Grooming – Hair and Nail Care
9. Feeding
10. Change Occupied Bed
11. Foot Care

(b) Promotion of Function, Health, and Safety:

1. Change of Position
2. Transfer
3. Range of Motion for Upper Extremity
4. Range of Motion for Lower Extremity
5. Ambulation

(c) Reporting and Recording:

1. Measure and Record Pulse and Respirations
2. Measure and Record Weight
3. Measure and Record Content of Urinary Drainage Bag
4. Measure and Record Blood Pressure

(5) For the Clinical Skills Test, the recommended minimum passing level for each task is 3 Standard Errors of Measure below the mean. The minimum passing level of the Clinical Skills Test varies depending on the difficulty of the items selected by the testing service for each form of the examination and will be established by the testing service

for each form of the examination based on its testing expertise. The candidate must have a minimum passing score on each of the five tasks on an examination form to pass the Clinical Skills Test.

(6) If an applicant fails to pass the nursing assistant competency examination in three attempts, the applicant is not eligible for reexamination unless the applicant completes an approved training program. Tech High will pay for the first certification exam if all academic criteria is met. Students may have 2 retakes of the CNA exam, however it will be at their own expense if failing the initial exam.

GRADES

Grading for the Nursing Assistant Course will be broken down as follows:

20% Lab performance

40% Tests/Exams/Final Capstone Project

40% Clinical performance

Clinical Requirement

All students must have at least 20 hours of clinical instruction in a licensed nursing home or licensed long-term care facility, per Rule 64B9-15.006(2). Teacher to student ratio will not exceed 1 to 15, or 1 teacher to 15 students per Rule 64B9-15.005(4)©, F.A.C.

COACHING FORMS

When an instructor feels that a student needs help in certain areas (scoring low on tests in the course, sleeping in class, being disruptive, tardiness, violating policies and procedures, absent a lot, etc.), a behavior plan will be developed and monitored.

Along with failure to exhibit critical behaviors that reflect the professional standards for ethical conduct, major infractions of conduct and behavior as set forth in the Pinellas County School Code of Conduct and C.N.A. program requirements, will be grounds for withdrawal from the clinical site as well as from the CNA Program. These include, but are not limited to, impaired behavior whether alcohol or medications (prescribed or illegal), consumption of alcoholic beverages before or during class or clinical, illegal drug usage, abusive language, profanity, and/or disruptive behavior with peer, faculty, or agency staff/patients/clients.

The following are examples of Critical Behavior Incidents with recommended action assigned to each.

Critical Professional Behavior Incident Infractions:

<p>Failure to follow CNA Program’s policies, such as dress code, nail polish, perfume, jewelry, parking, and safety guidelines, no profanity, etc.</p>	<p>FIRST: Verbal reprimand in writing and points taken from clinical portion SECOND: Formal referral and parent conference THIRD: Dismissal from clinical</p>
<p>Leaving the clinical area without permission of instructor (abandonment)</p>	<p>Dismissal from clinical</p>
<p>Refusal or disagreement over assignment or clinical rotation</p>	<p>FIRST: Verbal reprimand in writing and points taken from clinical portion SECOND: Formal referral and parent conference THIRD: Dismissal from clinical</p>
<p>Breach of confidentiality (HIPAA Violation), Accessing one’s own medical records or those of family, etc. at the clinical site</p>	<p>Dismissal from clinical</p>
<p>Performing tasks beyond the scope of practice or failure to seek instructor’s supervision before performing tasks</p>	<p>FIRST: Verbal reprimand in writing and points taken from clinical portion SECOND: Formal referral and parent conference THIRD: Dismissal from clinical</p>
<p>Use of cell phone or smart devices in the classroom, hallways or clinical setting (ringing of cell phone, etc.). Cell phones are only allowed to be used outside the buildings during breaks Cell phone use in clinical setting is immediate grounds for dismissal.</p>	<p>FIRST: Verbal reprimand in writing and points taken from clinical portion SECOND: Formal referral and parent conference THIRD: Dismissal from clinical</p>

The above lists of examples are not all inclusive. Other Critical Professional Behavior Incidences identified will be assigned similar actions to include dismissal.

CURRICILUM OVERVIEW

YEAR ONE

- Health Science Anatomy & Physiology- 8417100
- Medical Skills and Services- 8400320

YEAR TWO

- Health Science Foundations – 8417110 *Must complete Anatomy & Physiology with C or better as pre-requisite
- Allied Health Assisting- 8417130
- Certifications Offered: BLS, First Aid, Blood Borne Pathogen *Must pass as a pre-requisite for the Certified Nursing Assistant Program

YEAR THREE

- Certified Nursing Assistant-8417210 – (includes clinical hours off-site) *Must complete Health Science Foundations with C or better as pre-requisite
- Health Science Education Directed Study- 8400100
- Recommended Tests: TEAS and/or PERT for post-secondary options in year four

YEAR FOUR

- Tech High School - Electrocardiograph Technician (EKG)
- Pinellas Technical College - H170607 Practical Nursing Program (includes clinical hours off-site) ***TEAS College Placement Test required for entrance**
- St. Petersburg College - Dual enrollment ***PERT Test required for entrance**
- Tech High School - Health Science Cooperative Education (OJT) 8400410

*Pre-requisites required for admittance to these programs. See specific schools for details.

As a student enrolled in the Certified Nursing Assistant program, students:

- Will be expected to complete HOPE class online or during the summer prior to Students 10th grade year
- Are required to maintain the minimum required GPA for each semester in all course work (2.0 in 9th grade, 2.3 in 10th grade, 2.5 in 11/12th grade).
- Will repeat course(s) with grades of “D” or “F” for forgiveness through Florida Virtual School the semester following the semester the grade was earned. Failure to complete course for forgiveness in time allotted will result in student being placed on academic probation Attendance Requirements

Certified Nursing Assistant Program

Handbook of Policies and Procedures

2018-19

By signing below the Student and Parent agree to abide by all terms and conditions stated and/or implied in the Certified Nursing Assistant Program handbook and Pinellas County School Student of Code of Conduct.

Student (Print Name): _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Instructor Signature: _____ Date: _____