



# WWCC NURSING ASSISTANT STUDENT HANDBOOK

2024-2025

Compiled and Reviewed by the Nursing Assistant Instructional Team (NAIT)

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## Purpose of the Student Handbook

The purpose of this handbook is to acquaint students with the program structure, the resources available, and the program policies that will help guide students during their Nursing Assistant education. Every effort is made to ensure accuracy at the time of printing; however, the Walla Walla Community College Nursing Assistant Program reserves the right to change any provision or requirement at any time.

## Accommodations for Students with Disabilities

Walla Walla Community College complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 as amended in 2008. Information regarding student accommodations may be obtained by contacting:

<b>Walla Walla Campus</b>	<b>Clarkston Campus</b>
<i>Kristen Duede, LICSW</i> <i>Disability Support Services Coordinator</i> <i>Phone: (509)527-4543</i> <i>TTY: (509)527-4412</i> <i>Email: <a href="mailto:kristen.duede@wwcc.edu">kristen.duede@wwcc.edu</a></i>	<i>Heather Markwalter</i> <i>Student Affairs Coordinator/Retention Specialist</i> <i>Phone: (509) 758-1721</i> <i>TTY: (509) 527-4412</i> <i>Email: <a href="mailto:heather.markwalter@wwcc.edu">heather.markwalter@wwcc.edu</a></i>

Walla Walla Community College does not discriminate based on race, color, national origin, sex, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Human Resources/Title IX Coordinator/Section 504 Compliance Officer; 500 Tausick Way, Walla Walla, WA 99362; (509) 527-4300.

COVID-19-related Accommodations: If you have a disability or medical condition that presents an academic obstacle or prevents you from wearing a face covering, please contact Disability Support Services.

COVID-19-related Absences: If you or a member of your family becomes ill, please contact your instructor as soon as possible to discuss how academic requirements might be modified to prevent virus-related obstacles from hindering academic success.

## Accommodations for Religion/Conscience

Reasonable Accommodations for Religion/Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the quarter and should follow the procedures listed in the Student Rights & Responsibilities section of the Academic Catalog.

## Equal Opportunity Statement

Walla Walla Community College District No. 20 (WWCC) is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants as well as for its students and employed staff, without regard to race, color, creed, national origin, sex, sexual orientation, including gender expression/identity, genetic information, marital status, age (over 40), the presence of any sensory, mental, or physical disability, the use of trained guide dog or

service animal by a person with a disability, or status as a Vietnam and/or disabled veteran, National Guard member or reservist in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation of 1973, the Americans with Disabilities Act of 1990 and any other applicable Federal and Washington State laws against discrimination. Human Resources (509)527-4382, has Affirmative Action/Equal Opportunity, Title IX Coordinator, and Section 504 Compliance program responsibility. The College's TDD number is (509) 527-4412.

### **Notice of Jeanne Clery Act required Annual Security Report**

Walla Walla Community College posts an [Annual Security Report](#) online. A paper copy of the report may also be obtained free of charge by visiting the Campus Security and Environmental Health and Safety office during normal business hours. The report contains policies and procedures related to campus safety and security, three years of crime statistics, and other additional safety information.

### **Commitment to Diversity**

WWCC encourages its employees and students to actively promote, develop, and value diversity on campus and in the community. [WWCC's Complete Commitment to Diversity](#)

### **Tobacco-Free Campus Policy**

WWCC has adopted a 100% Tobacco Free Campus policy in Walla Walla and Clarkston Campuses, effective September 1, 2015. [WWCC Tobacco Free Campus Policy](#)

## Greetings from the Nursing Assistant Program Coordinator



August 6, 2024

Dear Nursing Assistant Student,

On behalf of the Nursing Assistant Instructional Team (NAIT), I wish to extend a warm welcome to you as you enter the Nursing Assistant Program at Walla Walla Community College. We look forward to creating a learning environment that will support your educational and employment goals.

The information in this handbook is provided to assist and guide you to the successful completion of this program. This document is your reference for questions as you enter or continue in the program. Please read the handbook, sign the forms at the end, and return it to your designated instructor.

The Nursing Assistant Instructional Team is here to offer you quality instruction, guidance, and support. We hope that you will use the resources that are available to assist you in your learning process.

Best wishes as you pursue your goals.

Sincerely,

A handwritten signature in black ink that reads 'Kelli McGhan'.

Kelli McGhan, RN.  
Nursing Assistant Program Coordinator/Instructor

## **BRIEF HISTORY OF THE WWCC NURSING ASSISTANT PROGRAM**

### **National History**

For many decades, Nursing Assistants collaborated with nurses providing basic nursing care. Often called nurse aides, they provided personal care such as grooming, elimination, bathing, and making beds. Until the 1980's, training was not required for nurse aides to work in hospitals or nursing homes. Consequently, nurse aides were trained on the job.

In the 1980's, the system for delivering care changed. Before 1980, team nursing was common. Registered nurses were team leaders and assigned care to licensed practical nurses and nurse aides.

Primary nursing was a trend for delivering nursing care in the 1980's. In the primary nursing model, the registered nurses provided most of the patient care. Hospitals were not hiring nurse aids. Nursing homes, however, were still reliant on nurse aids to provide resident care.

Home health, home care, hospice care, adult family homes, and assisted living facilities emerged in the 1980's. Patients began to be discharged from hospitals earlier than in the past due to limited health care coverage. However, residents left the hospital quite ill and in need of assistance with medical care and help with basic needs at home. These events led to an increased need for nursing aids in the workforce. In 1987, the Omnibus Reconciliation Act was developed to improve the quality of life for long-term care residents. This effort required all nurse aids to be trained, assessed, and certified with the state registry and were then called Certified Nursing Assistants.

### **Local History**

Walla Walla Community College Nursing Assistant program first opened its doors to students in 1970 on the Walla Walla Campus. Soon after, WWCC opened a branch campus in the Clarkston community. A Nursing Assistant program soon was developed to train students in Clarkston and the surrounding communities.

In 2002, the Nursing Assistant program on the Walla Walla campus modified one of their courses to address industry and population needs. The Integrated Basic Education and Skills Training (I-BEST), Pre-Nursing Assistant (Pre-NA), and Nursing Assistant (NA) program piloted a class to integrate students with limited English proficiency (LEP) and needs for basic education while obtaining a work-ready certificate such as a Nursing Assistant and Fundamentals of Caregiving.

In 2007, the nursing program required that a student either take a Nursing Assistant course and pass the Nurse Aide Competency Evaluation Test or have a CNA license from another state. Pre-nursing students need to complete the course and pass the Nurse Aide Competency Evaluation Test before entering the nursing program.

By 2010, the Nursing Assistant program evolved in response to the sustainability needs of the college and community. Trends in distance learning have been influential on how the course is



delivered today. All Nursing Assistant course offerings have become web-enhanced and/or Hybrid offering a variety of course work via platform called CANVAS.

In 2014, the Department of Health eliminated the Fundamentals of Caregiving Certificate and introduced Homecare Aide Certificate instead. Currently, WWCC NA programs consist of two traditional models of Nursing Assistant. The I-BEST NA program is targeted to students with Limited English Proficiency and Adult Basic Education through the IBEST co-instruction model that supports students in attaining language, reading, and writing competence required in the workplace. At the turn of the century, the WWCC Nursing Assistant program offered training for local high schools in both Clarkston and Walla Walla. Both budget restraints from Running Start funds and the opening of Southeast Area Technical Skills Center located on the Walla Walla Community College Campus serving high school students from Dayton, Touchet, Waitsburg, and Prescott have made impacts on the typical enrollment sources.

Over the decades, several thousand students have completed the Nursing Assistant program and have gone on to be certified. Through the years, the diversity of the students and healthcare population continues to grow.

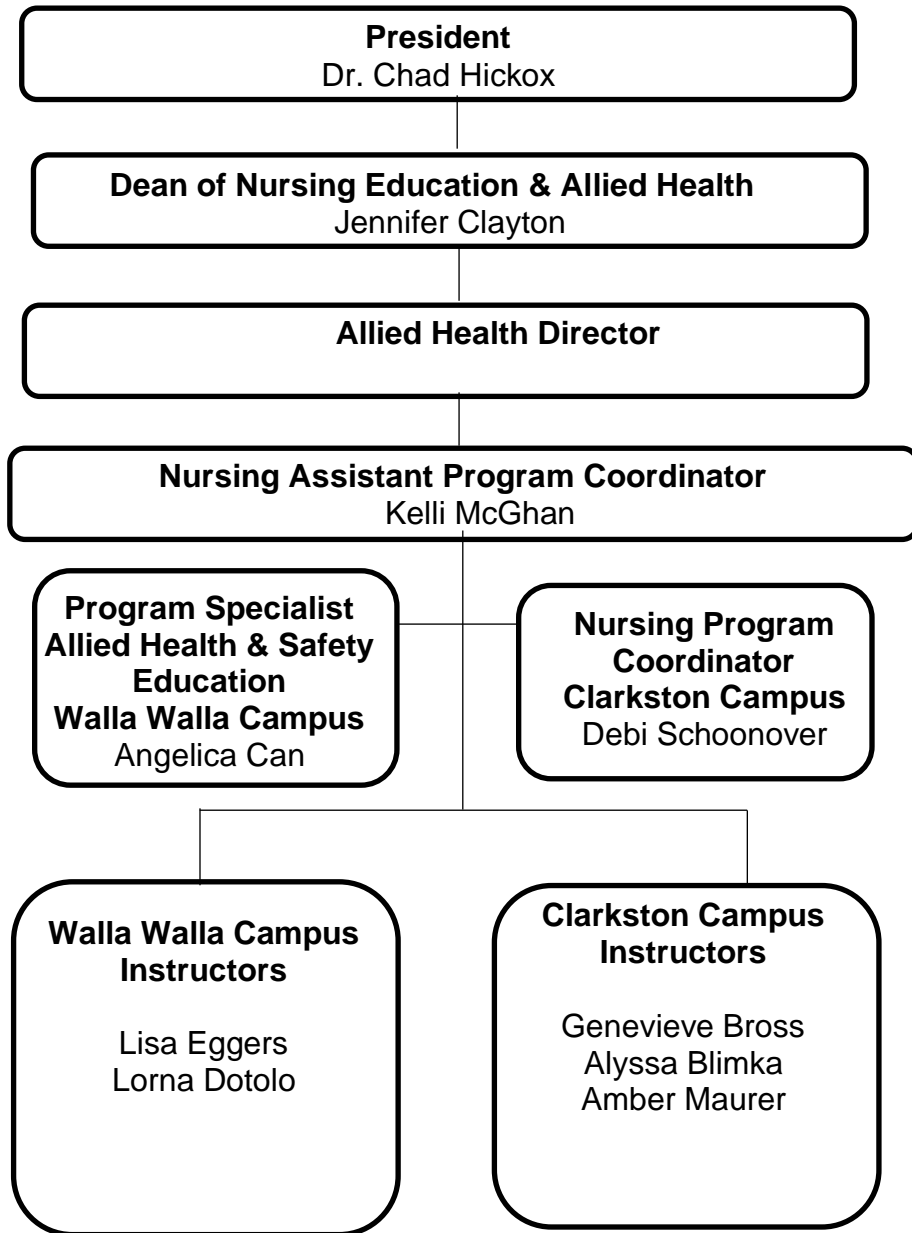
Today, the Nursing Assistant Instructional Team (NAIT) is aligned with WWCC's mission to prepare students who will strengthen the healthcare community by using basic Nursing Assistant skills that are relevant to the 21st-century workforce.

Because of the growing elderly population, many Nursing Assistants are in long-term care facilities, such as nursing homes. To encourage Nursing Assistants to enter the workforce, the Department of Health (DOH) and the Department of Social and Health Services (DSHS) extended the window period for taking the Washington state certification exam. Nursing Assistants who complete a Nursing Assistant training program have four attempts at passing the exam for an indefinite period after graduating from a program. In response to this effort, a Nursing Assistant Review course was developed to help candidates prepare for the state exam. This program is available to any eligible candidate in Washington State.

In March 2020, the NA program was affected by the COVID-19 virus pandemic. Emergency regulation prompted a change in how content would be delivered. Due to isolation and masking mandates, the program was permitted to be delivered remotely. Due to a lack of access to Long Term Care facilities, some clinicals had to be delivered using the NAR pathway. Following emergency rules filed for WAC Chapter 246-841, the Washington State Board of Nursing (WABON) allowed most approved nursing assistant training programs to count students' nursing assistant-registered (NAR) employment or volunteer hours as clinical hours. At this point, the NAR Pathway continues to be a viable way to complete clinical hours.

In the Spring of 2023, Washington State's new nursing assistant common curriculum framework was incorporated. The curriculum framework includes materials that provide engaging ways to introduce, apply, and reinforce holistic, person-centered care approaches and emphasize the principles of safety, infection control, and resident rights.

## Nursing Assistant Organizational Chart 2024-2025



## **PROGRAM OF LEARNING**

### **MISSION/PHILOSOPHY OF THE WWCC NURSING ASSISTANT PROGRAM**

The Nursing Assistant program aligns itself with the mission of Walla Walla Community College by providing an opportunity for students to discover their potential and achieve their goals. The mission of the Nursing Assistant program is to promote the skills of Nursing Assistants by developing professional, caring, and competent Nursing Assistants who are dedicated to enhancing the wellness of diverse populations. The mission of the nursing assistant program is to satisfy the demand for skilled healthcare workers by providing quality education and real-world training experiences to students entering this career.

Students may enter the Walla Walla Community College Nursing Assistant program through diverse entry points such as high school, workforce institutions, or as a bridge to other health science careers. Nursing Assistants practice in a variety of settings. Their focus is on wellness promotion, prevention of illness or injury, restorative care, and providing end-of-life care.

Nursing Assistants are team members who spend the most time providing direct resident care. Critical thinking (judgment) is at the core of prioritizing the care that Nursing Assistants provide. Nursing Assistants have a key role in contributing to the nursing process which are the methods nurses use to plan and deliver care. The Nursing Assistant participates in the nursing process through observing, reporting, and delivering care.

Professional behaviors are characterized by accountability and responsibility for competent Nursing Assistant practice. The Nursing Assistant practices within a legal, ethical, and regulatory framework. The healthcare provider must adhere to the standards of Nursing Assistant practice. Professional behaviors demonstrate awareness of the impact of economic, social, cultural, demographic, and political processes on healthcare, and nursing practice. The Nursing Assistant collaborates with peers and other healthcare team members to meet resident needs within their assigned roles and responsibilities.

Learning is a dynamic, interactive process that is accomplished best when a mix of cognitive, psychomotor, and affective skills is provided in the program of learning. The Nursing Assistant Instructional Team (NAIT) prepares students for lifelong learning to meet the continually evolving nature of Nursing Assistant practice and the healthcare delivery system. The NAIT functions as learning facilitators, professional role models, and evaluators of student performance. Current clinical knowledge and expertise is essential for faculty to be competent in the classroom and clinical settings. The NAIT maintains professional relationships within the academic community at WWCC and the healthcare community.

## WWCC Nursing Assistant Program Course Description:

117 Clock Hours per Quarter= Lecture Hours: 35 + Lab Hours: 32 + Clinical Hours: 50

This course prepares the student with the skills and behaviors needed for working under the direction of licensed medical professionals in administering basic nursing care to patients. Students who successfully complete the classroom, laboratory, and clinical requirements will be eligible to take the Washington Nursing Assistant examination & skills evaluation. This course is approved by the State of Washington Department of Health. An application is required and available in the Allied Health Department or by calling 509-527-4589. Prerequisite: Guided Placement Test or CASAS Level 5.

### Intended Learning Outcomes

1. Distinguish between the role of the nursing assistant and the roles of the other members of the healthcare team.
2. Employ effective communication skills with clients, family, and other healthcare team members.
3. Apply basic techniques needed for general health assessment and daily care of residents.
4. Discuss the cause and effect of common disease processes and the interventions needed for preventative care and personal safety.
5. Apply cultural awareness in all aspects of care, building on the student's own cultural strengths.
6. Employ English language competency for workplace communication.

### Accreditation

The Nursing Assistant program at WWCC is approved by the [Washington State Board of Nursing \(WABON\)](#), PO Box 47864, Olympia, Washington 98504, and Phone: 360-236-4703.

## WWCC Nursing Assistant Program Technical Standards

The Nursing Assistant program at WWCC prepares the Nursing Assistant to meet the basic needs of a client population. To progress and complete the Nursing Assistant Program, Nursing Assistant students must meet knowledge and skills competencies in the areas of basic technical skills, personal care skills, mental health, and social service needs, care of cognitively impaired residents, basic restorative services, client or resident rights and promotion of independence, communication and interpersonal skills, infection control, safety and emergency procedures, and rules and regulations knowledge.

This statement of Technical Standards identifies the functional abilities that the nursing assistant instructors have determined to be necessary for the provision of safe, effective, professional nursing care. The Technical Standards are reflected in the [WAC](#) and in this WWCC Nursing Assistant student Handbook that is available for reference on the WWCC [Website](#). If there are questions about any section of these Technical Standards, please contact Kelli McGhan, Nursing Assistant Program Coordinator, at 509-527-4330 or [kelli.mcghan@wwcc.edu](mailto:kelli.mcghan@wwcc.edu).

Students with disabilities who have questions about or who may require reasonable accommodations in meeting the Nursing Assistant Program Technical Standards should contact [WWCC Disability Support Services](#). The nursing assistant student must be able to meet the following Technical Standards independently, with or without reasonable accommodation.

## Basic Technical Skills and Observational Ability

Nursing Assistant students must be able to:

- Collect, use, and interpret information from residents which includes, but is not limited to the following:
  - detect changes in skin color or condition.
  - discriminate between abnormal and normal color of body fluids or exudates.
  - use assessment tools accurately such as, but not limited to, blood pressure cuff, stethoscope, and automated vital signs monitor.
  - detect sounds related to audible alarms.
- Detect a fire in a patient care area.
- Read fine print such as on equipment labeling and supplies.
- Detect odors such as foul-smelling bodily fluids, spoiled foods, or smoke from burning materials.
- Detect changes in skin temperature and detect unsafe temperature levels in heat-producing devices used in patient care.

## Communication Ability

Nursing Assistant students must be able to:

- Comprehend, communicate, and document information in the English language.
- Communicate accurately and effectively with:
  - patients, spouses, significant others, and other family members
  - healthcare workers, and other professionals in healthcare settings
  - instructors, supervisors, classmates, and various health or educational team members in both clinical and classroom settings
- Elicit, receive, and accurately interpret information from others:
  - collect, document, and convey relevant information to others.
  - learn, understand, and use healthcare terminology.
  - comprehend and follow directions and instructions.
  - accurately record patient medical information,
- Present information in a professional, logical, and organized manner

## Motor Abilities

Nursing assistant students must have the ability to lift or carry a minimum of twenty-five (25) pounds independently and fifty (50) pounds with assistance and be able to:

- Perform patient care activities, including, but not limited to:
  - Safely transfer patients in and out of bed.
  - Ambulate patients safely, turn and reposition patients.
  - Move and adjust equipment to various heights.
  - Reach and record the volumes in body fluid collection devices hung above or below bed level.

- Accurately place and maintain a stethoscope for detecting the sound of blood pressure and palpate an apical pulse.
- Manipulate small equipment and containers such as blood pressure cuff, denture cups, food tray items, etc.
- Respond to emergency patient care situations promptly and provide emergency care, including cardio-pulmonary resuscitation.
- Possess the physical endurance necessary for extended periods of activity that are required for safe performance in clinical and classroom settings.
- Demonstrate the ability to comply with all safety standards in all clinical settings, including, but not limited to, infectious control precautions (universal, contact, airborne), and use of emergency equipment (fire extinguisher, evacuation chairs).
- Capable of moving within and among clinical environments without compromising the safety of others.

## Communication and Interpersonal Skills

Nursing Assistant students must have the capacity to develop and refine critical thinking, decision making and problem-solving skills that are crucial for safe and effective Nursing Assistant practice using, but not limited to:

- capability to measure, quantify, calculate, question, analyze, conceptualize, reason, integrate, and synthesize information to make timely decisions reflecting sound clinical judgment, and to determine what needs to be reported to the supervising nurse.
- learn from other individuals.
- comprehend, integrate, and apply current information.
- make sound decisions within their scope of practice.

## Behavioral and Social Attributes

Nursing Assistant students must be able to:

- Communicate effectively, respectfully, and with cultural humility, with all individuals whom they encounter.
- Demonstrate behaviors associated with compassion, respect, concern for others, integrity, ethical comportment, sound clinical judgment, and accountability for their responsibilities and actions.
- Accept the supervision of an instructor and/or preceptor.
- Accept constructive criticism or feedback.
- Modify behavior based on feedback.
- Adapt quickly to rapidly changing situations/environments, and to withstand human trauma and its effects.
- Correctly judge when assistance is required and seek appropriate assistance on time, exercise good judgment
- Function cooperatively and efficiently with others

## Professional, Legal, and Ethical Conduct

The WWCC Nursing Assistant program has the core values of respect, excellence, Integrity, accountability, caring, and stewardship. Student Nursing Assistants are expected to exhibit professional behavior, personal accountability, compassion, integrity, concern for others, and care

for all individuals respectfully and effectively regardless of gender identity, age, race, sexual orientation, religion, disability, or any other protected status. Individuals whose performance is impaired by abuse of alcohol or other substances are not suitable for progression in or completion of the Nursing Assistant program.

Nursing Assistant students must be able to:

- Function within the legal and ethical principles of their scope of practice
- Display behaviors that conform to the ethical role of a Nursing Assistant in all interactions with patients, faculty, staff, students, and the public.
- Meet guidelines established by healthcare organizations where they will be engaged in clinical experiences.

### **Nursing Assistant Program Expected Outcomes**

The Nursing Assistant Instructional Team (NAIT) has established the following program outcomes for WWCC Nursing Assistant students upon completion of their program.

- Ninety percent (90%) or more of students who enter the Nursing Assistant program will complete the program.
- Those who complete the Nursing Assistant program will achieve a pass rate at or above the Washington State average pass rate of 80% on the Nurse Aide Competency Evaluation.
- All completers will meet the WWCC **Standards and Competencies** for Nursing Assistants that are outlined in [WAC 246-841-400](#). The competencies areas are:
  - Basic Technical Skills
  - Personal Care Skills
  - Mental Health and Social Service Needs
  - Care of Cognitively Impaired Residents
  - Basic Restorative Care
  - Resident Rights and Promotion of Independence
  - Communication and Interpersonal Skills
  - Infection Control
  - Emergency Procedures
  - Regulations Knowledge

### **Competencies of the WWCC Nursing Assistant Candidate**

Competencies and standards of practice are statements of skills and knowledge and are written as descriptions of observable and measurable behaviors. All competencies are performed under the direction and supervision of a licensed registered nurse or licensed practical nurse as required by [RCW 18.88A.030](#).

### **Standards of Practice and Competencies for Nursing Assistants** [WAC 246-841-400](#)

#### **Basic technical skills**

A Nursing Assistant demonstrates basic technical skills that facilitate an optimal level of functioning for residents, recognizing individual, cultural, and religious diversity. A Nursing Assistant:

- Demonstrates proficiency in cardiopulmonary resuscitation (CPR) and can perform CPR independently.

- Takes and records vital signs.
- Measures and records height and weight.
- Measures and records fluid and food intake and output.
- Recognizes normal body functions, deviations from normal body functions and the importance of reporting deviations in a timely manner to a supervising nurse.
- Recognizes, responds to and reports resident's emotional, social, cultural, and mental health needs.
- Recognizes, responds to and reports problems in resident's environment to ensure safety and comfort of client.
- Participates in care planning and nursing reporting process.

### **Personal care skills**

A Nursing Assistant demonstrates basic personal care skills such as:

- Assists residents with bathing, oral care, and skin care.
- Assists residents with grooming and dressing.
- Provide toileting assistance to residents.
- Assists residents with eating and hydration.
- Uses proper oral feeding techniques.

### **Mental health and social service needs**

A Nursing Assistant demonstrates the ability to identify the psychosocial needs of all residents based upon awareness of the developmental and age-specific processes. A Nursing Assistant:

- Addresses individual behavioral needs of the resident.
- Knows the developmental tasks associated with the developmental and age-specific processes.
- Allows the resident to make personal choices but provides and reinforces behaviors consistent with the resident's dignity.
- Is sensitive and supportive and responds to the emotional needs of the residents and their sources of emotional support.

### **Care of cognitively impaired residents**

A Nursing Assistant demonstrates basic care for cognitively impaired residents. A Nursing Assistant:

- Uses techniques for addressing the unique needs and behaviors of individuals with cognitive impairment including Alzheimer's, dementia, delirium, developmental disabilities, mental illnesses, and other conditions.
- Communicates with cognitively impaired residents in a manner appropriate to their needs.
- Demonstrates sensitivity to the behavior of cognitively impaired residents.
- Appropriately responds to the behavior of cognitively impaired residents.

### **Basic restorative services**

The Nursing Assistant incorporates principles and skills in providing restorative care. A Nursing Assistant:

- Demonstrates knowledge and skill in using assistive devices for ambulation, transferring, eating, and dressing.
- Demonstrates knowledge and skill in the maintenance of range of motion.
- Demonstrates proper techniques for turning and positioning a resident in a bed or chair.
- Demonstrates proper techniques for transferring and ambulating residents.



- Demonstrates knowledge about methods for meeting the elimination needs of residents.
- Demonstrates knowledge and skill for the use and care of prosthetic devices by residents.
- Uses basic restorative services by training the resident in self-care according to the resident's capabilities.

### **Resident rights and promotion of independence**

A Nursing Assistant demonstrates behaviors, that maintain and respect resident rights and promote independence, regardless of race, religion, lifestyle, sexual orientation, disease process, or ability to pay. A Nursing Assistant:

- Recognizes that a resident has the right to participate in decisions about his or her care.
- Recognizes and respects residents' need for privacy and confidentiality.
- Promotes and respects the resident's right to make personal choices to accommodate their needs.
- Reports resident's concerns.
- Helps with getting residents to and participating in activities.
- Respects the property of resident and employer and does not take equipment, material, property, or medications for his, her, or other's use or benefit. A Nursing Assistant may not solicit, accept, or borrow money, material, or property from a resident for his, her, or other's use or benefit.
- Promotes resident's right to be free from abuse, mistreatment, and neglect.
- Intervenes appropriately on the resident's behalf when abuse, mistreatment, or neglect is observed.
- Complies with mandatory reporting requirements by reporting to the Department of Health and the Department of Social and Health Services instances of neglect, abuse, exploitation, or abandonment.
- Participates in the plan of care regarding the use of restraints following current professional standards.

### **Communication and interpersonal skills**

A Nursing Assistant uses communication and interpersonal skills effectively to function as a member of the nursing team. A Nursing Assistant:

- Reads, writes, speaks, and understands English at the level necessary for performing the duties of the Nursing Assistant.
- Listens and responds to verbal and nonverbal communication appropriately. Recognizes how his or her own behavior influences the resident's behavior and uses resources for obtaining assistance in understanding the resident's behavior.
- Adjusts his or her own behavior to accommodate the resident's physical or mental limitations.
- Uses terminology accepted in the healthcare setting to record and report observations and pertinent information.
- Appropriately records and reports observations, actions, and information accurately and on time.
- Can explain policies and procedures before and during the care of the resident.

### **Infection control**

A Nursing Assistant uses standard and transmission-based precautions to prevent the spread of microorganisms. A Nursing Assistant:

- Uses principles of medical asepsis and demonstrates infection control techniques and standards and transmission-based precautions.

- Explains how disease-causing microorganisms are spread.
- Is knowledgeable regarding the transmission of blood-borne pathogens.
- Demonstrates knowledge of cleaning agents and methods which destroy microorganisms on surfaces.

### **Safety and emergency procedures**

A Nursing Assistant demonstrates the ability to identify and implement safety and emergency procedures. A Nursing Assistant:

- Provides an environment with adequate ventilation, warmth, light, and quiet.
- Promotes a clean, orderly, and safe environment including equipment for residents.
- Identifies and utilizes measures for accident prevention.
- Demonstrates principles of good body mechanics for self and resident, using the safest and most efficient methods to lift and move residents, or heavy items.
- Demonstrates proper use of protective devices in the care of residents.
- Demonstrates knowledge and follows fire and disaster procedures.
- Identifies and demonstrates principles of health and sanitation in food service.
- Demonstrates the proper use and storage of cleaning agents and other potentially hazardous materials.

### **Rules and regulations knowledge**

A Nursing Assistant demonstrates knowledge of and can explain the practical implications of the laws and regulations that affect Nursing Assistant practice including but not limited to:

- [Mandatory reporting](#) procedures related to resident abuse, neglect, abandonment, and exploitation.
- [Scope of practice](#)
- [Workers' right to know](#)
- [The Uniform Disciplinary Act](#)

## **WWCC Nursing Assistant Code of Ethics**

The WWCC [Nursing Assistant Code of Ethics](#) is based on the fundamental values of the Nursing Assistant profession including the worth, dignity, and uniqueness of all persons as well as their rights and opportunities. This Code of Ethics is also intended to serve as a guide to the everyday conduct of students in classroom, lab, and clinical settings to prepare them for the Nursing Assistant profession. Ethical behavior results not from an edict but from a personal commitment of the individual.

The WWCC Nursing Assistant Code of Ethics lists responsibilities to:

### **The Nursing Assistant's ethical responsibility to residents**

**Resident:** The Nursing Assistant (NA) recognizes his/her role as a caregiver, not an authority figure, and focuses on the resident's needs. The NA's first concern is for the resident's safety and welfare. The NA recognizes listening as a therapeutic act and projects a positive attitude in verbal and nonverbal communication (tone, volume, and speed). The NA is thorough in meeting the resident's needs and in the delivery of care. The NA understands and monitors the residents' condition and reports significant changes to their team. The NA organizes the work to ensure that care plans are carried out accurately. The NA supports the residents' efforts by offering frequent praise, maintaining open lines of communication, and following up on a resident's request on time.

**Respect:** NAs treat residents as they would like to be treated regardless of illness or condition. Promoting a resident’s self-esteem is an important part of respect and is accomplished by honoring the resident’s belief system, respecting their life experiences, and encouraging decision-making by giving choices about daily activities. The NA provides privacy and treats residents fairly without showing favoritism or being judgmental. Respect continues after death in the care of the body and emotional support given to the family.

**Confidentiality:** Recognizing the fragility of privacy and honoring the trust relationship of resident and caregiver, the NA ensures each resident’s dignity and privacy by following the [Health Insurance Portability and Accountability Act](#) (HIPAA), guidelines to protect resident [Protected Health Information](#) (PHI). The NA should share PHI with as few individuals as needed to ensure the resident’s care and discuss only as it relates to the NA’s education. The NA takes all reasonable steps to make sure individuals without a ‘need to know’ do not overhear conversations about PHI and do not discuss PHI in elevators, cafeteria, or any social networks. The NA protects computer screens, clipboards or notes, and electronic copies from loss. The NA does not text or leave telephone messages of PHI. The NA identifies patients by initial only, using demographic data only to identify patient’s needs to the instructor. The NA cannot photo duplicate documents and notes with PHI and are not to be put in the trash or recycler.

**Abuse:** The NA does not abuse residents in any way – verbally, physically, or mentally. Abuse includes subtle forms such as talking about residents in front of them, talking down to residents, raising their voice, or forcing residents to comply with expectations. The NA respects a resident’s individual property, does not steal, and does not accept gratuities. The NA also reports behaviors of others that are not in the resident’s best interest.

### **The Nursing Assistant’s ethical responsibility to families, guardians, and community**

**Family Rights:** The NA keeps family information confidential, provides privacy for families, is considerate of cultural differences, and respects decisions made by residents and families.

**Professional Demeanor:** The NA shows concern and caring for families and visitors by speaking in a respectful and moderate tone of voice, exercising good judgment in maintaining a supportive, professional role to the family, and responding promptly to the needs of the families. The NA is an ambassador to the community through honesty, competence, and the provision of quality care to its members.

**Open Communication:** The NA is friendly and compassionate to families and visitors, helping them during the admission process, encouraging them to become involved with activities, and referring them to other healthcare professionals to resolve questions or problems.

### **The Nursing Assistant’s ethical responsibility to co-workers**

**Attitude:** The NA is positive, constructive, and professional in seeking solutions to problems. The NA sets a positive example by being on time, being enthusiastic, being complimentary to others, and not bringing personal problems to the work environment. The NA gives input in an assertive but not aggressive manner.

**Respect:** The NA treats co-workers as he/she would like to be treated. Respect is demonstrated by being sensitive, helpful, and friendly to one another, being tolerant of different personalities, being reliable, honest, and trustworthy, and recognizing that respect is essential for all relationships.

**Teamwork:** The NA recognizes himself/herself as one member in a multi-disciplinary team, all focusing its efforts on the resident. In a spirit of teamwork, the NA is always supportive, cooperative, and prompt in assisting co-workers.

### The Nursing Assistant's ethical responsibility to employers

**Quality:** The NA focuses on doing the best job possible. This involves punctuality, attendance, thoroughness, time management, and maintaining knowledge/competency.

**Attitude:** The NA enhances the work environment by being enthusiastic and taking pride in his/her appearance and demeanor.

**Respect:** The NA is supportive of the organization by following policies and procedures and utilizing the chain of command. The NA views self as a representative of, and promotes, the organization positively. The NA is respectful of the employer's property, including using supplies responsibly to avoid waste.

### The Nursing Assistant's ethical responsibility to the healthcare profession

**Integrity:** The NA is committed to ethical behavior and practice. The NA positively promotes the Nursing Assistant profession to encourage others to see it as a rewarding career.

**Quality Service:** The NA, in a respectful, organized, and compassionate manner promotes the caring image of the profession by working as part of the healthcare team (communicating changes, seeking consensus, and consulting proper sources for solutions). The NA treats all patients equally regardless of age, race, or religion and does not perform anything beyond his /her qualifications.

**Professional Responsibility:** The NA follows recommended healthcare practices (infection prevention practices, updated immunizations, personal cleanliness, environmental neatness, careful use of equipment, etc.). Out of respect for the profession, the NA remains in the field only if he/she feels an enthusiastic commitment.

**Continuing Education:** The NA maintains his/her competence, growth, and adaptability through ongoing training and by keeping all certifications up to date.

### The Nursing Assistant's ethical responsibility to himself/herself

**Self-Esteem:** The NA is happy with and respects himself/herself. The NA is cheerful and honest with himself/herself. The NA develops a positive attitude and lives by a moral code. The NA keeps his/her work and social life separate. The NA keeps physically fit through a healthy lifestyle, balancing rest, relaxation, recreation, and work, getting regular physical exercise, eating a balanced diet, avoiding substance abuse, and making use of emotional support structures when needed.

**Pride:** The NA takes pride in quality care and is open-minded and professional. The NA places value in the team concept.

**Resources and limitations:** The NA are open to listening and learning to better themselves. The NA acknowledges their strengths and limitations, is willing to request help, and can take time off to refocus at an appropriate time.

## Admission Policy

### Personal Identification Needed

To enroll and participate in the Nursing Assistant program, students must provide the following pieces of identification:

- [Student Identification Number](#) (SID)
- [Social Security Number](#)

Students are required to provide the NA program with their social security number with the understanding that this information is shared with those agencies that require this information for student identification. Upon completion of the NA program, the social security number will be necessary to apply for the Washington state written and skills exam with Credentia. In addition, you are required by state and federal law to provide your social security number with your application for a [Washington State Nursing Assistant License](#). If you do not have a social security number at the time you send in this application, please fill out this [form](#). Please note that an [Individual Taxpayer Identification Number](#) (ITIN) or a [Canadian Social Insurance Number](#) (SIN) cannot be substituted. All other department activities requiring student identification will be conducted according to college policy and mandated WA state law ([RCW 28B.10.042](#)) which stipulates the use of a confidential SID number.

### Required Documentation

What other required documentation is necessary to be accepted into the NA program?

- English screening document from [Guided Placement Test](#) results
- [CASAS](#) test results required for the [IBEST](#) on Walla Walla Campus
- [Americhek](#) and Background Criminal Conviction Unit Results
- Background Criminal Conviction Unit Results may require [fingerprinting](#)
- Background Check through [Washington State Patrol](#)
- Tuberculosis (TB) screening (See [Appendix 1](#)-Immunization and TB screening form)
- History of immunizations (See [Appendix 1](#) – Immunization and TB screening form)

### Immunizations and TB Screenings

When are my tuberculosis screenings and records of immunizations due?

The absence of this documentation in the student file will impede the student's ability to make progress, enter the clinical environment, and complete the course requirements. Ideally, it is best to have any missing immunizations, titers, and TB screening done before the first day of class. Procrastinating on these requirements puts you at risk of not completing the course. Scheduling appointments for your immunizations can interfere with your attendance in class. In addition, some vaccinations cannot be administered simultaneously with your TB screening, therefore requiring additional appointments that may go well past the due date.

The firm due date for your immunizations and TB screening is one week before your first clinical. If not turned in by the due date, you will receive a “[Statement of Concern](#)” (SOC) stating that you will not be able to complete the program.

Requirements are based on the most current recommendations:

[CDC Recommendations for Healthcare Workers Tuberculosis Screening for Healthcare Workers](#)

### Required Immunizations:

- Varicella (Chicken Pox) vaccine
- Measles, Mumps, Rubella (MMR) vaccine
- One-time dose of Tdap if Td booster was received more than 2 years ago.
- Hepatitis B (HBV) vaccine series and Titer test when series completed.
- Influenza vaccine (if available)
- Seasonal/Novel vaccinations as per current [Centers for Disease Control and Prevention \(CDC\)](#) recommendations, including the COVID-19 vaccine.
- Tuberculosis screening

## Criminal Background Checks Policy

### **Why do I have to pass two criminal history background checks to get into the NA program and the clinical site?**

Conducting a background check is considered one component of the overall assessment of a person's character, competence, and suitability to care for and have unsupervised access to children, juveniles, or vulnerable adults. Criminal background checks are conducted through Americhek Inc. before entrance into the NA program. Once you are accepted and assigned to the clinical site, you are required to submit a second background check through the Department of Social and Health Services ([DSHS](#)), Background Check Central Unit ([BCCU](#)). A background check provided by BCCU is not the sole basis for allowing unsupervised access to vulnerable people. Each requester of a background check is required to know and follow the mandate of state law and must carefully consider the result of the check for each person who may have unsupervised access to vulnerable people.

The student will be responsible for all applicable fees associated with the acquisition of the criminal background check. Students are expected to self-report, at any time throughout the program, all incidences that may occur and affect clinical placement.

### **What kind of crimes will prevent me from being accepted into the NA program or working as an NA?**

Washington State law (RCW [43.43.830](#) through [43.43.840](#)) mandates that criminal background checks be conducted on all students entering clinical agencies. The list of disqualifying crimes is listed in [WAC 388-113-0020](#). A student with a criminal history of “[crimes against persons](#)” will not be able to progress in the NA program. Certain criminal convictions, pending charges, and negative actions automatically disqualify a person from having unsupervised access to vulnerable adults, juveniles, and children.

Graduates from the NA program can expect to undergo another background check when applying for licensure in Washington State. Students who have a criminal history that is not on the list of disqualifying crimes, or disqualifying crimes that are outdated and listed in [WAC 388-113-0020](#) may be asked to provide supportive documentation and meet with the designated contact person at the clinical facility before the start date of clinical.

### Physical Requirements

What are the physical requirements and [abilities](#) needed for participating in the NA program? Students in the NA program need to be aware of the physical requirements needed to perform client care in clinicals. All students will be expected to meet these criteria during both skills practice lab sessions and the clinical experience. The inability to meet these expectations could result in not completing the course.

### If Sick or Injured

What if I get sick or injured and become unable to perform the physical requirements? Contact your NA instructors who will do their best to help you produce a plan to be successful in the program. You will need to provide documentation to verify that you are unable to meet these expectations if at any time before or during the course you become ill or injured. This documentation is required before resuming participation. (See [Appendix 2](#)- Health Lab and Clinical Exemption Form)

### Professional Policy for Dress and Behavior

The WWCC Nursing Assistant program reserves the right to define codes for professional appearance and behavior for their students.

### Dress Code Policy

#### **Why is adhering to the dress code important to my career as a Nursing Assistant?**

It is important to have a cohesive look and conduct that reflects modesty and work readiness. What the student “looks like,” “smells like,” and “behaves like” communicates messages to residents, families, coworkers, and prospective employers about the value the student places on healthcare practice and their healthcare career. Residents and their families frequently judge the quality of care provided based on their appearance. Prospective employers note the appearance while they are in practicum agencies and may use this data in employment decisions.

The following Professional Policies also apply to the skills labs and clinicals. Point deductions in labs or clinicals will be applied if the following policies are not adhered to.



<b>HAIR</b>	<b>RATIONALE</b>
<p>Hair must be clean and professional in appearance. Hair color should not fall outside of those shades that can be found naturally (i.e., pink, green, purple, etc. are not acceptable.)</p> <p>Hair that droops around the eyes, face, shoulders, or into the work field is not acceptable.</p> <p>Facial hair is to be neatly trimmed and not to exceed one inch or appropriate in length for fitting an N95 mask.</p> <p>Only approved head covering can be worn.</p>	<p>The NA program defines this as the most client-centered, modest manner in which a student can represent themselves.</p> <p>Long hair that is worn loose is an infection-control concern for both the client and the NA. Long hair can enter the contaminated field of work when the NA bends over to provide client care.</p> <p>Surgical caps may be approved on an individual basis.</p>
<b>FINGERNAILS</b>	<b>RATIONALE</b>
<p>Fingernails are to be kept clean and cut below the ends of the fingertips. No artificial nails or overlays are allowed.</p>	<p>Long nails are a breeding ground for infections or can harm your resident during care. You may bring germs to yourself or your family from the clinical setting or germs to your residents.</p>
<b>UNIFORM</b>	<b>RATIONALE</b>
<ul style="list-style-type: none"> <li>• Only freshly laundered uniforms are to be worn. The uniform must be properly fitting to ensure modesty.</li> <li>• Royal Blue/Olive Green colored uniforms are not allowed.</li> <li>• White lab coats are NOT allowed.</li> <li>• The ID badge you purchase must be worn to ALL lab classes, skills testing, and clinical days.</li> <li>• Gait belt must be on at all times during clinical. Bring the gait belt to the corresponding skills lab.</li> <li>• A watch with a second hand is required. No smart watches are allowed.</li> </ul>	<p>A cohesive, clean appearance is a desirable look for NA students. Hems that drag on the floor can absorb many pathogens that exist on the floor. Scrub uniforms: solid or prints are acceptable.</p> <p>The uniform color that is worn by WWCC Nursing students (Royal Blue or Olive Green) should be avoided. Instructors/clinical staff/residents need to be able to distinguish NA students from nursing students.</p> <p>White lab coats are often worn by instructors or Healthcare Providers.</p> <p>Uniforms with logos from another healthcare facility or company can be confusing to staff or patients.</p> <p>The gait belt is for you and your patient’s safety. A gait belt must be worn to the lab on days when “mobility skills” are performed.</p>
<b>SHOES</b>	<b>RATIONALE</b>
<b>Please note: the shoe policy for lab and clinical are different</b>	
<p><b>Shoes for lab</b> must be flat, slip-on, non-skid.</p>	<p>Slip-on shoes are required for labs and skills testing to minimize the time and effort that it takes to put on laced or buckled shoes. Your time is valuable during practice and skills testing.</p>
<p><b>Shoes for clinical:</b></p> <ul style="list-style-type: none"> <li>• Shoes and laces need to be kept clean and neat, athletic shoes are acceptable.</li> <li>• Open-toe shoes not allowed.</li> </ul>	<p>Covered feet and supportive shoes are for your safety and comfort. Flat and nonskid is for your safety as you are working. There may be times when floors are slippery or wet.</p>



<b>JEWELRY &amp; OTHER ORNAMENTATION</b>	<b>RATIONALE</b>
<p><b>Jewelry:</b></p> <ul style="list-style-type: none"> <li>• Only one plain band on one finger and one small stud earring in each earlobe may be worn in lab and clinical settings.</li> <li>• Remove all jewelry and jewelry implants from visible body piercing. This includes tongue piercing.</li> <li>• No other visible body piercing (including tongue) is allowed in the clinical setting.</li> </ul>	<p>Rings can harbor germs. Hand Hygiene must be extremely thorough around rings. Rings with stones are not appropriate to wear as they can scratch a patient or pierce through protective gloves.</p> <p>Looped earrings are considered a work hazard as patients can pull on earrings. Covering piercings that are implanted or difficult to remove is distracting to the patient. Consult your piercing specialist for removal.</p>
<p><b>Tattoos:</b> do not necessarily need to be covered. However, the requirement to cover a tattoo lies at the discretion of any faculty or clinical site employee. If asked to cover, a student must comply with this request. Failure to comply with the request will result in sanctions including up to removal from the program.</p>	<p>This shows respect for the client/patient who may be offended by it.</p>
<p><b>Fragrance:</b></p> <ul style="list-style-type: none"> <li>• Do not wear perfume, cologne, or strongly fragranced lotion.</li> <li>• Practice daily hygiene or as needed.</li> <li>• Students are not to smoke on the premises of the clinical site inside <i>or</i> anywhere off premises if expected to return to client care.</li> </ul>	<p>Be aware that residents and others you are in contact with may be intolerant to odors like perfume, cologne, or tobacco. Avoid these products. Be aware of your own body odor and the impact it has on others.</p> <p>Patients may be intolerant to the smell of tobacco on your breath, hair, or uniform.</p>
<b>BODY ODOR and TOBACCO USE</b>	<b>RATIONALE</b>
<p>No smoking is allowed anywhere on the WWCC campus.</p> <p>While in uniform, the student should avoid odors that might be offensive to clients. Abstain from the use of all scented personal products and all tobacco products.</p>	<p>Walla Walla Community College prohibits smoking or other tobacco use, including the use of electronic cigarettes, distribution, or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument within the perimeter of the college property. This includes all college premises, sidewalks, parking lots, landscaped areas, and sports fields.</p> <p>Residents may be intolerant to odors like perfume, or cologne.</p>
<b>COMMUNICATION</b>	<b>RATIONALE</b>
<p>Professional Communication is expected. Professional communication is defined as:</p> <ul style="list-style-type: none"> <li>• Client Centered</li> </ul>	<p>Client-centered communication means that communication in the lab and clinical setting should be focused on the care being provided.</p>

<ul style="list-style-type: none"> <li>• No use of foul language</li> <li>• Emotionally Intelligent</li> </ul>	<p>Formal language is preferred to informal language to ensure that clients are not offended and feel respected.</p> <p>Interactions with peers, clinical staff, and instructors should be free of foul or offensive language.</p> <p>Emotional intelligence is the ability to identify and manage your own emotions and the emotions of others. It is said to include three skills: emotional awareness, the ability to harness emotions and apply them to tasks like thinking and problem-solving, and the ability to manage emotions, which includes regulating your own emotions and maintaining an uplifting tone and calming presence with others.</p>
<p><b>ELECTRONIC DEVICES</b></p>	<p><b>RATIONALE</b></p>
<p>Electronic devices include cell phones, electronic games, electronic translators, computers, and digital watches. Cell phones should be off when brought to the classroom. They are not to be with you when in the skills lab or at a clinical.</p> <p>Electronic devices may only be used in the learning environment with prior instructor approval.</p> <p>Contacting your clinical instructor at the site should be done from the nurses' station or designated phones for business related purposes.</p> <p>Students who use their electronic devices at any time in the clinical or lab setting will be sent home and forfeit their points for that clinical or lab day.</p>	<p>Electronic devices while convenient distract the student and their peers and disrespect the learning environment. All electronic devices are prohibited in the clinical environment for the same reason but in addition are a vehicle for transmission of bacteria in and out of the clinical facilities.</p> <p>There may be times when an electronic device is a sanctioned device for accommodating someone with a disability.</p> <p>During class or lab time, emergency messages may be routed through the Allied Health office.</p> <p>At the clinical site, emergency messages are to be routed through your clinical instructor's contact number or the clinical facility number.</p>

**Attendance Policy**

The WWCC Nursing Assistant attendance and punctuality policy simulate the professionalism expectations in the healthcare environment that will promote quality resident care.

The scheduled number of hours for class, lab, and clinical are provided to comply with the standards imposed by Federal Law and Washington Law for Nursing Assistant training programs. Attendance at all scheduled classes, exams, skills practice labs, and clinicals are **expected**. Absences should be limited to illness or family emergencies. Absences and tardiness are documented and point deductions for each unexcused absence and incidence of tardiness can be expected. A pattern of repeated absences and/or tardiness will be addressed by the NAIT and may result in receiving a “Statement of Concern” (SOC) or “Contract for Success”. (CFS). You are

expected to be present at each event on the class calendar. Plan activities and work schedules around the class calendar. However, the class calendar is subject to change when there are unforeseen circumstances. You will be notified by email or announcement on Canvas and/or a phone call to alert you of those changes.

**Punctuality** means signing in before the start of a class, testing, lab, or clinical at the designated time and place ready to participate.

## Reporting an Absence or Tardiness

### What should I do if I am late to class, lab, or clinical?

Tardiness is monitored in all sections of the program and renders a deduction in points for each event of tardiness in the lab or clinical. Repeated patterns of tardiness in class will result in a Statement of Concern (SOC).

- Notify the instructor about your tardiness before the beginning of the class, lab, or clinical experience. The syllabus and Canvas class will contain the names of the NAIT instructors and their contact information.
- The following methods of reporting an absence or tardiness are not acceptable forms of communication:
  - Text messages.
  - A friend or classmate calling for you.
  - A relative calling for you (unless you are physically unable to make the call yourself). These types of messages tend to be incomplete or misconstrued. In addition, they do not allow for any dialogue with the instructor.

**Excused Absence:** An excused absence is an absence due to illness or personal emergency that may occur during the quarter. An excused absence due to illness will NOT generate a SOC. However, for theory class and skills lab other arrangements need to be made. Therefore, contact the program coordinator. An excused absence for clinical may jeopardize the completion of the program and will generate a Statement of Concern (SOC).

### What should I do when I know I will need to be absent for a class, lab, or clinical?

In the event of an absence, the following must occur for it to be considered an “excused” absence.

- Notify the instructor of the class, lab, or clinical to be missing with a phone call about your absence before the beginning of the class, lab, or clinical.
- If you need to leave a message, leave your name, phone number, class/lab/clinical you are missing, and the reason for absence. Your instructor and Nursing Assistant Coordinator will review emergencies that prevent you from calling the instructor.

**Unexcused Absence:** An unexcused absence may consist of an absence that is not due to illness or a personal emergency; or an excused absence that is not reported appropriately. *An unexcused absence will generate a SOC.*

### What happens if I do not notify my instructor of an absence or tardiness?

Failure to notify the Nursing Assistant Instructor before a scheduled class, exam, skills practice lab, or clinical experience will result in a loss or deduction of full points for the day for an absence and five (5) points or more for tardiness. An inability to meet the hourly requirements of the

program can result in failure of the course. A “No Call/No Show” regardless of the reason for the absence is considered unexcused.

## Grading Policy

Nursing Assistant students’ grades are determined by a total points system for each section of coursework except for skills testing which are graded as pass/fail. A seventy-five percent (75%) grade is required to pass the course in each of the six sections of coursework except for skills testing which is a pass/fail grade (see p.25). Each area must be passed successfully before participating in clinical. Final grades ending in 0.5 or greater will be rounded up to the next whole number. Grades ending in less than 0.5 will be rounded down to the next lower whole number. Example: 80.5 = 81 “B-” and 80.4 = 80 “C+”.

### Grading Scale

GRADE	SCORE %	POINT
A	94-100%	4.0
A-	90-93%	3.7
B+	87-89%	3.3
B	84-86%	3.0
B-	81-83%	2.7
C+	78-80%	2.3
C	75-77%	2.0
C-	70-74%	1.7
D+	67-69%	1.3
D	63-66%	1.0
F	0-62%	0.0
I	Incomplete	

## How to Drop the Course

Students who decide to drop the class will need to go to the WWCC website to fill out an [add/drop](#) form. Failure to do this will result in a grade of “F” and affect your grade point average.

## Incomplete (I) Grade

The grade of **incomplete “I”** may be assigned only upon the request of the student and with the agreement of the NAIT when a circumstance arises that prevents completion of the course. An [Incomplete Grade Contract](#) is given if the student has completed at least two-thirds (2/3) of the course successfully and is in good standing. An incomplete also requires that the student has at least a 75% grade in each [section](#) of the program and passes the skill tests 1-6. Information regarding the “I” grade will be shared with the Dean of Nursing & Allied Health.

Students must be in good standing to be eligible for an incomplete. If the student is on a “[Contract for Success](#)” this may jeopardize their eligibility for an Incomplete. The following circumstances are **not** acceptable reasons for receiving an incomplete grade: lateness in completing work, not

getting immunizations and screenings done on time for clinical, or the desire to do extra work to raise a poor grade. The incomplete contract will need to be negotiated as a formal agreement with a member of the NAIT specifying the work done, the work remaining to complete the course, and the time allowed to complete the course work. Completion of any missed clinicals in the subsequent quarter is granted on a “space available” basis only and is not guaranteed.

## Certificate of Completion

A Certificate of Completion from the WWCC NA program is required to be eligible to take the Washington Nursing Assistant examination & skills evaluation in the state of Washington.

- In the event the didactic coursework results in a passing grade and the skills portion is failed, the student will receive no higher than a **C-** grade (74%) for their final grade. This grade renders the student ineligible to receive a Certificate of Completion.
- If the student is in good standing in the course by having passed the didactic coursework and the skills portion, an Incomplete (I) grade may be issued. The student will need to complete the clinical hours during a subsequent Nursing Assistant course depending on space availability. The student will not receive a Certificate of Completion at that time. For more information on an “I” Grade, see the previous section.
- In the event a student’s didactic coursework is <75% the student will earn the grade posted in the gradebook and will not be eligible to attend the clinical portion of the course. A Certificate of Completion is not issued. A student is allowed to attend the remaining skills labs if applicable.

At the end of the quarter, the grades in each section will be averaged for your total grade. All areas of coursework must meet passing criteria to receive a Certificate of Completion at the end of the course, regardless of the total average.

## Nursing Assistant Program Sections

<b>Section #</b>	<b>Coursework</b>	<b>Midterm Grade Criteria</b>	<b>Passing Criteria</b>
Section 1	Homework, Class Assignments, and Quizzes	≥75%	≥75% grade
Section 2	Final Exam	≥75%	≥75% grade
Section 3	Skills Testing & Lab Attendance (32 hours)	Pass Skills Lab 1-6 Skills Testing before clinical	Pass
Section 4	Lab Module assignments	≥75%	≥75% grade
Section 5	Clinical	Not applicable	50 hours completed. ≥75% Professionalism ≥75% Grade
Section 6	CPR Certification	Complete before Clinical	Copy of CPR card in student records

## Section 1 - Homework, Class, Assignments, and Quizzes

**Face-to-Face Class:** Late homework will be graded but may result in a penalty or not be accepted for credit. Homework cannot be submitted to the instructor by another student or ahead of time if you are not present in class to hand it in. Students are expected to take tests at the scheduled time. Missed in-class activities cannot be made up by the student regardless of the reason the class was missed. Grade  $\geq 75\%$  required and CPR certificate handed in.

**Hybrid Online Class:** Missed assignments in Canvas will receive a zero (0) but can be done within three (3) days after the due date for half the earned points. iCEV Assignments are done when due and passing. Grade  $\geq 75\%$  required and CPR certificate handed in.

## Section 2- Final Exam

Students must pass the final exam with a grade  $\geq 75\%$  to receive a Certificate of Completion. An alternate exam is available but only a 75% grade will be given regardless of the actual score. All exams missed due to an unexcused absence will receive a score of zero (0). Missed exams due to an excused absence must be taken within two working days.

Students may use a Longman's Dictionary of American English during exams - provided by the instructor. Students who meet the eligibility criteria for taking oral exams will take their oral final exam at the Testing Center as scheduled.

## Section 3 – Skills Lab Attendance and Testing

The following skills labs scheduled before the first clinical must be attended to progress to clinical.

- Skills Lab 1-6 must be practiced in the skills lab.
- Skills make-up labs are on a “space available” basis. The options for remediation need to be discussed with the lab instructor. Students who miss a lab for any reason should immediately schedule a 4-hour period in the lab to practice with a peer from class who will mentor them. No points are earned for missed skills practice lab activities or the make-up of a missed lab. Hand in a Skills Lab Makeup Sheet when you complete the makeup lab see *Appendix 3*. You are only given points for the required hours in labs that are taught by an instructor. This make-up practice needs to take place before the corresponding skills test date to avoid forfeiting your three opportunities to pass a skills test.
- Pass all 22 skills in the skills testing.
- Twenty-two (22) skills are taught and tested. Students will need to retake the skills tests if they miss more than two (2) steps on a skill or miss the BOLD step, also called the critical element of a skill. The testing environment aims to simulate the testing experience students will have when taking their Washington National Nurse Aid Assessment Program (NNAAP) exam. For more information on the state exam see the Washington Nursing Assistant Candidate Handbook.
- Skills testing is required after each practiced skills lab 1-6. All skills must be passed. If a skill is failed, a retake is scheduled for that skill/s only. Retakes are an opportunity for students to gain more proficiency in a failed skill. Students are allowed two (2) retake opportunities. The two retake opportunities are referred to as a **skills retake** and a **final retake**. These are the only opportunities to pass the skills test before receiving a failing grade for skills. The final retake for any failed retakes from skills tests 1-6 will be scheduled



one day before the start of clinical with two instructors evaluating. Retake days are regularly scheduled days on the calendar. Avoid making plans for that scheduled time until you receive validation that you have passed your weekly skills testing. Students who miss their first skills testing appointment must pass the skills test on the one remaining retake. Failure to pass the final retake will result in failing the program.

- A student's lab grade is determined by attendance and meeting the lab expectations.
- Attendance and participation at each practice lab and skills testing are expected.
- Competency in all 22 skills is expected.
- All skills must be performed in the skills lab before attending clinical.
- Skill lab points come from:
  - Skills Practice Lab 1-6 and the Skills Lab Module Assignments for each lab
  - The [professional policies](#) apply to skills labs and testing times. Students are subject to a five (5) point deduction for lack of adherence for each infraction such as tardiness, lack of proper uniform, lack of required supplies, and/or use of inappropriate language. For example, if you forget your nametag and are tardy to lab there will be a total of ten points deducted for that day. Supplies include a BP kit, gait belt, and watch with a second hand (no smart watches), see the complete list in the NA Syllabus and Packet.
  - Students missing a lab forfeit the ability to accrue the points possible for that lab for attendance and participation. Lab hours include assignments, labs, and skills testing = 32 hours.
  - There are no provisions for making up for the Skills Boot Camp and Skills Review Lab 7 & 8 (The 10 Most Missed Skills). Students must make up lab hours if missed.

### **What are the benefits or risks when participating as a client in lab practice?**

The lab experience is essential to the learning process and the NAIT believes that realistic practice is essential for optimum learning. Participation in labs will enhance the learning process and the acquisition of technical skills. An alternative experience may not provide as realistic an opportunity to practice and therefore may result in less effective learning.

### **What happens if I refuse to play the role of the client?**

Participation may create some anxiety for you and may create minor physical or psychological discomfort.

You have the right to withhold consent for participation and to withdraw consent after it has been given. You may ask questions and expect explanations of any unclear point. During the NA program, you will be participating in laboratory activities in which learning requires the use of human subjects as part of the training procedures. Learning activities that use human subjects shall be conducted under the supervision of the instructor who has been assigned to teach the course (the only exception is make-up time for an excused skills lab). These are required activities of the course. You will be asked to participate as a client by:

- Walking a short distance.
- Lifting hips for placement of bedpan.
- Moving limbs for passive range of motion.
- Being repositioned in a bed, helped in and out of bed, and transferred to a wheelchair.
- Submitting yourself to hygiene skills for foot care, mouth care, and washing of your face, arm, and underarm.

- Allowing your vital signs (pulse, blood pressure, and respirations) and weight measurements to be taken.
- Eating small morsels of mixed fruit.

Please report any mobility limitations, or allergies to mixed fruit, soap, or lotions to your instructor. In addition, report skin conditions, dental work, dental appliances, or oral conditions that will keep you from participating fully as a client. Participation in the lab simulates the participation expected on the skills exam for the Washington State Exam.

## Section 4 – Skills Lab Modules

Your skills lab grade consists of completing the required skills lab module assignments in CANVAS. The assignments are based on the skills done in each lab. They should be done before the corresponding skills lab because they include skills videos that help students learn the specific elements of each skill before practicing them in the lab setting. A grade of  $\geq 75\%$  is required to pass this Section.

## Section 5 – Clinical

Progression to the clinical experience in the NA program is dependent upon the student's successfully completing [Sections](#) 1-4. (See page 25) The inability to complete any of the requirements before the start date of the clinical will disqualify students from entering the clinical environment and will result in a failing grade.

Students will **not** be eligible for an [Incomplete "I" grade](#) if there is no evidence of the following requirements in your student file before clinical time:

- Tuberculosis screenings and required program immunizations.
- Criminal history clearance
- CPR certification
- Documentation of skills practice (Pink Skills Lab Sheet)
- Successfully passed all skills tests in Labs 1-6. (Blue Skills Testing Sheets)

## Clinical Attendance

The NAIT will arrange the fifty (50) hours of required clinical experience. The hours scheduled for clinical may vary and may include evening, weekday, and/or weekend hours. Travel to the clinical site is the responsibility of the individual student. The NA Instructor will supply information either in person or in Canvas for where and when to meet, and what students must do to prepare for clinical before the clinical rotation. It is the expectation that students arrive on time ready to practice following the dress code. Students will be assigned to a CNA in the facility and are expected to participate in all areas of the clinical experience. Orientation in each clinical setting is on the first day of clinical.

**Excused Absence:** If a student knows that they will be absent, he/she must notify the clinical instructor *before the beginning* of the assigned clinical shift with a phone call to be excused. Do not attend a clinical while ill or impaired. Instructors may ask a student who seems ill or is unable to provide safe care to leave the clinical site. Students who have been absent and under a physician's care for a medical condition will need to provide a [Health Clinical and Lab Exemption](#) form from the physician before being readmitted to the clinical area.



**Unexcused Absence:** A No Call/No Show means the student did not call the instructor before clinical that they were not coming and did not show up to clinicals and is unexcused. Two unexcused absences, No Call/No Show, will result in an automatic failure of the course. Expect a SOC with any clinical absence as this may jeopardize your completion of the course.

### Clinical Make-ups

Make-up clinical days will be scheduled on a “space available” basis and are not guaranteed. Students granted a make-up day with an excused absence will get full points when completed. When a make-up clinical is granted for an unexcused absence, the student will receive 0 (zero) points for the make-up day. In the event, that there is no space available for a make-up day and the student is in good standing in the course, an Incomplete (I) grade may be issued.

### NAC Clinical Pathway Hours – Continued allowance.

Per [WAC 246-841A-440\(8\)](#): according to the program's established policies, the program retains authority to allow students who choose to do so, **on a case-by-case basis**, to complete their clinical training hours by working as a nursing assistant registered in a care facility under the supervision of a licensed nurse. **The NAIT members reserve the right to decide whether a student can complete the NAR pathway.** The NAR employment experience must meet several qualifying standards to count as clinical hours' credit; please see [WAC 246-841A-440\(8\)\(a-i\)](#) and [the WABON-approved documentation form](#) for details.

By emergency rules filed for [WAC Chapter 246-841](#), the WABON continues to allow most approved nursing assistant training programs to count students' Nursing Assistant-Registered (NAR) employment or volunteer hours as clinical hours when qualifying criteria are met and documentation instructions are followed. Please see the form on this webpage entitled, “Nursing Assistant-Registered (NAR) Verification of Clinical Hours and Competency” for qualifying criteria and documentation instructions for programs, students, and employment/volunteer sites. This is the required form for documenting NAR employment or volunteer experiences for clinical hours' credit in an approved nursing assistant training program. The form includes a clinical skills checklist and space for each student's and supervising nurse's signatures and dates of signature.

To receive credit, each NAR student needs to provide to the training program documentation of [competency evaluation](#) by the supervising licensed nurse for tasks assigned as well as evidence of hours worked or volunteered to the training program. Note: Nursing homes under sanction are not allowed to have licensed nurse personnel evaluate the competency of students for credit; the list of sanctioned nursing homes can be found [here](#).”

### Clinical Grade

The clinical grade is derived from the Clinical Performance Evaluation, which consists of:

- Completing fifty (50) hours of clinical in an assigned long-term care facility or hospital.
- Demonstrating satisfactory competency in all areas of client care.
- Earning a minimum of 75% of the 174 points received during the 50 hours of clinicals.

### Clinical Absence

A clinical absence will generate a “[Statement of Concern](#)” and may jeopardize the completion of the program. Students with excused absences who meet the [Incomplete Grade Contract](#) criteria

(75% or greater in each area of coursework and are in good standing) are eligible to receive an “I” grade. Make-up days for clinicals in subsequent quarters are not guaranteed.

### Clinical Skills Proficiency Evaluation

The clinical skills proficiency evaluation consists of observations made by your clinical instructor and feedback from clinical agency staff. The areas of competency are:

- Professionalism
- Basic Technical Skills
- Personal Care Skills
- Mental & Social Service Needs
- Basic Restorative Services
- Communication/Interpersonal Skills
- Infection Control
- Safety/Emergency Procedures

The evaluation Scale in each of the competencies is:

S = Satisfactory

I = Improvement Needed

U = Unsatisfactory

N/A = Not Applicable (used when an experience is not available)

Students who receive a “U” grade for the clinical experience will result in unsuccessful completion of the NA program. The Nursing Assistant Instructor will meet with each student during their clinical as needed to identify problems and/or potential corrective measures. Students will also meet with the clinical instructor at the end of their clinical rotation to review the student’s attainment of the course objectives. Twenty-nine (29) points are awarded per clinical when the student complies with the professionalism requirements. Students doing clinicals at Providence St. Mary’s Medical Center (PSMMC) have 12-hour shifts so will have fewer clinical days, but scoring will be comparable.

CLINICAL DAY #	1	2	3	4	5	6
DATE:						
<b>PUNCTUAL</b> (6 pts)						
<b>DRESS CODE ADHERENCE</b> (2 pts)						
<b>NAME TAG / GAIT BELT</b> (2 pts)						
<b>SHOWS INITIATIVE</b> (4 pts)						
<b>FOLLOWS DIRECTIONS</b> (5 pts)						
<b>ATTENDANCE THROUGH SHIFT</b> (10 pts)						
Daily Total (29 points possible)						

STUDENT TOTAL	
POINTS POSSIBLE	174
PERCENTAGE	%

## Clinical Error/Incident

Any student who makes an error or is involved in an incident during the clinical experience must notify the Nursing Assistant Instructor and complete the agency *and* the Nursing Assistant Education Department's incident/occurrence form (see "[Clinical Incident Report/ Conclusions](#)" form). The completed agency form is to be submitted to the Nursing Assistant Instructor. The Nursing Assistant Education Department's form will be submitted to the Nursing Assistant program coordinator and will be maintained in the student's file.

## Nursing Assistant Student Legal Responsibilities

The Nursing Assistant student is legally responsible to practice within the student's current [Scope of Practice](#). This level is determined by how other students at the same level would be expected to act in a comparable situation. Students will work under the direct supervision of NAIT members and/or assigned staff members at the discretion of the instructor. Students are expected to refrain from participating outside of the role of a Nursing Assistant student. For example, students who are volunteers or employees of the clinical facility or have other healthcare experience should not do tasks associated with their other roles.

### **What are some of the risks in the clinical setting?**

## Potential Occupational Exposures and Latex Allergies in Clinical Setting

### *Occupational Exposure*

Nursing Assistants must balance occupational risks with providing quality care to all clients/patients. As front-line providers of care, nurses have an increased risk of exposure to potentially infected blood and body fluids with blood-borne pathogens such as human immune deficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), Ebola, and other blood-borne pathogens. The WWCC Nursing Assistant program follows the Center for Disease Control recommendations that all healthcare workers should strictly adhere to the use of Protective Barriers and Universal Precautions as the most effective means of preventing exposure and transmission of potentially infectious secretions.

### **Protective Barriers**

Protective barriers reduce the risk of exposure of the health-care worker's skin or mucous membranes to potentially infective materials. For universal precautions, protective barriers reduce the risk of exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. Examples of protective barriers include gloves, gowns, masks, and protective eyewear. Masks and protective eyewear or face shields should reduce the incidence of contamination of mucous membranes of the mouth, nose, and eyes.

### **Universal Precautions**

Universal precautions are intended to supplement rather than replace recommendations for routine infection control, such as handwashing and using gloves to prevent gross microbial contamination of hands. Because specifying the types of barriers needed for every possible clinical situation is impractical, some judgment must be exercised.

The risk of nosocomial transmission of HIV, HBV, HCV, Ebola, and other blood-borne pathogens can be minimized if healthcare workers use the following general guidelines:

- Take care to prevent injuries when using sharp instruments.
- Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply.
  - The type of protective barrier(s) should be appropriate for the procedure being performed and the type of exposure anticipated.
  - Change gloves between patients.
- Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.
- Practice hand hygiene between patients.
  - Thoroughly wash hands with soap and water.
  - Alcohol-based hand sanitizers may be used if hands are not visibly dirty or greasy.
 Any student who has any temporary or permanent condition that may put them or their clients/patients at risk has the responsibility to notify their practicum instructor. Students with exudative lesions or weeping dermatitis should refrain from all direct client care until the condition resolves.

### Management of Occupational Exposure

- Provide immediate care to the exposed site:
  - Wash wounds and skin with soap and water.
  - Flush mucous membranes with water.
- Initiate report:
  - Immediately report the incident to the practicum instructor.
  - Complete any clinical agency-specific unusual “incident report.”
  - Complete the “[Unusual Occurrence/Practicum Incident Report](#)” and “[Needle Stick and Sharp Object Injury and Body Fluid Exposure Report](#)” found in the appendices.
  - Submit all forms to the practicum instructor for appropriate distribution and follow-up.
- Activation of follow-up treatment:
  - The level of risk will be assessed according to agency policy.
  - Post-exposure prophylaxis (PEP) will be initiated based on risk potential and CDC guidelines at the student’s expense.

### Latex Allergy/Sensitivity

Chemical and/or latex sensitivity is a concern for anyone entering a healthcare profession since latex products are commonly used in these environments. Latex allergy is a reaction to certain proteins in latex rubber. Mild reactions to latex involve skin redness, rash, hives, or itching. More severe reactions may involve respiratory symptoms such as runny nose, sneezing, itchy eyes, scratchy throat, and asthma. Rarely, shock may occur; however, a life-threatening reaction is seldom the first sign of latex allergy ( [Latex Allergy: A Prevention Guide](#)).

While the Nursing Assistant program uses many non-latex products, it cannot provide a latex-free environment to students in either the Nursing Assistant skills practice lab or in clinical placement sites off campus. Those with sensitivities can wear alternative vinyl or nitrile gloves, however, they can still be exposed to latex residue of others working in the area or to latex present in

equipment, models, supplies, or manikins. It is the student's responsibility to be aware of the hazards within the environment where they plan to study or work and to take appropriate precautions. Students should inform the Nursing Assistant program of their allergy/sensitivity when they begin the Nursing Assistant program.

### **Clinical Agency Contingency Plan**

If for some unforeseen reason, an agency used by the WWCC Nursing Assistant Program should close or become unable to provide practicum experience, the faculty will take the following course of action:

1. Assess the impact and students affected by agency closure.
2. Meet with the Advisory Committee for community input for alternate clinical experience.
3. Explore expanded clinical hours in currently used agencies.
4. Explore alternative lab resources to meet clinical objectives.
5. Explore regional community resources to meet needed clinical objectives.
6. Notify students and the Department of Health (DOH) of any changes made in facility use.

## **Section 6 – Cardiopulmonary Resuscitation (CPR)**

### **What are the CPR Requirements?**

BLS – CPR for Healthcare provider certification is scheduled for this course. Students who miss their CPR class are responsible for finding and/or funding another comparable class on their own in or outside the college. This must be an American Heart Association Health Care Provider Card.

### **Statement of Concern (SOC)**

#### **What is a SOC and why would I receive one?**

A SOC is a way of communicating and documenting information to a student regarding their standing in the class.

#### **Reasons for Receiving a SOC:**

A SOC is issued to students for the following, but are not limited to these reasons:

- Absence from CPR class, skills labs, skills testing, and/or clinical, other than illness.
- Inability to maintain grade in any section of the program at 75% or greater (didactic coursework, skills lab, and clinical).
- Repeated incidences of tardiness or absenteeism.
- Negative conduct that impacts the learning environment such as unethical or unsafe practices.
- Lack of adherence to professionalism policies.
- Academic dishonesty.

Each SOC is documented, discussed with the student, signed, and dated by the student and a NAIT member.

## Consequences of Receiving a SOC in Professionalism:

Students may receive a grade reduction for each SOC issued for professionalism and/or safety. The NAIT will determine the amount of grade reduction on an individual basis but can expect a minimum of a 10% grade reduction in the section noted for the concern. After three (3) SOC or any incident, involving the following behaviors may result in a CFS or dismissal from the NA program.

## Contract For Success (CFS)

What is a “Contract for Success” and what does that mean for me as a student?

A CFS is a document that is shared with students to let you know that there have been enough areas of concern in your performance that may result in your inability to complete the program. The student then must meet with the instructor and/or Nursing Assistant Coordinator to develop a plan for the CFS.

Incidents that involve one or more of the following will be referred to the Nursing Assistant Program Coordinator and will result in a CFS or dismissal from the program:

**Unsafe practice** - behavior or errors in practice that could endanger the life and health of clients, self, or others.

**Unethical/unprofessional behavior** - performance that violates the Nursing Assistant [Code of Ethics](#)

**Poor judgment** - decisions that have the potential for interfering with client progress toward wellness. This includes inappropriate communication that could impact the psychosocial well-being of the client.

**Faulty thinking** - evidence of thinking patterns that have resulted or are likely to result in harm to client and/or unsafe Nursing Assistant practice.

**Consistent inability to meet expected performance criteria** - evidence of a documented performance pattern that does not achieve standards for safe/satisfactory nursing practice.

**Irresponsibility** - failure to accept accountability for actions that interfere with the delivery of health care. **Moral turpitude** - conduct contrary to justice, honesty, modesty, or good morals ([Marsh vs. State Bar of California 210 Cal. 303, 291 P. 583, 584](#)).

**Falsification/alteration of resident care documents** - changing or marking records in such a way as to alter recorded information or documenting known false information.

## Failing to meet the Contract for Success:

Students who are given a CFS will be expected to fulfill the requirements satisfactorily within a specified period and must meet the terms of the contract to complete the program.

Failure to meet the terms of the contract shall result in a grade no greater than a “C-” resulting in the inability to progress in the Nursing Assistant course or receive a Certificate of Completion.



Students who do not meet the contract requirements are not eligible for an (I) Incomplete Grade.

## Readmission to the Nursing Assistant Program

### What happens if I do not complete the NA program and want to return to another quarter?

Any student who exits the program, whether it is his/her own decision or an academic performance issue, must reapply to be considered for re-entry. Upon re-entry into the program, a behavioral or academic contract may be issued. An academic or behavioral or academic contract may be necessary depending on the reason for exiting the program. A meeting with the Nursing Assistant Program Coordinator is required.

## Due Process/Grievance (APPEALS)

### What steps should I take if I need to file a complaint or appeal a grade?

A student appealing a Nursing Assistant Instructor's decision must communicate this grievance to the Nursing Assistant Program Coordinator or designee within five (5) working days of the incident. At each subsequent step of the Grievance Process, the grievance must be presented in writing within five working days of receipt of a decision. The Grievance Process should be addressed in the following order:

1. Meet with the NAIT instructor/ Nursing Assistant Program Coordinator
2. Meet with the Dean of Nursing and Allied Health
3. Meet with the Vice President of Instruction

Student complaints about this nursing assistant training program can be filed with the Washington State Board of Nursing ([WABON](#)).

## Unauthorized Presence of Children on Campus

Walla Walla Community College has a policy that prohibits young children from attending classes with their parents or babysitters. Children are not allowed in classrooms, hallways, or study areas. Children may disrupt the educational process or the work setting when left on campus without supervision or when supervision is imposed on college employees or other students. Leaving children unsupervised may also create unsafe conditions for the children themselves or others on the college campus.

- Students shall not bring children with them to their classes.
- No students or visitors to the college shall leave a child unsupervised at the college, nor may such person leave a child with a college employee unless that child is enrolled in an authorized College program.
- Walla Walla Community College offers certain programs and activities for children and the college provides supervision for children enrolled in these activities. However, the college does not supervise children outside of these settings, and neither the college nor its employees, agents, or students may accept responsibility to do so on behalf of the college.
- Parents of unsupervised children on the campus will be asked to take the children home or to a daycare facility. Children who arrive on campus without their parents and are unsupervised will be asked to leave.

- This procedure pertains to all employees and people who visit the college or participate in classes, programs, events, or other activities.
- The Walla Walla and Clarkston campuses have on-site daycare facilities for student use. Call for more information.
  - Walla Walla campus (509) 527-4544
  - Clarkston campus (509) 758-1779

## Substance Abuse Policy

For this program, substance abuse is defined as the abuse or illegal use of alcohol and/or drugs, and being under the influence of such, while participating in any school-sanctioned activity.

Following [RCW 18.130](#) (Washington State Department of Health, Regulation of Health Professions, Uniform Disciplinary Act, and the Walla Walla Community College [Substance Abuse Policy](#)), the Nursing Assistant Department actively opposes the ingestion of any substance that interferes with healthy development and function in the physical, psychological, social, occupational, and spiritual areas. Unauthorized alcohol intake is prohibited on the WWCC campus. Substance abuse has significant negative effects on safety and performance. Residents are at risk for severe injury if a student is under the influence of a substance that inhibits performance.

Walla Walla Community College Policies and Washington State laws governing Health Care Providers both consider substance abuse to be a health and safety problem. Substance abuse has significant negative effects on safety and performance. Clients are at risk for severe injury if a student is under the influence of a substance that inhibits performance. **SAFETY IS OUR FIRST PRIORITY.**

- **Drug Testing:** Although the WWCC Nursing Assistant Program does not conduct drug testing without cause, students placed at some clinical agencies will be required to submit to a mandatory urine drug screening test on Day 1 of clinical.
- **Marijuana Use:** Although the State of Washington passed a law (I-502) that legalized personal use of marijuana, all Nursing Assistant students must understand that Washington's system of legalized marijuana does not preempt federal law. Federally, marijuana is illegal. It is listed as a Schedule 1 drug which is defined as drugs, substances, or chemicals with no currently accepted medical use and a high potential for abuse (source: <http://www.dea.gov/druginfo/ds.shtml>). If a Nursing Assistant student tests positive for marijuana metabolites, the student will be immediately dismissed from the WWCC Nursing Assistant program. Clinical agencies are bound by Federal Law concerning Marijuana use. **As guests at our clinical agencies, we are bound by this same policy.**

## Student Expectations Regarding Substance Abuse

All students shall abstain from alcohol and/or drug use within eight hours before their practicum and class periods. This includes the use of illegal drugs, the illegal use of prescription drugs, and the abuse or illegal use of alcohol. Attending classes, labs, and/or practicum while under the influence of alcohol and/or drugs will be cause for suspension from the program.

- If a student takes a prescribed medication, he/she must inform his/her practicum instructor. If the medication causes the student to be sleepy or slow in response, he/she may be sent home.



An individual on medications that dull the senses is not considered a safe practitioner. The safety of the residents is our priority. All reports of substance abuse in any school-sanctioned activity will be acted upon immediately.

- If a student should be convicted of a drug-related felony, he/she will be dismissed from the Nursing Assistant Program. Healthcare facilities will not allow students who have been convicted of a drug-related felony to practice in the practicum area.
- The Nursing Assistant Program will assist and support any student who wishes to obtain help with drug-related problems.

## Reporting Suspected Substance Abuse

A staff member of the practicum agency who suspects a student of being under the influence of alcohol and/or any other drug should immediately report this observation to the agency supervisor and the WWCC instructor.

- A student who suspects a peer of being under the influence of alcohol and/or any other drug should immediately report this observation to the WWCC instructor or the agency supervisor (if the instructor is not immediately available).

### Procedure

An instructor who has received a report of suspected abuse or who suspects a student of being under the influence of alcohol and/or any other drug will immediately remove the student from direct resident care. The instructor will then confer with another instructor or agency staff member to assess, and if possible, confirm the evidence of suspected alcohol or drug use. Should two agree that there is observable evidence of substance abuse, the following will occur:

- The student will submit to urine and blood drug testing immediately after signing a consent/release of information form (see “Student Nurse Laboratory Test Results Certificate of Agreement”, [Appendix 8](#)) *Failure to submit to the testing and/or signing the Certificate of Agreement form will result in immediate suspension from the program.*
- Every effort should be made to obtain testing within one hour from the initial observation of suspected influence. If the suspected offense occurs at a facility with testing capabilities, testing should occur at that facility.
- If the student is in the classroom or in a practicum setting that does not have testing capabilities, it will be the student’s responsibility to arrange for transportation to the testing facility. Students suspected of substance abuse may not transport themselves. The instructor will contact the testing facility and facilitate expeditious testing, informing them of the student’s impending arrival and need for drug/alcohol testing.
- If the test results are positive or not immediately available, the student will not be allowed to drive and/or leave the testing facility alone. It is the student’s responsibility to arrange for safe transportation home.
- The student will be suspended from all Nursing Assistant activities until the Director of Nursing & Allied Health receives a copy of the test results.
- If the results for alcohol and/or drugs are positive the student will be immediately dismissed from the program.

## Readmission After Being Dismissed for Substance Abuse

Students dismissed for alcohol/drug problems must provide documentation of substance abuse treatment before readmission to the Nursing Assistant Program. In addition, the student will be required to adhere to a plan, developed in conjunction with a counselor, for ongoing evaluation of compliance with the substance abuse policy.

## Statement of Suspension for Nursing Assistant Students

### Purpose

To allow a period of not more than five (5) instructional days (excluding weekends) for purposes of investigation of any issue that may compromise a student's ability to provide safe, competent care to clients.

### Protocol

During the investigative proceedings, the student may continue with theory and/or clinical depending on the infraction. It is possible that the infraction would warrant suspension from both theory and clinical. All expenses incurred due to mandatory testing and/or required transportation shall be the responsibility of the student.

### Procedure

- The instructor will formulate a statement regarding the infraction (serious concerns/accusations related to improper demonstration of skills, client safety, or legal/ethical issues). This statement will be given to the Nursing Assistant Program Coordinator who will then submit it to the Dean of Nursing and Vice President of Instruction and forwarded to the Vice President of Workforce Education or designee.
- A formal recommendation will be submitted to the Vice President of Instruction and the Vice President of Workforce Education for final approval if such a suspension is warranted.
- The student would then be notified in person and in writing of the suspension. A copy of the instructor's statement and suspension protocol will be given to the student at this time.
- The investigation will proceed. Information will be gathered from all parties concerned including the student.
- Results of findings will determine students' continuation in the program or dismissal.
- A student may contest or appeal such at any time during this process and is due the same consideration for appeal that applies to student termination or dismissal. See ([Appendix 8 – Laboratory Test Results Certificate of Agreement](#))

## Departmental Guidelines

Students are not to be in the receptionist/secretarial work area. When Nursing Assistant Instructor Team departmental meetings are in progress, instructors will be unavailable to meet with students. Students wishing to meet with a Nursing Assistant Instructor Team member may be asked to make appointments outside of the classroom setting. The **copy machine** in the nursing department is **not** for student use. Students have access to a copy machine in the computer lab and library.

On the Walla Walla Community College Campus, telephones for student use are available in the lobby and second-floor hallway of the Health Science Building for "local" outgoing phone calls. On the Clarkston Campus, the telephones available for student use are across from the business office and in the lobby of the Health Science building.

## Alternate Plan: Inclement Weather and School Closures

Communication between faculty and students during inclement weather is essential. Students are expected to frequently check the WWCC website and Canvas if school closure or cancellation of clinical is a possibility. As soon as school closures are official, the college will notify students by posting closure announcements on the website and text and/or email. If a college campus closes due to weather, the clinical rotations for that campus will be canceled.

Bookmark this Canvas website so you have access to Canvas outside the college web page.

**Campus Safety** is a priority, being prepared for unforeseen acts of violence requires a quick and calm response. View the following film. [Run, Hide, Fight - Surviving an Active Shooter](#)

No information about students, including job references, will be released from the nursing assisting department without written consent from the student. After consent is given, an instructor from the Nursing Assistant Instructional Team may issue a letter that includes verifying your successful completion of the Nursing Assistant program and dates of attendance and completion.

## Support Services

Walla Walla Community College provides a variety of resources that could be helpful to a student who is exiting an academic pathway. Resources include personal counseling, educational and career navigation, career development facilitation, disability services, and financial aid services. Included here are the pertinent contacts for those services.

### Personal Counseling services

Walla Walla Community College provides personal counseling and therapeutic check-ins, crisis intervention, skill-building for academics, career success, etc. Walla Walla and Clarkston campus

**Workforce Education Services Navigators** – can help students with Financial Aid navigation, tutoring services, career exploration, funding sources, access to Warrior Resources (WW campus food pantry), etc. General email for Workforce Education Services (WW & CLK): [wes@wwcc.edu](mailto:wes@wwcc.edu)

### Financial Aid

Financial Aid can help students transition programs while retaining financial support and Financial Aid appeals process if needed.

- Walla Walla campus - 509.527.4301 – closed Thursdays
- Clarkston campus – 509.758.1261

### Insurance

Students are responsible for providing their own injury and illness insurance. The college and the practicum agencies do not assume any fiscal responsibility for student accidents occurring during their studies. Students may purchase an accident and sickness policy at a low cost at the College Business Office. NOTE: Each student must complete the “Informed Consent and Acknowledgment of Insurance Availability” form with the Application.

## APPENDIX

[Appendix 1](#) Vaccination and TB Screening Requirements

[Appendix 2](#) Health Exemptions for Lab and Clinical

[Appendix 3](#) Skills Lab Make up Sheet

[Appendix 4](#) Clinical Incident Report

[Appendix 5](#) Needle Stick Report

[Appendix 6](#) Acknowledgment of Insurance Availability

[Appendix 7](#) Laboratory Test Results Certificate of Agreement

[Appendix 8](#) Student Acceptance Statement



Walla Walla Community College Nursing Assistant Program  
Vaccination and Tuberculosis Screening Requirements, Page 2

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

DATE OF BIRTH: \_\_\_\_\_

<p><b>Varicella (Chicken Pox):</b> Due to clinical agency requirements, <b>effective Fall 2016 physician diagnosis is no longer acceptable for proof of immunity.</b> Students must provide documentation of 2 doses of varicella vaccine given at least 28 days apart or laboratory evidence of immunity.</p>	<p><b>Vaccination Dates:</b>                  1. _____ Signature, Title, Agency: _____                  2. _____ Signature, Title, Agency: _____</p> <p><b>OR Laboratory evidence of immunity:</b>                  Date: _____ Results: _____                  Signature, Title, Agency: _____</p>				
<p><b>Measles, Mumps, Rubella (MMR):</b> Documentation of either 2 doses of Measles and Mumps vaccines separated by 28 days or more, and at least one dose of live rubella vaccine, or laboratory evidence of measles, mumps, and rubella immunity.</p>	<p><b>Vaccination Dates:</b>                  1. _____ Signature, Title, Agency: _____                  2. _____ Signature, Title, Agency: _____</p> <p><b>OR Laboratory evidence of immunity:</b>                  Date: _____ Results: _____                  Signature, Title, Agency: _____</p>				
<p><b>Tetanus-Diphtheria-Pertussis (Tdap):</b> Must have a 1-time dose of Tdap. Must have a Td booster every 10 years.</p>	<p>Tdap Date: _____ Signature, Title, Agency: _____</p> <p>Td Booster Date (if applicable): _____ Signature, Title, Agency: _____</p>				
<p><b>Hepatitis B Vaccine:</b> Series of 3 vaccines completed at 0-, 1-, and 6-month and post vaccination titer at 6-8 weeks after series completion.</p> <p><b>Minimum entry requirement: Series initiated and on schedule.</b></p> <p><b>Alternatives for students with a negative titer (anti-HBs&lt;10mIU/mL): You may choose one of two options recommended by the CDC:</b>                  1 additional booster                  1 additional titer                  If still negative:                  2 additional boosters                  1 final titer  <b>OR</b>                  Repeat the three-step series followed by a final titer.</p>	<p>Hep B #1 Date: _____ Signature, Title, Agency: _____</p> <p>Hep B #2 Date: _____ Signature, Title, Agency: _____</p> <p>Hep B #3 Date: _____ Signature, Title, Agency: _____</p> <p><b>Post Vaccination Titer (Mandatory for Nursing and Nursing Assistant students):</b>                  Date: _____ Results: _____ Signature, Title, Agency: _____</p> <p><b><i>If titer is negative (anti-HBs &lt;10mIU/mL), please provide proof of AT LEAST one additional dose of HepB vaccine, followed by anti-HBs testing 1-2 months later. Discuss options below with your health care provider.</i></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;"><b>OPTION 1</b></td> <td style="width: 50%; text-align: center; border: none;"><b>OPTION 2</b></td> </tr> <tr> <td style="border: none;">                     Hep B #4 Date: _____ Signature: _____  <b>Post Vaccination Titer:</b>                      Date: _____ Results: _____ Sig: _____  <b><i>If 2<sup>nd</sup> titer is STILL negative (anti-HBs &lt;10mIU/mL), provide proof of two additional doses of HepB vaccine, followed by anti-HBs testing 1-2 months later.</i></b>                      Hep B #5 Date: _____ Signature: _____                      Hep B #6 Date: _____ Signature: _____  <b>Final Post Vaccination Titer:</b>                      Date: _____ Results: _____ Signature: _____                 </td> <td style="border: none;">                     Hep B #4 Date: _____ Signature: _____                      Hep B #5 Date: _____ Signature: _____                      Hep B #6 Date: _____ Signature: _____    <b>Final Post Vaccination Titer:</b>                      Date: _____ Results: _____ Sig: _____                 </td> </tr> </table>	<b>OPTION 1</b>	<b>OPTION 2</b>	Hep B #4 Date: _____ Signature: _____ <b>Post Vaccination Titer:</b> Date: _____ Results: _____ Sig: _____ <b><i>If 2<sup>nd</sup> titer is STILL negative (anti-HBs &lt;10mIU/mL), provide proof of two additional doses of HepB vaccine, followed by anti-HBs testing 1-2 months later.</i></b> Hep B #5 Date: _____ Signature: _____ Hep B #6 Date: _____ Signature: _____ <b>Final Post Vaccination Titer:</b> Date: _____ Results: _____ Signature: _____	Hep B #4 Date: _____ Signature: _____ Hep B #5 Date: _____ Signature: _____ Hep B #6 Date: _____ Signature: _____  <b>Final Post Vaccination Titer:</b> Date: _____ Results: _____ Sig: _____
<b>OPTION 1</b>	<b>OPTION 2</b>				
Hep B #4 Date: _____ Signature: _____ <b>Post Vaccination Titer:</b> Date: _____ Results: _____ Sig: _____ <b><i>If 2<sup>nd</sup> titer is STILL negative (anti-HBs &lt;10mIU/mL), provide proof of two additional doses of HepB vaccine, followed by anti-HBs testing 1-2 months later.</i></b> Hep B #5 Date: _____ Signature: _____ Hep B #6 Date: _____ Signature: _____ <b>Final Post Vaccination Titer:</b> Date: _____ Results: _____ Signature: _____	Hep B #4 Date: _____ Signature: _____ Hep B #5 Date: _____ Signature: _____ Hep B #6 Date: _____ Signature: _____  <b>Final Post Vaccination Titer:</b> Date: _____ Results: _____ Sig: _____				
<p><b>Influenza:</b> 1 dose of the most current influenza vaccine annually.</p>	<p>Date: _____ Signature, Title, Agency: _____</p> <p><b>2<sup>nd</sup> Year (Nursing Students):</b> Date: _____ Signature, Title, Agency: _____</p>				
<p><b>COVID-19:</b> 1 dose of the most current COVID-19 vaccine annually.</p>	<p>COVID-19 Date: _____ Signature, Title, Agency: _____</p>				



## Health Exemption for Lab and/or Clinical

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

Dear Health Care Provider:

\_\_\_\_\_, is currently enrolled in our Nursing Assistant program at Walla Walla Community College. It is our understanding that he/she is under your care.

Attached are the physical capabilities required to complete his/her clinical and/or lab expectations.

Please provide any information regarding any limitations that might interfere with his/her well-being and ability to meet his/her class expectations for either clinical or skills labs.

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STUDENT NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

\_\_\_\_\_  
Health Care Provider Signature      Date

Return Form to:  
Nursing Assistant Program Coordinator  
Walla Walla Community College  
500 Tausick Way  
Walla Walla, WA 99362

Nursing Assistant students must be able to:

- Collect, use, and interpret information from physical assessments which includes, but is not limited to the following:
  - detect changes in skin color or condition.
  - discriminate between abnormal and normal color of body fluids or exudates.
  - use diagnostic and assessment tools such as, but not limited to, a blood pressure cuff, and a stethoscope.
- Detect, interpret, and communicate sounds related to bodily functions which includes, but is not limited to, the following:
  - detect audible alarms with the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions.
- Detect a fire in a patient care area.
- Read fine print such as equipment labeling.
- Detect odors such as foul-smelling bodily fluids, spoiled foods, or smoke from burning materials.
- Detect changes in skin temperature and detect unsafe temperature levels in heat-producing devices used in patient care.
- Detect anatomical abnormalities - palpate pulses and palpate other body areas.
  
- Perform physical assessments and diagnostic/therapeutic maneuvers necessary and required in the curriculum and of a future Registered Nurse
- Perform patient care activities, including, but not limited to:
  - transferring of patients in and out of bed
  - ambulation of patients
  - turning and positioning of patients
  - moving equipment to various heights
  - recording the volumes in body fluid collection devices hung above or below bed level.
  - accurately placing and maintaining position of stethoscope for detecting sounds of bodily functions.
- Respond to emergency patient care situations in a timely manner and provide emergency care, including cardio-pulmonary resuscitation.
- Possess the physical endurance necessary for extended periods of activity that are required for safe performance in clinical and classroom settings.
- Demonstrate the ability to comply with all safety standards in all clinical settings, including, but not limited to, infectious control precautions (universal, contact, airborne) and use of emergency equipment (crash cart, fire extinguisher, evacuation chairs).
- Capable of moving within and among clinical environments without compromising the safety of others



## Skills Lab Makeup Sheet

**You have received a Statement of Concern for missing a skills lab and this Makeup Sheet. According to the NA Handbook page 26:**

- Skills Lab 1-8 must be practiced in the skills lab.
- Skills make-up labs are on a “space available” basis. The options for remediation need to be discussed with the lab instructor. Students who miss a lab for any reason should immediately schedule a 4-hour period in the lab to practice with a peer from class who will mentor them. **No points are earned for missed skills practice lab activities or the make-up of a missed lab.** Hand in a Skills Lab Makeup Sheet when you complete the makeup lab. You are only given points for the required hours in lab that are taught by an instructor. This make-up practice needs to take place before the corresponding skills test date to avoid forfeiting your three opportunities to pass a skills test.

**Instructions: Please fill out this form after completing your make-up lab and return this form to your instructor before that skills lab testing time.**

### Lab 1

Hand Hygiene (Washes Hands)  
Assist to Ambulate using Transfer Belt (gait belt)  
Donning and Removing PPE (Gown and gloves)  
Transfers from Bed to Wheelchair

Assist to Ambulate using Transfer Belt (gait belt)

### Lab 4

Assisting with dressing with weak arm  
Gives Modified Bed Bath  
Provides Perineal Care (peri-care) for Female

### Lab 2

Positions on Side  
Counts and Records Radial Pulse  
Counts and Records Respirations  
Measure and Record Blood Pressure  
Measure and Records Weight of Ambulatory Client

### Lab 5

Provides Catheter Care on Female (Cath-care)  
Provides Foot Care on One Foot  
Applies one Knee-high Elastic Stocking

### Lab 3

Feeds Client Who Cannot Feed Self  
PROM for One Knee and One Ankle  
Demonstrate Mouth Care  
Clean upper and lower dentures  
PROM Motion for One Shoulder  
Measure and Record Urinary Output

### Lab 6

Assist with use of bed pan  
Feeds client who cannot feed self

**Lab 7 & 8-Bootcamp and most missed skills**

- I have made up the 4-hour Skills Lab # \_\_\_\_\_**
- I practiced my skills with a classmate (print name) \_\_\_\_\_ who demonstrated the skills to me.**
- I practiced the skills in the skills lab on (date/time) \_\_\_\_\_**
- I have left the lab in the same or better condition than when I found it.**

**Student Name: (Print) \_\_\_\_\_ Student Signature \_\_\_\_\_**

**Classmate's Signature \_\_\_\_\_**



## Walla Walla Community College

### Clinical Incident Report

Nursing Assistant Department

Date of Report: \_\_\_ / \_\_\_ / \_\_\_ Time: \_\_\_\_\_

Student Name:	Instructor Name:
---------------	------------------

Facility:	Date of Incident:	Copy to:
	___ / ___ / ___	DON:
Client/Resident Initials: _____	Time: _____	Instructor:
		Student File:

#### STUDENT TO FILL OUT:

1. Briefly described what happened:

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2. What actions were taken?

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3. Any actual/potential client complications resulting from the incident?

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4. What factors contributed to this occurrence?

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5. Measures to prevent this type of incident from occurring in the future:

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**INSTRUCTOR COMMENTS:**

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## Uniform Needle Stick and Sharp Object Injury Report

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

Birthdate: \_\_\_\_\_

SID#: \_\_\_\_\_

Date of Injury: \_\_\_\_\_

### Where did the injury occur? (Check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Patient Room  | <input type="checkbox"/> Venipuncture          |
| <input type="checkbox"/> Outside Patient Room (hallway, nurse's station, etc.) | <input type="checkbox"/> Dialysis Facility     |
| <input type="checkbox"/> Emergency Department                                  | <input type="checkbox"/> Operating Room        |
| <input type="checkbox"/> Procedure Room (X-ray, EMG, etc.)                     | <input type="checkbox"/> Autopsy/Pathology     |
| <input type="checkbox"/> Intensive /Critical Care Unit                         | <input type="checkbox"/> Clinical Laboratories |
| <input type="checkbox"/> Outpatient Clinic/Office                              | <input type="checkbox"/> Blood Bank            |
| <input type="checkbox"/> Service /Utility Area (laundry, central supply, etc.) |  |
| <input type="checkbox"/> Other, describe _____                                 |  |

### Was the source patient known? (Check one)

yes  no  unknown  not applicable      Medical Record # \_\_\_\_\_

### Was the injured worker the original user of the sharp item? (Check one)

yes  no  unknown  not applicable

### Was the sharp item? (Check one)

- contaminated (known exposure to patient or contaminated equipment)
- Uncontaminated (no known exposure to pt. or contaminated equipment)
- Unknown

**For what purpose was the sharp item originally used? (Check one)**

- unknown/not applicable
- injection, intramuscular/subcutaneous, or other injection through the skin (syringe)
- heparin or saline flush (syringe)
- other injection into (or aspiration from) I.V. injection site or I.V. port (syringe)
- to connect I.V. line (intermittent I.V./piggyback/I.V. infusion/other I.V. line connection)
- to start I.V. or set up heparin lock (I.V. catheter or Butterfly™ –type needle)
- to draw a venous blood sample
- to draw an arterial blood sample (ABG)
- to obtain a body fluid or tissue sample (urine/CSF, Amniotic fluid/other fluid, biopsy)
- fingerstick/heel stick
- suturing
- cutting (surgery)
- electrocautery
- to contain a specimen or pharmaceutical (glass items)
- other, describe \_\_\_\_\_

**Did the injury occur: (check one)?**

- before use of item (item broke or slipped, assembling device, etc.)
- during use of item (item slipped, patient jarred item, etc.)
- between steps of multistep procedure (between incremental injections, passing instruments, etc.)
- disassembling device or equipment
- in preparation for reuse of reusable instrument (sorting, disinfecting, sterilizing, etc.)

- while recapping a used needle
- withdrawing a needle from rubber or other resistant material (rubber stopper, I.V. port, etc.)
- other after use, before disposal (in transit to trash, cleaning up, left on bed, table, floor, or another inappropriate place, etc.)
- from item left on or near disposal container
- while putting the item into the disposal container
- after disposal, stuck by item protruding from opening of disposal container
- after disposal item protruded from trash bag or inappropriate waste container

**What device or item caused the injury?**

(Refer to the list of items and enter the item code number here): \_\_\_\_\_

If the item is coded as “other” (29, 59, and 79), then please describe the item:

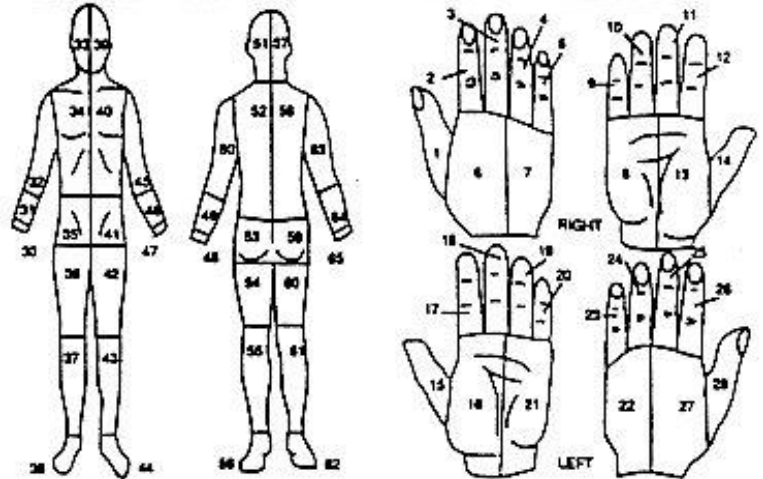
\_\_\_\_\_

**Mark the location of the injury:**  
**If the item causing the injury was a needle, was it a “safety design” with a shielded, recessed, or retractable needle?**

- yes     no/not applicable

**Was the injury:***(check one)*

- superficial *(little or no bleeding)*
- moderate *(skin punctured, some bleed*
- severe *(deep stick/cut, or profuse bleeding)*



**Describe the circumstances leading to this injury:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Which body fluids were involved in the exposure?** *(Check all that apply)*

- |   |  |
|---|--|
| <input type="checkbox"/> blood or blood product | <input type="checkbox"/> pleural fluid         |
| <input type="checkbox"/> vomit                  | <input type="checkbox"/> amniotic fluid        |
| <input type="checkbox"/> CSF                    | <input type="checkbox"/> urine                 |
| <input type="checkbox"/> peritoneal fluid       | <input type="checkbox"/> other, describe _____ |

**Was the exposed part?** *(Check all that apply)*

- |  |  |
|--|--|
| <input type="checkbox"/> intact skin     | <input type="checkbox"/> nose                  |
| <input type="checkbox"/> non-intact skin | <input type="checkbox"/> mouth                 |
| <input type="checkbox"/> eye(s)          | <input type="checkbox"/> other, describe _____ |

**Did the blood or body fluid:** *(check all that apply)*

- touch unprotected skin
- touch skin through gap between protective garments
- soak through protective garments
- soak through clothing

**Which protective items were worn at the time of the exposure?** *(Check all that apply)*

- |   |  |
|---|--|
| <input type="checkbox"/> single pair latex/vinyl gloves | <input type="checkbox"/> surgical gown         |
| <input type="checkbox"/> double pair latex/vinyl gloves | <input type="checkbox"/> plastic apron         |
| <input type="checkbox"/> goggles                        | <input type="checkbox"/> lab coat, cloth       |
| <input type="checkbox"/> eyeglasses                     | <input type="checkbox"/> lab coat, other _____ |
| <input type="checkbox"/> face shield                    | <input type="checkbox"/> other, describe _____ |
| <input type="checkbox"/> surgical mask                  |  |

**Was the exposure the result of:** *(check one)*

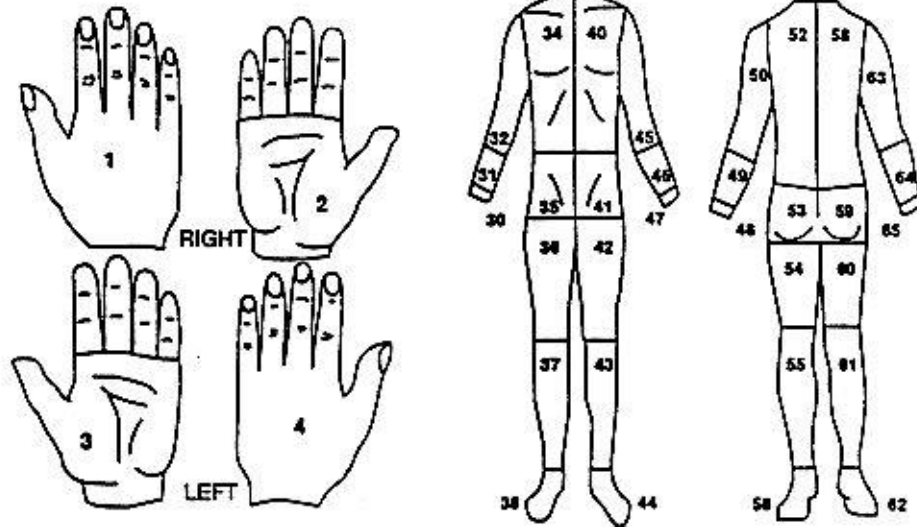
- |   |   |
|---|---|
| <input type="checkbox"/> direct patient exposure                            | <input type="checkbox"/> touched contaminated equipment |
| <input type="checkbox"/> specimen container leaked/spilled                  | <input type="checkbox"/> touched contaminated           |
| <input type="checkbox"/> specimen container broke drapes/sheets/gowns, etc. |   |
| <input type="checkbox"/> unknown  |   |



**Estimate the quantity of blood or body fluid in contact with your skin or mucous membranes: (check one)**

- small amount (up to 5 cc, or up to a quarter cup)
- moderate amount (up to 50 cc, or up to a quarter cup)
- large amount (more than 50 cc)

**Mark the size and location of the exposure:**



**Describe the circumstances leading to this exposure:**

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Error! Not a valid bookmark

## Acknowledgment of Insurance Availability

### Nursing Assistant Student

I am aware that during the practicum and/or lab experience in which I am participating under the arrangements of Walla Walla Community College, certain dangers may occur, including, but not limited to, the following:

- Infectious conditions
- Needle punctures
- Allergic reactions
- Muscular-skeletal injuries, etc...

In consideration, and as **part payment** for the right to participate in this clinical and/or laboratory experience and the other services of Walla Walla Community College, I have and do hereby assume all the risks involved and will hold the State of Washington, Walla Walla Community College, its employees, agents, and assigns, harmless from any and all liability actions, causes of action, debts, claims, demands of every kind and nature whatsoever, which may arise from or in connection with participation in any activities arranged for me by Walla Walla Community College. The terms thereof shall serve as a release and assumption of risk for the heirs, executors, administrators, and members of my family, including minors.

By my signature on this document, I acknowledge that I have been informed and further that I understand that I should have either personal health insurance prior to enrolling in this program or that I should enroll in student health insurance. My initials in the boxes next to the choices below show my preference:

Personal Health Insurance

Student Health Insurance

I am refusing to enroll in any health insurance program even though I am fully aware of the risks and dangers to my personal health, which may occur during my practicum/laboratory experience arranged for me by Walla Walla Community College.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Student



## Laboratory Test Results Certificate of Agreement

Under the suspicion of substance abuse, I understand that testing must occur within one hour and, if transportation to a testing facility is required, I may not transport myself.

I hereby authorize \_\_\_\_\_ to perform a urinalysis and blood tests to determine the use of alcohol and/or controlled substances on specimens provided by me. I authorize the Walla Walla Community College Nursing Assistant Program to receive these results and utilize the results of this test to determine suitability for continued enrollment in the Nursing Assistant Program.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Student Identification #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

I hereby refuse to agree to the above testing and realize that my refusal **will** result in immediate suspension from the program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



**Walla Walla Community College Nursing Assistant Program**

**Walla Walla Campus**  
500 Tausick Way  
Walla Walla, WA 99362  
Phone: 509.527.4240  
Fax: 509.527-4226

**Clarkston Campus**  
1470 Bridge Street  
Clarkston, WA 99403  
Phone: 509.758.1706  
Fax: 509.758.1488

**Student Acceptance Statement of Agreement and Understanding**

I have read and understand the course objectives, expectations, and program policies as outlined in the Nursing Assistant Student Syllabus and Handbook. I accept these and my role as a nursing assistant student at Walla Walla Community College.

I agree to abide and be bound by these expectations and policies as a condition of enrollment in and the completion of the program.

I have had an opportunity to have my questions satisfactorily answered by a Nursing Assistant Instructional Team (NAIT) member or the Nursing Assistant Program Coordinator.

I agree to inform the instructor in person, by email, or a phone call if I should have difficulty with meeting any of the expectations of attendance and/or course work.

NA 100 Class # \_\_\_\_\_ Quarter/Year \_\_\_\_\_/\_\_\_\_\_

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_